



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

WORKSHOP & FLEET MANAGER

MN 277/ 2021

Applications are invited from suitably qualified and or experienced persons for the above – mentioned position.

Requirements:

The applicant must have • Grade 12 Certificate • National Diploma in Transportation management or Public Administration / Management / Accounting / Logistics management NQF Level 6, Code EB Driver's license • 4-5 Years' Experience in a similar environment. **Skills:** Good interpersonal skills, Ability to work under pressure, Good managerial & leadership skills • **Knowledge** Relevant legislation.

Duties:

Aligning functions and key deliverables in accordance with established priorities and objectives encompassed in operational plans • Keeping abreast of technological developments and making recommendations on changes to systems/ procedures • Interpreting changes/ amendments to relevant statutory provisions relating to transport matters • Preparing estimates based on trends to provide for major and minor expenditure and or controlling budget allocations • Verifying the effective utilization of staff, workshops, vehicles and plant section • Conducting appraisals to measure performance against agreed objectives • Monitoring the adequacy of current training interventions • Analyzing statistical information pertaining to staff attendance • Determining through analysis and evaluation, the status of the current fleet to respond to accidents • Executing specific planned/ routine maintenance requirements • Prioritizing/ approving and investigating major breakdowns and repairs, resolving fleet allocations to specific locations • conducting inspections of the workshops, vehicles/ plant and depot facilities and taking appropriate measures to correct identified deviations • Investigating and responding to complaints/ queries pertaining to the section .

Salary: The incumbent will be remunerated at **R578 448.60 p.a.** permanent with other municipal benefits.

The successful candidate will be required to sign employment contract and annual performance agreement in accordance the provisions of the Local Government Municipal Systems Act, 32 of 2000 and also the candidate will be subjected to screening and security clearance to determine their suitability for employment, including but not limited to: Criminal records; Credit worthiness; Previous employment (reference checks); and Qualification verification.

Applicants must forward a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Manager, PO Box 19, Scottburgh, 4180 by no later than 09 July 2021. Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices. **No Faxed or Emailed Applications will be accepted.** Applicants who have not been contacted within 3 months from the closing date should consider their application to have been unsuccessful.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only

Municipal Offices

Cnr Bram Fischer & Williamson Street
PO Box 19, Scottburgh, 4180
Ph: (039) 976 1202

MR. MZ SILINGA
ACTING MUNICIPAL MANAGER