

### **Key Performance Areas**

- Good Communication and presentation skills
- Problem Solving
- Responsible and Reliable
- Computer literate

### **KNOWLEDGE, SKILLS AND COMPETENCY**

- Grade 12
- Diploma in Office Administration/ Transport Management
- Valid Motor Vehicle Driving License
- 2-3 years Municipal Fleet Management Experience

### **MINIMUM REQUIREMENTS:**

**DEPARTMENT :** TECHNICAL SERVICES AND INFRASTRUCTURE  
**POSITION :** FLEET OFFICER (PERMANENT APPOINTMENT)  
**TASK GRADE :** T 10  
**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**  
**SALARY NOTCH :** R 258 334 per annum  
**SALARY SCALE :** (R 258 334 pa – R 328 991 pa)  
**CLOSING DATE :** FRIDAY, 24 MAY 2024 @ 12:00 pm  
**REF NO :** PN 45/2024

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

## **MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY**



www.mandeni.gov.za

2 Kingfisher Road, Mandeni, Kwazulu Natal, 4490, South Africa  
PO Box 144, Mandeni, 4490

Tel 032 456 8200  
Fax 032 456 2504 / 086 568 9741  
Email ceo@mandeni.gov.za

Office of the Municipal Manager

Entries must be directed to Manager HR and Administration; tel: (032) 456 8200. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4990 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. Certified copies of certificate will be submitted by the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building. Mandeni residents will be given first preference.

### **DIRECTIONS TO CANDIDATES:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid and Pension fund would be applicable to the above post.

### **BENEFITS:**

- Co-ordinates specific sequences associated with the day to day running of the Mandeni Local Municipality Vehicle Fleet
- Provides support/recommendations associated with Fleet Management
- Performs specific administrative activities associated with Fleet Management
- Identifies with policy and procedural guidelines and, defines/ addresses critical requirements to maintain control of the fleet.
- Provides support/ recommendations associated with Fleet Management
- Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline.
- Prepares specific administrative activities associated with Fleet Management
- Co-ordinates and monitors the application of procedures and standards associated with the vehicle pr-delivery of specific vehicles.
- Conducts analysis to determine the efficiency of the fleet against specific budget parameters.





**NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.**

**SG KHUZWAYO**  
**MUNICIPAL MANAGER**  
**DATE: 08/05/2024**