NDLAMBE MUNICIPALITY

PORT ALFRED

VACANCY

FLEET OFFICER (SALARY SCALE: (R 347 854 – R 451 556 p.a) SUBJECT TO JOB EVALUATION OUTCOMES TASK GRADE 11 CATEGORY 3 LOCAL MUNICIPALITY

Applications are invited from persons who consider themselves suitably qualified for the above position.

REQUIREMENTS:

- Grade 12 plus 3 years Diploma or Degree in Fleet Management or equivalent) at NQF 6/7
- At least 3 years of experience in a Fleet Management environment.
- A valid Code B driver's license will be an advantage
- Will sign a performance agreement
- Competent knowledge of computer applications.

DUTIES: KEY PERFORMANCE AREAS

- Implement systems to optimise vehicle/driver utilisation and roadworthiness.
- Plan replacements and future fleet needs for budgeting.
- Analyse fleet needs; liaise with providers.
- Inspect fleet; verify contraventions; enforce National Road Traffic Act compliance.
- Review workshop vehicles and records to identify replacements.
- Arrange mechanical inspections; recommend continuance/discontinuance per policy.
- Monitor and report misuse; deter fraud and apply discipline.
- Set work programmes and schedules for effective control.
- Oversee repairs and maintenance; ensure timely servicing.
- Maintain asset register, accurate records and statistics; submit monthly reports.
- Track legislative changes; implement required updates.
- Communicate with staff and providers; address policy queries and improvements.
- Analysing vehicle expenditure and fuel expenditure reports to establish departmental expenditure and ensuring that information/ transactions are
- captured.
- Monitoring vehicle movements on the tracking system to retrieve reports and Reconciliation of expenditure to the relevant departments.
- Processing invoices for services rendered to ensure timeous payment of services.

- Monitoring and updating the employee fleet register for accuracy and compliance with Road Traffic Management Requirements.
- Verifying that overnight authorisation has been obtained prior to the driver taking the vehicle to his/ her home in terms of the fleet management policy.
- Receiving and processing fleet requests, allocating vehicles as per request and communicating with the requester.
- Facilitating processes relating to the submission of claims for accidents from insurance, and coordinating repairs with authorised suppliers.

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license ***(including details of at least 3 contactable references with email addresses)*** to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Application forms are downloaded on the Municipal website www.ndlambe.gov.za. Please note that no late submission, faxed or emailed applications will be considered. **For enquiries kindly contact the Human Resources Section at 046 604 55 00. The closing date is Thursday, 02 October 2025**

Employment Equity Plan will be complied with. Persons with disabilities are encouraged to apply. All applications who do not receive any response within 21. days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 214/2025 **ADV. R DUMEZWENI**
12 SEPTEMBER 2025 **MUNICIPAL MANAGER**

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