



MARULENG MUNICIPALITY

65 SPRINGBOK
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HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

LOCAL ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : Chauffer to the Speaker
Directorate : Office of the Speaker
Type : Contractual (In line with the term of the office of the Speaker)
Remuneration: R273 283.27 per annum

Requirements: Grade 12. Minimum twelve (12) months relevant experience in Driving and Security matters. Sound knowledge of legislations governing municipalities. Able to work under pressure. Clean Criminal Record. Knowledge of protocol procedures.

Responsibilities: Perform driving duties, Responsible for the upkeep of the Speaker's vehicle. Ensure that allocated vehicle is serviced as per scheduled. Recording travelled kilometres in the logbook and submitting the logbook to the supervisor. Assuring that damages are restricted or prevented. Reporting any accidents or incidents. Report damages or losses in respect of the vehicle to the supervisor immediately. Execute safe driving techniques. Route planning. Ensuring that the vehicle is operated under safe and stable conditions. Solely responsible for and in control of the vehicle. Adhere to traffic rules and regulations. Conduct inspection of vehicle before use and roadworthy. Ensure that the vehicle is clean at all times. Ensuring that the vehicle is parked safely at all times. Ensure the speaker's safety. Perform messenger services and protect the speaker from any potential harm.

Position : Secretary
Directorate : Office of the Speaker
Type : Contractual (In line with the term of the office of the Speaker)
Remuneration: R191 787.52 per annum

Requirements: Grade 12 plus a secretarial diploma or certificate, proficiency in local languages, computer literacy, report writing, twelve (12) months' experience as a secretary, good communication skills.

Responsibilities: Assist the Speaker with day to day administration of the office. Taking minutes. Handle all correspondences, answering of telephone, screening of all calls and message conveyed to the Speaker. Manage the diary of the Speaker electronically and



manually. Do typing work for the Department. Do bookings and travelling arrangements, make arrangements for refreshments during meetings. Handle all queries related to the Speaker, ward committees and councillors.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of the position and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 17 December 2021 at 12H00. Direct your enquiries to Mrs. Kidibone Ramohlola or Ms Makhobedi Mahlo @ 015 793 2409.