



## **JOZINI MUNICIPALITY (KZ 272)**

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 572 1292 Email: [bnyawo@jozini.org.za](mailto:bnyawo@jozini.org.za) Fax: (035) 5721266

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**Position** : Administration / Transport Officer  
**Department** : Corporate Services  
**Location** : Jozini Local Municipality  
**Job Grade** : T09 R127 356.96 per annum  
**Reports to** : Manager Admin  
**Closing Date** : 29 November 2013

A Vacancy exists for the above position

**The Job Content is described in terms of the Objectives and Outputs**

### **OBJECTIVES**

The post is responsible for coordinating and controlling the administrative and transport functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from/ to the Department with regards to various activities. Co-ordinates and management of the municipal fleet and ensuring that the all municipal fleet is utilized optimally and efficiently

### **OUTPUTS**

- Attending to the approval of requisition orders and/ or controlling claims and fleet related issues.
- Preparing and extracting qualitative and quantitative reports for submission to the Manager: Administration detailing the status of operations within the Unit.
- Providing consolidated administrative information in the form of trips analysis, trips forecasting and needs quantification.
- Coordinating the routes of all fleet as well as decide on the sequence of all municipal fleet requests from drivers daily
- Administration of fines for all municipal fleet ensuring that drivers responsible acknowledge receipt of their fines.
- Ensuring that all vehicles are regularly serviced and service schedules are kept in the vehicle.
- Ensuring that the vehicles are parked and kept in a safe place at all times.
- To perform monthly and consolidated quarterly reconciliation between trips undertaken against fuel utilized
- Ensuring that vehicles undergo annual roadworthy testing and that the licensing of motor vehicle that require license renewals on an annual basis is done timeously
- Inspecting the vehicle at least once a month to ensure that they are kept in a usable state and tidy and make monthly report on the state of Municipal vehicles
- Reconcile expenditure and kilometers travelled by each vehicle and submit a report together with petrol slips, toll gate slips, and other relevant invoices at the end of each month
- Ensuring that all Council vehicles have the Council name and logo affixed on each side
- Keep track of expenditure and budgets to ensure economical and effective use of the funds and make report on monthly basis



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- Ensuring effective supervision and control of all activities of the vehicle

### COMPETENCIES

#### Skills

- Communication Skills both Verbal and Written
- Administrative organizing Skills
- Computer skills: **MS Word, Excel, PowerPoint and Microsoft Outlook.**
- Vehicle Driving Skills

#### Knowledge

- Knowledge of Fleet Management policies & procedures would be an added advantage
- Operation of Motor Vehicle Management System and Tracker
- Knowledge of applicable road transport legislation and prescripts

### REQUIREMENTS

#### Qualifications

- Grade 12
- A valid code 8 driver's licence
- Post matric qualify would be an added advantage
- A professional driving permit (PDP) would be an added advantage,

#### Experience

- A minimum of 1-2 years related experience

The Jozini Municipal Approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

All applications should be accompanied by a **comprehensive CV, together with certified copies of qualifications, ID copy, and Driver's License** are to be forwarded for the attention of the **HR Manager of Jozini Municipality at Private Bag X028, Jozini, 3696.**

Incomplete CV's will not be considered and **FAXED AND EMAILED APPLICATION WILL NOT BE ALLOWED.**

Approved by Municipal Manager Yes / No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MR. B.NTULI: MUNICIPAL MANAGER**