

CAREER OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.

Applications are invited for the following vacancy in the Office of The Executive Mayor.

**CHAUFFEUR: EXECUTIVE MAYOR
OFFICE OF THE MAYOR
(GEORGE)**

Period of appointment:

The contract period will be equal to the term of office of the current political office bearer.

Total remuneration package:

R171 667.68– R222 833.52 per annum (T7)

Minimum Requirements:

- Grade 12 Senior Certificate
- Code B driver's license
- Advanced driving course at the discretion of Council
- 6-12 months relevant experience

Duties will include:

- Functional co-ordination of chauffeur services for the Executive Mayor
- Perform Administrative tasks
- Maintain the Asset Register for assets entrusted to the post
- Complete, sign and submit vehicle logbook after each trip and record any abnormalities found during vehicle inspections
- Communicate vehicle requirements to the Fleet Manager in respect of the programme/schedule of meetings to be attended
- Initiate precautionary to avoid life threatening situations during chauffeur duties

Note (s):

- *Preference will be given to candidates residing in the Garden Route District Municipal area.*
- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma)*
- *Identity Document (SA);*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical/proficiency testing.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- ***No late or faxed applications will be accepted.***

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530 or email to info@gardenroute.gov.za. The application forms are available at the offices of Garden Route District Municipality or visit our website at www.gardenroute.gov.za. For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413. Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: Monday, 04 April 2022

Notice no:31/2022

**L MENZE
ACTING MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.