



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITIET
MASEPALA WA SEDIKA / U MASIPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

DEPARTMENT: ADMINISTRATION

VACANCY: AUXILIARY SERVICES OFFICER

Ref. no: 02/22

Permanent post
TASK: 11

Basic salary: 275 916.00 – R358 104.00 (plus benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque)

Requirements: the successful candidate must have a National Diploma in administration/logistics/facilities or equivalent qualification. A minimum of two to three years' experience in building and facilities maintenance administration. The applicant must be computer literate and be in possession of a code EB drivers' license.

Key Performance Areas: Provide Help desk for the Municipality by ensuring that the buildings are properly maintained. Assist with supervision of maintenance. Assist with supervision and distribution of work for Cleaning, Gardening, Drivers and Factotum, inspect all floors and overall image of the building to ensure compliance with OHS Act. Make sure that all faults and maintenance issues are reported and attended to i.e. air-cons, plumbing, lifts electrical etc. Prepare resource allocation schedules (cost, material and time spread) and priority programmes for execution and, prioritising urgent works to accommodate needs and requirements relating to office occupation/ space. Co-ordinate and control tasks/ activities associated with controlling personnel performance, productivity and discipline. Co-ordinate procedural requirements associated with maintenance of the Building and surrounds and provision of general support services. Perform specific procedural applications associated with the reservation of the Council venue for meeting/ conferences. Perform specific administrative tasks/ activities associated with the updating and maintaining of records.

Closing Date: 28 January 2022

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

**MUNICIPAL MANAGER
MS ZM BOGATSU**