



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	: CORPORATE SERVICES
POSITION	: DRIVER/ MESSENGER
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 06
SALARY NOTCH	: R 143,457.83
SALARY SCALE	: R 143,457.83 pa-R186, 224.99 pa
REF. NO	: KZ293 CORP020

KEY REQUIREMENTS

The incumbent must have Grade 12, Valid Driver's licence with professional driver permit (PDP). More than one year driving experience. Adherence Support Program Certificate will be an added advantage.

KNOWLEDGE, SKILLS & COMPETENCY

- Excellent verbal and communication skills.
- Able to work under pressure.
- Ability to handles people with special needs

KEY RESPONSIBILITIES

- Deliver agendas and minutes within the Council's servicing area.
- Loud hailing of Municipal programmes
- Responsible for the collection of mail at the post office distribute it to the different departments after it has been sorted,
- Receiving a schedule indicating delivery /collection requirements and identifying with specific priorities
- Checking vehicle condition and completing the checklist prior to departure and / or reporting defects to the immediate superior
- Locating specific addresses for delivery / collection or sign acknowledgement of receipt on collection/ delivery
- Transportation of Special Needs people
- Ability to communicate with Traditional Leaders/Councilors

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

CLOSING DATE: 04 NOVEMBER 2021

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID,


Driver's licence and all qualifications must be forwarded to: **-The Municipal Manager, Ndwedwe Local**

**Municipality, P/Bag x 503, Ndwedwe, 4342. Attention to: Mrs. MG Mthembu- Acting Manager
Human Resources**

Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to :
Human Resource Office Tel: 032 532 5000

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


**MR. MF HADEBE
MUNICIPAL MANAGER**

14/10/2021
DATE