Administration Officer: Fleet Services (COO26/2019)

Salary: R 257 508 per annum (Total package of R 388 321 per annum/conditions apply)

Centres: Cape Town

Requirements:

- An appropriate three year National Diploma in Public Management or equivalent qualification or equivalent related qualification plus a minimum experience of two (2) years relevant field.
- Knowledge and understanding Administrative procedures, Financial Management.
- Public Service and departmental procedures, contract and project management.
- Skills: Leadership, coordination skills, organizing and planning, communication (written and verbal), report writing. Innovative and proactive, willingness to work long hours.

Duties:

- Process scheme A vehicle applications, ensure compliance with required documentation.
- Process scheme A fuel claims, process monthly fuel claims.
- Coordinate the submission of loss control reports rental vehicles.
- Coordinate fleet management workshops, conduct inspection on subsidised and pool vehicles.
- Provide assistance with payment of travel invoices.
- Reconcile invoices against booking commitments, respond on reports with any discrepancies.