



# **MKHONDO**

## **LOCAL MUNICIPALITY**

### **EXTERNAL ADVERTISEMENT**

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

**DEPARTMENT: FINANCIAL SERVICES**  
**DIVISION: ASSETS & LOGISTICS**  
**PRACTITIONER: FLEET MANAGEMENT**  
**Ref: PFM/19/22**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- 3-Years National Diploma / Degree in Logistics, Transportation Management or Equivalent relevant qualification
- Certificate in Municipal Finance Management Programme (MFMP) will be an added advantage
- Valid Drives License
- Computer Literacy-Office applications
- 3-4 years relevant experience

#### **OTHER REQUIREMENTS**

- Communication Skills (Written and Verbal)
- Good Supervision skills
- Must be able to work independently
- Good Conflict Handling Skills
- Must be able to work under pressure
- Be willing to travel when required

#### **RESPONSIBILITIES**

- Aligning functions and key deliverables in accordance with established priorities and objectives encompassed in operational plans.
- Keeping abreast of technological developments and making recommendations on changes to the systems and procedures and/or vehicle equipment specifications with the view of improving efficiencies.
- Ensure all accidents and incidents reports are complied, and that fleet is insured.
- Verify the effective utilization of vehicles, plants, equipment and machinery.
- Maintaining that drivers and operators comply with the National Road traffic Act.
- Investigating and responding to complaints / queries pertaining to the division /unit.
- Conducting inspections of the workshops, vehicles / plant and depot facilities and taking appropriate measure to correct identified deviations.
- Prioritizing and investigating major breakdowns and repairs, resolving fleet allocations to specific locations and/or implementing contingency plans to address critical issues / requirements.
- Commenting on specific observations with respect to breakdowns and repairs requirements and/or examining the appropriateness of alternative solutions against quality and safety standards.

**Remuneration:** Level 4 (R421 320 pa excluding benefits)

**CLOSING DATE & TIME 26 AUGUST 2022 @12h00**

**Enquiries:** Mr. Sibusiso Mbatha or Mr. Wandile Ngwenya 017 285 0200

**To apply:**

**Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to**

**Hand delivery**

**or**

**Post**

Senior Manager: Human Resources  
Civic Centre  
Corner Mark and De Wet Street  
Piet Retief  
2380

Senior Manager: Human Resources  
Mkhondo Local Municipality  
P.O. Box 23  
Piet Retief  
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

**Note:** Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

**Mkhondo Local Municipality reserves the right not to make an appointment.**

**B.A MASEKO  
ACTING MUNICIPAL MANAGER  
MKHONDO LOCAL MUNICIPALITY**