DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA
Paarl | Wellington | Gouda | Saron | Simondium

PERSONNEL VACANCY - POSITION IS ONLY FOR DRAKENSTEIN RESIDENTS

DEPARTMENT: CORPORATE AND PLANNING SERVICES

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite applicants who qualify to apply for the abovementioned vacancies within its Corporate and Planning Services Department, Sub-Section: Political Office Support.

1. DRIVER/MESSENGER (REF NR: MM-IDP-DR1)
CONTRACT IS LINKED TO THE TERM OF OFFICE OF THE EXECUTIVE MAYOR

JOB PURPOSE:
Provides a messenger service, close protection and transport services to and ensure the safety and security of the Executive Mayor through the application of laid down safety guidelines and procedures with respect to new/designated travelling routes and actions to be taken during emergencies and life-threatening situations.

SELECTION REQUIREMENTS:

- Grade 12; Chauffeur; Code EB Driver's Licence; First Aid Course, Advances driving course; protocol and etiquette training course; physical training course; Firearm proficiency (where required); basic training (law enforcement/policing – where required)
- Experience – Chauffeur - 2 to 3 years' experience

OTHER REQUIREMENTS:

- Proficiency in at least 2 of the official languages of the WC (read, speak and write); Telephone Etiquette; Good word processing and clerical skills.
- Good Human relations, interpersonal and communication skills
- Ability to give attention to detail; high level of responsibility

SALARY:
Total cost per annum – **TASK LEVEL 06** (R341 205.62)

Note: Clear copies of certified documents must be attached).

The requirements of the Employment Equity Act will be considered for this position but will not be the only criteria applied.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Your application can be submitted via email to: politicalstaff@drakenstein.gov.za or applications can be hand delivered at the Recruitment Office, Drakenstein Municipality, Civic Centre, Bergriver Boulevard, Paarl,

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB. If you are not contacted within three (3) months after the closing date, please not that you were unsuccessful. No further correspondence will be given to you in this regard.

Closing date for emailed applications: 4 December 2026 at 23h59
Closing date for hardcopies: 4 December 2026 at 15h30

ACTING CITY MANAGER