



## EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

**DEPARTMENT: CORPORATE SERVICES**

**ADMINISTRATOR: TRANSPORT (Permanent position)**

**REMUNERATION: R195 817.08** Per annum (Task Grade 09 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### MINIMUM REQUIREMENTS

- Grade 12
- Diploma in Fleet/ NQF level 6/ Bachelor of public Administration or equivalent qualification
- 1-2 years Fleet Management / Administrative experience
- Computer Literacy
- Valid driver's licence.

### KEY PERFORMANCE AREAS

- Reporting on usage and utilization of vehicle groups, drivers and recommends corrective or improvement measures to the Pool Controller.
- Implementing and controlling communication systems to facilitate on-the-job feedback and produce a high level of service to customers.
- Collecting and reporting of usage and utilization statistics for the allocated fleet, comparing with pool statistics and recommending corrective action.
- Monitoring driver performance through the on-board computers fitted to the vehicles.
- Monitoring and comparing the usage and utilization of fleet groups across the allocated pool and hired fleets.

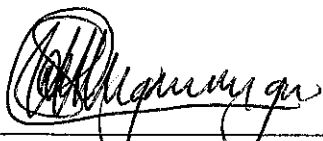
- Recommending transfer of vehicle status between pool and allocated fleet in accordance with approved policy.
- Recommending changed ratios of pool/ hired vehicles in accordance with approved policy.
- Recommending continuance/ discontinuance of vehicle groups between pool and hired fleets.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 03 September 2021 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**