THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS IS ADVERTISING THE FOLLOWING POST ON BEHALF OF THE WASTE MANAGEMENT BUREAU. THESE ARE 5-YEARS CONTRACT POSTS. WASTE BUREAU IS AN ORGAN OF STATE ESTABLISHED TO BE SPECIALIST IMPLEMENTING AGENT THAT FACILITATES WASTE MINIMISATION AND RECYCLING.

**Fleet Officer (WB 23/2019)**

**Salary:** Remuneration package of R472 335.00 per annum (total cost to company).

**Centre:** Pretoria

**Requirements:**
- A recognized three year Diploma / Degree in Public Management / Administration or equivalent relevant qualification plus experience in administration / transport / travel management field or Grade 12 plus extensive experience in field.
- Knowledge of administrative procedures, financial management and project management.
- Computer literacy, writing and verbal communication skills, planning and organizing skills.
- Decision making skills. Report writing skills.
- Good interpersonal skills.
- Ability to work long hours and independently.
- Ability to work under pressure.
- A valid driver’s license.

**Duties:**
- To administer and maintain Waste Bureau vehicles.
- Administer parking and internal shuttle and driver services.
- Ensuring that parking bays are allocated.
- Coordinate the delivery and pick up of documentation by drivers.
- Update commitment and dashboard reports.
- Administration of Waste Bureau and leased vehicles.
- Ensure daily inspection of vehicles.
- Manage subsidized vehicles.
- Receive and scrutinize request for subsidized vehicles.
- Supervise payment processes from fleet operations.
- Arrange travel bookings for truck drivers.
Applications must be directed to: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

Application must be submitted on a signed Z83 application form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver’s License (if stated as a requirement) in order to be considered.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

The Waste Bureau is an equal opportunity, affirmative action employer.

Correspondence will be limited to successful candidates only.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.

All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Bureau.

Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

The Waste Bureau reserves the right not to make an appointment.

No e-mailed, copies of certified copies, faxed, certified copies older than 3 months or late applications will be considered.

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

Enquiries: Mr ME Maseda, Tel: 012 399 8507

For attention: Mr. E Mochaki

Closing date: 13 November 2019