



# MAKHUDUTHAMAGA

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## LOCAL MUNICIPALITY

*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

**PHYSICAL ADDRESS**  
01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**  
Private Bag X434  
Jane Furse  
1085

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

**1. MAYOR'S CHAUFFER (X1)** Contract linked to the term of office of the incumbent

**Basic Salary:** R145 276.38 per annum (excluding benefits)

**Requirements:** Grade 12. Driver's License, 2 years relevant experience.

**KPA's:** To provide safe and efficient transport services to the Mayor. Communicating with protection personnel on specific safety requirements during travel and apply agreed procedures to counteract or avoid life-threatening incidents. Conducting and recording details of vehicle safety inspections and/or informs the Executive Secretary to activate maintenance requisitions and confirm service/ repair appointments. Interact with Protection Services and external departments (South African Police Services) and security services in respect of high profile functions and possible volatile situations and comprehending safety instructions and contingency plans in cases of emergencies. Maintain the logbook/trip register so that an up-to-date record of all official trips relating to the Mayoral engagements are kept.

**2. VIP PROTECTION: MAYOR (X1)** Contract linked to the term of office of the incumbent

**Basic Salary:** R267 068, 40 per annum (excluding benefits)

**Requirements:** Grade 12. Basic VIP Security course, Advanced Driving licence. Diploma in Policing. Two (02) years' experience in security related environment. Good understanding of VIP Security as well as of protocol issues.

**KPA's:** The successful candidate will be responsible for providing VIP security services in line with official standards of protocol and etiquette in line with the following key performance areas: Provide security services to the Mayor. Travel arrangements and transportation services. Transporting the Mayor to/from scheduled public events and functions.

**3. ADMIN ASSISTANT: OFFICE OF THE CHIEF WHIP (X1)**

**Basic Salary:** R204 581, 76 per annum (excluding benefits)

**Requirements:** Grade 12, National Diploma in Office Admin/Management or equivalent relevant qualification.



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**KPA's:** Minute crucial meetings, distribute accordingly and maintain records. File documents required for current office use. Maintain and update the computerized and paper filing register and access as required. Assist with administrative work (such as typing, printing, photocopying, faxing and emailing) to support the operational requirements within the organization. Arrange meetings (including venues), presentations, refreshments, and other requirements for staff in the normal course of business within the company.

**To apply for the above post use:**

The application form must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence.

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

**ENQUIRIES: Letshedi G/Mpogeng T.M**

HR: (013) 265 8619/16

Switchboard: (013) 265 8600

**Applications should be directed to the below address.**

**Please forward application to:** 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: 17 July 2020**

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful

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

Approved as amended

Ra:  
M:

**TEL**  
013 265 8600

**EMAIL / WEBSITE**  
info@makhuduthamaga.gov.za  
**CUSTOMER CARE:013 265 8616**

**FAX**  
013 265 1975

<input checked="" type="radio"/> Approved	<input type="radio"/> Not Approved	<input type="radio"/> Approved as amended
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30/06/2022  
Date

Rampedi M.N  
Municipal Manager

Office of the Municipal Manager