Seniors Fleet Management Specialist (WB 22/2019)

Salary: R 728 173.00 per annum (total cost to company)

Centre: Pretoria

Requirements:

- A recognised three year Diploma / Degree in Public Management / Administration or equivalent relevant qualification plus experience in administration / transport / travel management field.
- Good organizational and planning skills.
- Good coordination skills. Knowledge and experience in the usage of MS Office.
- Knowledge of financial and project management.
- Good communication skills (written and spoken).
- Ability to work independently and in a team.
- Ability to work under extreme pressure and to work long hours voluntarily.
- A valid Driver’s license.

Duties:

- Plan, advice, 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 that Government Motor Transport (GMT) is available including assessing applications and make recommendations.
- Liaise with the local GMT offices.
- Ensure that the Bureau vehicles and subsidised vehicles are available including assessing applications and make recommendations.
- Ensure that the requirements of the parking policy is distributed to all officials.
- Ensure that proper records are kept of available parking bays.
- Recommend the allocation of bays for officials.
- Keep database of new applications and staff awaiting bays.
- Assess needs and make recommendations.
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