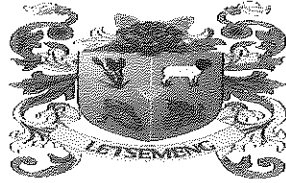


LETSEMENG RAAD/COUNCIL

Private Bag X3
KOFFIEFONTEIN
9986



PHONE:
(053) 330 0200
FAX: (053)205 0144
E-mail: letse@letsemeng.gov.za

OFFICE OF THE MAYOR

Letsemeng Local Municipality comprises of the following towns; 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.

EXTERNAL VACANCY – 27th October 2022

DRIVER TO THE MAYOR

(Fixed Term Employment Contract aligned to the term of Office of the current Mayor)

Duties and Responsibilities: Provide a driving / chauffeur services to the Mayor 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; Conduct physical operational surveillance at all places the Mayor visits. Recognize threats and appropriate action to be taken to avoid life threatening situations. Ensure that the Mayor's vehicle is serviced and is neat and tidy at all times.

Requirements: An appropriate level of education; Valid Code EB (8) driver's licence; Advance Driving Course with an accredited institution would be an added advantage; Two years driving experience and be multilingualism.

Preferred Minimum Requirements: Good communication skills; multilingualism speaker, good writing skills and sound knowledge of legislative process at Municipal Level.

Remuneration: Negotiable

BODYGUARD TO THE MAYOR

(Fixed Term Employment Contract aligned to the term of Office of the current Mayor)

Duties and Responsibilities: The incumbent is expected to work flexy hours and be assigned flexible responsibilities as and when he/she is needed, must possess a strong knowledge in personal protection, standard security practices and procedures. Assist in planning elaborate security arrangements at venues where Mayor will be attending official functions and or personal functions. Ensure that the Mayor's vehicle that he/she is assigned to during given shift is clean and in favourable safe working conditions. Conduct detail advances for venues that will be attended by the Mayor and this include liaison with local South African Police Service, obtaining

possible threat information, arrival and departure locations and all detailed information about the facility. Submits successful well-written report to the office of the Director Corporate Services concerning incidents or suspicious activities observed. The Incumbent should also be competent on how to conduct counter – surveillance activities.

Requirements: An appropriate level of education; Valid Code EB (8) driver's licence; Certificates in Security (Grade A – E) with a minimum of two (2) to three (3) security experience. The following courses will be an added advantage: Police Science Law Enforcement, Criminal Justice, Emergency Services and or Public Safety. First aid and CPR Certificates.

Preferred Minimum Requirements: Good communication skills; multilingualism speaker, good writing skills, master tactical skills, be in a great physical shape, be extremely trustworthy / loyal and military training will also be an added advantage.

Remuneration: Negotiable

Interested candidates should submit their detailed Curriculum Vitae with contactable references, certified copies of original certificates with a covering **Human Resources Manager: Mr SG Qwelane**, at Letsemeng Local Municipality Offices – 07 Groottrek Street, Koffiefontein letter to: 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 applications will not be accepted.

All enquiries can be directed to **Manager: Human Resources, Mr SG Qwelane** during office hours at **053 330 0200 / 212**

Closing Date: 04TH November 2022

Regards,



Mrs DG Tsikang
Acting Municipal Manager