



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancies:

1. Cashier (X1)

Duration: Permanent

Basic Salary: R150 361, 08 per annum (excluding benefits)

Minimum Requirements: Grade 12 plus Computer Certificate. 1 year relevant experience.

KPA's: Receive cash or cheques from customers in order to issue vehicle and drivers licenses. Count and verify cash amounts against receipts and completing deposit forms/ procedural documentation to facilitate the banking process. Reconcile cash deposits referring to the system reports and statements and/or responds, seeks clarity or resolves deviations in transactional information. Record and sign for takings received for verification by supervisor. Forward verified statements to external authorities (Department of Transport) for processing. Prepare applications for commercial licenses received for circulation and inputs by relevant departments by opening files and recording relevant information. Generate documentation as requested by public in cases of lost or damaged licenses.

2. VIP Protection Officer: Mayor (X2)

Duration: Contract linked to the term of Office of the Mayor

Basic Salary: R293 691, 72 per annum (excluding benefits)

Minimum Requirements: Grade 12. Basic VIP Security course. Advanced driving license. Diploma in Policing would be an added advantage.

KPA's: Ensure that there is adequate security for the Mayor and all relevant protocols are observed in her movements. Ensure that the Mayor travels with minimum disruption to her itinerary. Ensure laid down procedures and instructions are complied with during the travel and emergencies / threats recognized and appropriate action taken to avoid life – threatening situations.



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3. VIP Protection Officer: Speaker (X1)

Duration: Contract linked to the term of Office of the Speaker

Basic Salary: R293 691, 72 per annum (excluding benefits)

Minimum Requirements: Grade 12. Basic VIP Security course. Advanced driving license. Diploma in Policing would be an added advantage.

KPA's: Ensure that there is adequate security for the Speaker and all relevant protocols are observed in his movements. Ensure that the Speaker travels with minimum disruption to his itinerary. Ensure laid down procedures and instructions are complied with during the travel and emergencies / threats recognized and appropriate action taken to avoid life – threatening situations.

4. Chauffer: Mayor (X1)

Duration: Contract linked to the term of Office of the Mayor

Basic Salary: R150 361, 08 per annum (excluding benefits)

Minimum Requirements: Grade 12 or an equivalent qualification. Valid driving license. Public Drivers' Permit. No criminal record. 1 year driving experience.

KPA's: Ensure that efficient transport services in line with standard protocol are provided. Ensure that the Mayor attends events and functions timeously within laid down principles.

5. Chauffer: Speaker (X1)

Duration: Contract linked to the term of Office of the Speaker

Basic Salary: R150 361, 08 per annum (excluding benefits)

Minimum Requirements: Grade 12 or an equivalent qualification. Valid driving license. Public Drivers' Permit. No criminal record. 1 year driving experience.



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KPA's: Ensure that efficient transport services in line with standard protocol are provided. Ensure that the Speaker attends events and functions timeously within laid down principles.

To apply for the above posts use:

The Application Form/ Letter must be accompanied by a detailed CV, originally certified copies (not older than 6 months) of academic qualifications, and Identity Document. Copy of the drivers licence and PDP must also be included if it is a requirement.

Failure to comply with the above request will disqualify your application. E-mailed and faxed applications will not be considered.

Enquiries: Letshedi G - HR: (013) 265 8658
Switchboard: (013) 265 8658

Please forward application to the following address: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085.

OR

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085
@Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 07 February 2022

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 90 days after the closing of the advert then regard your application as being unsuccessful.



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Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	Approved as amended <input type="checkbox"/>
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14/12/2021
Date

Rampedi NM
Municipal Manager

Office of the Municipal Manager
