Physical Address: No. 01 Seller Street I Nqanqarhu I 5480
Postal Address: P.O. Box 1 I Nqanqarhu I 5480
Tel: 045 9328100 I **Fax:** 045 9321094
Social Media I Facebook: @Elundini Local Municipality I **X**: @ ElundiniLM
I **YouTube Channe**l: @Elundini Local Municipality I **Instagram**: @elundini_lm

07 March 2025

ELUNDINI LOCAL MUNICIPALITY

INTERNAL ADVERTISEMENT

The Elundini Local Municipality a category B Municipality, incorporating Nqanqarhu, Ugie, Tlokoeng and parts of Tsolo and Qumbu with its seats in Nqanqarhu, invites applications from experienced, qualified and committed individuals to the following positions:

BUDGET AND TREASURY OFFICE

FLEET MANAGEMENT OFFICER (TASK GRADE 11)

ANNUAL BASIC SALARY R 344 023.44 – R 446 559.00

MINIMUM REQUIREMENTS: • Grade 12 •National Diploma in Logistics Management or equivalent •Code B Driver's License • Two (2) years of relevant working experience.

FLEET MANAGEMENT AND CONTROL: • Inputting in the municipality's asset register through provision of municipal vehicle information for recording and book keeping. • Monitoring and updating the employee fleet register for accuracy and compliance with Road Traffic Management Requirements. • Verifying that overnight authorization has been obtained prior to the driver taking the vehicle to his/ her home in terms of the fleet management policy. • Receiving and processing fleet requests, allocating vehicles as per request and communicate with the requester. •Analysing the Municipality's need for

vehicles and/or vehicle parts such as tyres and liaising with fleet providers for the availability of goods.

FINANCIAL CONTROL : •Analysing vehicle expenditure and fuel expenditure reports to establish departmental expenditure and ensuring that information/ transactions are captured. • Monitoring vehicles movements on the tracking system to retrieve report and reconciliation of expenditure to relevant departments. • Processing invoices for services rendered to ensure timeous payment of services.

ADMINISTRATION : • Participating in the development of a work program and schedule so that there is effective planning, control and management of the fleet. • Controlling the operations of municipal drivers ensuring that they timely conduct their duties as per schedule. • Facilitating processes relating to the submission of claims for accidents from insurance, and coordinating repairs with authorized suppliers.

PERSONNEL AND PERFORMANCE MANAGEMENT: • Controlling and guiding the operation of personnel within the sub-section. • Allocating personnel to specific work tasks and making adjustments where necessary. • Participating in recruitment and selection of employees in the subsection. • Implementing human resources management policies and procedures to control, minimise workplace conflict and instituting measures.

This is to clarify the following issues regarding the internal advertisement;

1. Internal candidates to attach proof of address and a sworn affidavit that they are born and bred at Elundini Municipality and those who are on EPWP, Internship and Experiential Learners must attach their contracts of employment.
2. Any internal candidate who gets appointed into any of the positions will be remunerated in terms of the advertisement and shall not move with his/her salary into the new position.
3. To be eligible to apply an employee must have completed at least 12 months period in the current position.

VALUE STATEMENT

"The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality"

EMPLOYMENT EQUITY STATEMENT:

Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found. The Council nevertheless appreciates the interest shown by applicants.

Applications should be addressed to:

Director: Corporate Services

Elundini Local Municipality

P.O. Box 1

Nqanqarhu

5480

NB: APPLICATIONS MAY ALSO BE DROPPED AT OUR RECRUITMENT APPLICATION BOXES AT THE MUNICIPAL SATELLITE OFFICES IN NQANQARHU, UGIE AND TLOKOENG

Faxed/ Emailed applications will not be accepted.

NB: For enquiries you can contact the Recruitment and Selection Officer: Ms. L. Sam at (045) 932 8192/8118 during office hours.

Tel. No: (045) 932 8100

Closing Date: 14 March 2025 @ 16h00