

LETSEMENG COUNCIL / LETSEMENG RAAD



Privaatsak /Private Bag X3
KOFFIEFONTEIN
9986

Telephone : (053) 3300 210
E-Mail – mm@letsemeng.gov.za
Website - www.letsemeng.fs.gov.za

Letsemeng Local Municipality comprises of the following town; Koffiefontein, Luckhoff, Oppermansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalance of the past. The administrative Office of the Municipality are situated at Koffiefontein; which is 135 km South of Bloemfontein.

VACANCIES SPEAKERS'S OFFICE

DRIVER TO THE SPEAKER

(Fixed Term Employment Contract aligned to the office of the Current Speaker)

Duties and Responsibilities: Provide a driving/ chauffeur service to travelling routes and the Speaker through the application of laid down safety guidelines and procedures with respect to designated travelling routes and actions to be taken during emergencies and life threatening situations; Ensure that vehicle are serviced and clean at all times

Requirements: National Senior Certificate (Grade 12); a valid Code EB (8) driver's licence

Preferred minimum requirements: Good writing skills; Good Communications skills; Computer literacy and sound knowledge of legislative- process at the Municipal Level

Remunerations: R 276 000.00 per annum (total cost to employer)

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificate with a covering letter to: **Manager: Human Resource, Mr S Qwelane**, Letsemeng Local Municipality, 07 Groottrek Street, Koffiefontein 9986. Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Faxed, emailed or late applications will not be accepted.

Any enquires can be directed to Manager: Human Resources, Mr SG Qwelane during office hours at **(053) 3300 212**

Closing date: 20 January 2022

Regards,

Mr TL Mkhwane
Municipal Manager