

CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.

Applications are invited for the following vacancy in the Roads and Transport Services Department.

**CLERK: FLEET
(GEORGE X1)**

Salary: R 148 950.60 – R 193 367.16 per annum per annum (T6)

Minimum requirements:

- Grade 12 (or NQF qualification equivalent to Gr 12) with certificate within the field of Fleet Administration & Logistics Management
- At least 2 years' experience
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa). Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

Duties:

- Provision of administration support to the mechanical services fleet & Lowbed services management
- Control log sheets of all mechanical personnel
- Record keeping of wall charts.
- Record keeping of history files.
- General Filing
- Operate the 2-way radio
- Receive and dispatch correspondence of the section efficiently and effectively.
- Typing and preparations of all documentation for the section
- Requisition for the store items
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Competencies Requirements

- Written Communication
- Oral Communication
- Attention to detail.
- Influencing
- Ethics and Professionalism
- Organisational awareness
- Problem Solving
- Planning and Organising
- Business Processes
- Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships
- Communication
- Service Delivery orientation
- Client Orientation and customer focus
- Action orientation
- Resilience
- Change readiness.
- Cognitive ability
- Learning Orientation
- Impact and influence

• **Note (s):**

- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma)*
- *Identity Document (SA);*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical/proficiency testing.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- **No late or faxed applications will be accepted.**

Probation period: 6 months

Benefits:

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530 or email to info@gardenroute.gov.za. The application forms are available at the offices of Garden Route District Municipality or visit our website at www.gardenroute.gov.za. For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413. Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: 07 July 2023 before 13:30
Notice no: 58/2023

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.