



## EXTERNAL ADVERTS GA-SEGONYANA MUNICIPALITY



Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancy.

### INFRASTRUCTURE SERVICES

#### POSITION: FLEET AND WORKSHOP MANAGER

#### REQUIREMENTS:

- National Diploma/BTech degree or in Transport and Logistics as recognised by SAQA/ Equivalent
- 3 to 5 years in the Transport and Logistics environment
- 5 years Supervisory/Managerial experience will be an added advantage
- Valid Driver's Licence
- Knowledge of fleet management policies, procedures and regulations

#### DUTIES:

- Managing of vehicle operations and maintenance
- Managing of vehicle safety and compliance
- Manage fuel costs, optimize routes, increase productivity and enhance customer satisfaction
- Perform many organisational and management tasks
- Authorizing any work required on vehicles with services providers and providing instruction to drivers on said repair and/or maintenance
- Maintaining records of all fleet activities such as repairs made to vehicles or fuel purchases made by specific employees
- Checking daily speeding violations warning drivers transgressions and taking necessary disciplinary action when required
- Handing out inspection sheets to delivery drivers in the morning collection of sheets and attending to any faults reported
- Booking of vehicle services as per service schedule with various service providers in the different regions and ensuring vehicles are dropped off at the respective service provider and collected thereafter
- Provide input in the planning and compilation of the unit's annual budget aligned to the operational plans to support the implementation of set objectives
- Management of Municipal Workshop (Mechanical)
- Supervising staff at Mechanical Workshop

- Upkeep the entire workshop premises
- Supervision of Security and all operations at the Workshop.

**REQUIRED SKILLS/ABILITIES:**

- Knowledge of planning, directing, managing, coordinating and supervising the programs for acquisition assignment, utilization, maintenance, repair, replacement and disposal of fleet.

**SALARY: T 14 (R478 613.43 – R621 261.15)**

**Benefits:** Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13<sup>th</sup> Cheque, Group Life Insurance, Furniture Removal, Car allowance, Cell phone allowance.

**ENQUIRIES:** Ms LL Leeuw/Ms K Makatong Human Resource Officer@ 053 712 9300

For more information please contact Director Corporate Services Mr Clifford Pule at 053 712 9306

**APPLICATION:** Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications and Certified ID Copy can be hand delivered or posted to the attention of The **Municipal Manager, Ga-Segonyana Municipality, Private Bag X1522, KURUMAN, 8460**

**CONDITIONS:** Applications which are received after the closing date/time will not be considered. The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments.

Neither faxes nor e-mail application will be accepted. If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

**CLOSING DATE: 04 October 2024**

**MUNICIPAL MANAGER  
MARTIN TSATSIMPE**