



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

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

**DEPARTMENT : TECHNICAL SERVICES AND INFRASTRUCTURE
DEVELOPMENT**
POSITION : FLEET CLERK (PERMANENT APPOINTMENT)
TASK GRADE : 07
SALARY NOTCH : R 192 000 PER ANNUM
SALARY SCALE : R 192 000 pa – R 249 222 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 02 MAY 2025 @12:00 PM
REF NO : PN 29/2025

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma in Office Administration/ Public Administration
- 1-2 years Fleet Management Experience
- Valid driver's licence

KNOWLEDGE, SKILLS AND COMPETENCY

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

DUTIES:

- Provides clerical financial support to the Section in respect to specific finance/ orders tasks
- Processing of works orders, verifying signatures, quotations, contract numbers and proforma documentation where necessary.
- Maintains and access records, instructions and correspondence
- Referencing source documentation, reports and/ or instructions using alphanumeric sequential codes, to facilitate retrieval.



- Maintaining the filing system for safe keeping of accounting documents.
- Retrieving supporting documentation and records to facilitate and support query resolution.

BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Enquiries 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, 4490 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 or at any Municipal building. Mandeni residents will be given first preference.**

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 : 17/04/2025