



## **MKHONDO**

**LOCAL MUNICIPALITY**

### **EXTERNAL ADVERT**

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

**SPEAKER'S AID**  
Ref: CS/SP/AIDESP/01  
**WHIP OF COUNCIL'S AID**  
Ref: CS/WP/AIDEWP/01

**Fixed-term contract of employment linked to the  
term of office of the public office bearer**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- Relevant certificate in Law Enforcement
- SAPS Clearance Certificate
- Must be able to register as Peace Officer
- Firearm competency certificate as per Firearm Control Act 60 of 2000
- Valid Driver's License
- Ability to speak at least 2 Mkhondo Nguni languages (English, Afrikaans, SiSwati or IsiZulu)
- 2 Years relevant experience

#### **ADDED ADVANTAGES**

- Advance Driving course
- PSIRA registration

#### **OTHER REQUIREMENTS**

- Physically fit
- Attention to detail of surroundings
- Able to carry up to 20kg of weight
- Work in extreme weather conditions
- Work extended hours after hours and weekends.

#### **RESPONSIBILITIES**

- Performing authorized driving duties for the Speaker / Whip of Council
- Driving the Speaker / Whip of Council for official trips to certain destinations for scheduled public events and functions using official vehicle
- Ensure the allocated vehicle is serviced as per schedule
- Recording travelled kilometers 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.
- Keep up to date with all traffic legislation
- Loading and offloading of parcels and deliveries
- Execute safe driving techniques
- Route planning
- Messenger services and protect the speaker / whip of council from any potential harm

**Remuneration:** R 342 748 per annum (excluding benefits)

**CLOSING DATE & TIME:** 25 March 2024 @ 12h00

**Enquiries:** Ms. Wendy Mahlangu or Ms. Lyzette Botha at 017 004 0197

**To apply:**

**Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to**

**Hand delivery**

**or**

**Post**

Senior Manager: Human Resources  
Civic Centre  
Corner Mark and De Wet Street  
Piet Retief  
2380

Senior Manager: Human Resources  
Mkhondo Local Municipality  
P.O. Box 23  
Piet Retief  
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

**Note:** Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

Vetting and screening may be done on successful candidates

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipality is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

***Mkhondo Local Municipality Reserves the right not to make an appointment.***

**MJ MKHONZA  
ACTING MUNICIPAL MANAGER**