Deputy Director: Travel and Fleet Services (COO25/2019)

Salary: R733 257 pa (all inclusive remuneration package)
Centres: Cape Town

Requirements:

- A recognized three year Degree / National Diploma in Public Management / Administration or equivalent relevant qualification plus 3 years’ experience in administration / transport / travel management.
- Knowledge in Administrative procedures, financial management, project management, contract management.
- **Skills** Good communication skills (written and verbal), leadership and management skills, decision making skills.
- Ability to work independently and in a team; to work under extreme pressure and to work long hours voluntarily.

Duties:

- Plan, advise, manage and report on travel and associated services.
- Oversee the receiving of applications for travel, recording of details and issuing of orders to the travel agent.
- Ensure coordination of government motor transport, Ensure that Government Motor Transport (GMT) is available including assessing applications and make recommendations.
- Coordinate departmental and subsidised vehicles.
- Ensure that departmental and subsidized vehicles are available including assessing applications and make recommendation.
- Manage the implementation of the parking policy.
- Ensure that the requirements of the parking policy is distributed to all officials.
- Provide administrative support, report on activities including monthly statistics of services required and rendered by services providers including any discrepancies and unauthorized expenditure.
- Provide training to clients and subordinate staff; Liaise with service providers.

**Enquiries:** Ms. N Dumezweni, Tel: 021 814 8036

**For attention:** Human Resource Management

**Closing date:** 09 December 2019.