

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Fleet Admin Clerk

Salary: R 145 524. 71 Per Annum

(Benefits: Medical Aid, Pension Fund & Housing Allowance)

REQUIREMENTS:

- An appropriate tertiary qualification at NQF level 05
- Code EB drivers license
- Computer Literacy in ms office applications
- 3-4 experience in similar field.
- Skills of reporting and writing

RESPONSIBILITIES:

- Manages the implementation monitoring evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key services delivery objectives with respect to the provision at value for money.
- Operational planning and reporting
- Performance and person management
- Procedures system and controls
- Customer focused service delivery continuous improvement and other general and functions.
- Inspect all vehicles regularly as required but at least once a month to ensure that vehicles are maintained in a good condition and are kept clean
- Ensuring that proper administrative control over all assets belonging to the Council is maintained

**Enquiries in respect of the above position should be directed to the Finance Manager:
036- 448 8000/EXT 8053 during office hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is the **30th of November 2015, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.

**SD SIBANDE
MUNICIPAL MANAGER**