

LETSEMENG RAAD/COUNCIL

Privaatsak/Private Bag X3
KOFFIEFONTEIN
9986



FOON/PHONE:
(053) 205-9200
FAKS/FAX:

(053) 205 0144
E-mail: letse@mweb.co.za

Letsemeng Local Municipality comprises of the following towns; Koffiefontein, Luchhoff, Oppersmaansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the Municipality are situated at Koffiefontein; which is 135 km south of Bloemfontein.

VACANCIES

Suitably qualified candidates are hereby invited to apply for the following vacancies within the Municipality

DRIVER/MESSENGER

Purpose: To provide a motorized collection and delivery services for the Municipality - deliver and collect documents, goods and materials to and from internal and external clients and; collect mail from the Post office; to transport Council officials and Councilors if and when necessary; to keep a daily log sheet of kilometers to ensure proper vehicle utilization; perform daily checks on the vehicles as per vehicle check list; to report faults and service requirements.

Requirements: An acceptable level of education with basic training to read and write. A valid Code B Drivers Licence is required.

Preferred minimum requirements: One (1) to two (2) years driving and delivery experience. Good interpersonal skills and ability to communicate. Ability to work under pressure.

Remuneration: R7 395.61

CLEANER/GENERAL ASSISTANT

Purpose: To develop routines to ensure all areas of the Municipality are maintained to high standard of cleanliness – tidy and dust all offices boardrooms; vacuum carpets, clean toilets/corridors/ Council chamber/auditorium; wash floors; keep a check on cleaning materials and re-order via the Manager; lock and unlock the building securely; supply fresh drinking water, hot water/coffee/ tea/ milk/sugar; assist with/serve tea/coffee during meetings; clean outside building and environment; keep records of tables and chairs; prepare in-house catering.

Requirements: An acceptable level of education with basic training to read and write. **Preferred minimum requirements:** One (1) to two (2) years office cleaning experience. Good interpersonal skills and ability to communicate. Ability to work under pressure.

Remuneration: R5 621.43

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificate with a covering letter to: **Manager: Human Resource, Mr S Qwelane, Letsemeng Local Municipality, 7 Groottrek Street, Koffiefontein 9986 or Private Bag x 3 Koffiefontein; 9986**

Only Shortlisted candidates will be contacted and if you are not contacted within 30 Days after the closing date, please consider your application unsuccessful. Faxed, emailed or late application will not be accepted.

Any enquiries can be directed to Manager: Human Resources, **Mr SG Qwelane** during office hours at **(053) 205 9200**

Closing Date: 16 October 2014

Mr BA Mnguni
Municipal Manager

