



**Ephraim Mogale**

Local Municipality

# ERRATUM

THE ADVERT THAT WAS PLACED IN SUNDAY WORLD AND SOWETAN NEWSPAPER HAD ONE POSITION WITH INCORRECT "REQUIREMENTS AND DUTIES/TASKS". PLEASE TAKE NOTE OF THE CORRECT INFORMATION BELOW:

**DEPARTMENT: BUDGET AND TREASURY**

**FLEET MANAGEMENT SUPERVISOR (X1)**

**REPORTING TO: MANAGER ASSETS**

**REMUNERATION: R 235 533.77 P/A**

**DURATION: PERMANENT**

**REQUIREMENTS:** National Diploma in logistics or Equivalent • Knowledge of fleet management • Two years relevant experience • Valid Driver's License • Computer Literacy • Good Communication Skills • Any mechanical or Fleet management or qualification will be an added advantage.

**DUTIES/TASKS:** Coordinate fleet operations by confirming that the itinerary has been approved for the trip • Coordination of authorizations and issue of vehicles to drivers and staff members • Coordinate allocation of drivers for Municipal pool cars for the delivery of goods • Carry out vehicle inspections on all vehicles prior to use and complete the vehicle pre-checklist • Report writing • Respond to emergency call-out for break down and accidents • Hand over and collect keys and petrol cards at the start and end of each driving shift • Prepare a memo requesting maintenance, repair work and service of fleet in accordance with supply chain management policy • Coordinate the payment for repair and maintenance work.

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**THE CLOSING DATE HAS BEEN EXTENDED TO 26 NOVEMBER 2018**

**WE APOLOGISE FOR ANY INCONVENIENCE CAUSED.**

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**M.M. MATHEBELA - MUNICIPAL MANAGER**