

# **NDLAMBE MUNICIPALITY**

## **PORT ALFRED**



## **VACANCIES**

**1. MANAGER: WORKSHOP (SALARY SCALE R 600 186 – R 779 079 p.a)  
TASK GRADE 15 OF CATEGORY 3 LOCAL MUNICIPALITY**

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned post

### **REQUIREMENTS**

- Grade 12 + 3 year Diploma in Mechanical/Automotive Engineering OR N4 with Trade Test (Diesel Mechanic / Petrol Mechanic / Motor Mechanic).
- Valid Code C/EC Driver's License with PrDP (advantageous).
- Minimum 5-7years' experience in mechanical/fleet workshop environment. Knowledge of the OHS Act, and municipal fleet repairs and maintenance frameworks and fleet policy.
- Computer literacy (MS Office, Fleet Management Systems).

### **CORE COMPETENCIES**

- Strong technical and diagnostic skills in mechanical and automotive systems.
- Knowledge of municipal fleet operations and legislation.
- Leadership and supervisory skills.
- Ability to work under pressure and meet service delivery deadlines.
- Good communication, report-writing, and interpersonal skills.

### **DUTIES: KEY PERFORMANCE AREAS**

- Manage and supervise the municipal mechanical fleet workshop.
- Plan, schedule, and oversee servicing, maintenance, and repair of municipal vehicles, trucks, and plant machinery.
- Diagnose mechanical faults, recommend solutions, and ensure quality workmanship.
- Ensure municipal fleet compliance with the National Road Traffic Act and roadworthiness standards.
- Implement and monitor preventative maintenance programs.
- Supervise mechanics, artisans, apprentices, and support staff in the workshop.
- Manage procurement of spare parts, tools, oils, tyres, and consumables.

- Monitor fuel consumption, fleet costs, and control expenditure within budget.
- Maintain accurate records of repairs, breakdowns, licensing, and servicing.

**2. RE-ADVERTISEMENT: SENIOR ADMINISTRATION OFFICER: ESTATE (SALARY SCALE: R 410 689 – R 533 086 p.a) TASK GRADE 12 OF CATEGORY 3 LOCAL MUNICIPALITY**

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

**REQUIREMENTS:**

- Grade 12 plus 3-year Diploma or Degree in /Real Estate/Property Management/Property Studies, Town Planning (or related) • 2 – 4 years relevant work experience in the field of property management
- Code B driver's licence • Computer literacy. No criminal record.
- Will sign a performance agreement
- Knowledge of MFMA, Municipal Supply Chain Management Policy, Municipal Asset Transfer Regulations, and SPLUMA; ability to interpret maps; land-use planning and report writing skills are essential.

**DUTIES / KEY PERFORMANCES:**

- Maintaining an accurate Asset Register and drafting lease agreements.
- Responsible for Council buildings; maintain an accurate Asset Register; ensure Deeds Office registrations and record disposals.
- Administer acquisitions, sales and leases; draft lease agreements and tender specs; liaise with conveyancers, line functions and handle correspondence.
- Evaluate applications and prepare reports for Ward Committees and the Executive Committee; implement Executive and Council resolutions.
- Liaise with statutory authorities (Public Works & Infrastructure, SANRAL); obtain and coordinate comments, inputs and objections.
- To ensure a climate conducive to promoting and sustaining motivational levels, the Performance Management System and improvements in the quality of work-life are cultivated and maintained.

**3. RE-ADVERTISEMENT: FLEET OFFICER (SALARY SCALE: (R 347 854 – R 451 556 p.a) 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.
- Review workshop vehicles and records to identify replacements.
- Set work programmes and schedules for effective control.
- Oversee repairs and maintenance; ensure timely servicing.
- 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.

**Applicants who previously applied for the positions are encouraged to re-apply.** Application forms are downloaded on the Municipal website [www.ndlambe.gov.za](http://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 Wednesday, 22 April 2026.**

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: 80/2026**

**ADV. R DUMEZWENI**

**01 APRIL 2026**

**MUNICIPAL MANAGER**

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