SIYANCUMA MUNICIPALITY

INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE: 03/2026-2027

Siyancuma Municipality, an equal opportunity, affirmative action employer with its headquarters in Douglas, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

Vacancy: **Fleet Control Officer x 1**
Duration: **Permanent**
Task: **T12 R 386 004 – R 501 084)** (plus benefits: pension fund, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Manages and controls the procedural applications, interventions and activities of the functionality through the planning and co-ordination of the Fleet Control Section (control of municipal vehicles, plant and equipment) within the Municipality, planning and co-ordination of providing a cost-effective fleet technical analysis/ procurement/ contracts/ disposal, and reporting on outcomes and ensuring departmental requirements are complied with.

DUTIES

FUNCTIONAL CO-ORDINATION / MONITORING AND CONTROLS

Monitors and controls the activities associated with the Fleet Management

Services by:

- Communicating with the Manager: Fleet Management, presenting the status of the functionality with respect to resources, capability and constraints and, establishing key priorities, interventions and procedures requiring implementation to support fleet control service delivery standards and compliance with legislation.
- Monitoring the execution of fleet control operational plans, procedures, measures and controls and, resolving deviations through the application of approved alternative measures in the form of resources, processes and/ or rearrangement and alignment of functions/ procedures within the Section.
- Implementing and controlling systems to optimize the usage and utilization of pool plant/vehicles and operators/ drivers in consultation with the Manager
- Conducting inspections of vehicles, plant and Depot facilities, and verifying previous identified contraventions by drivers/ operators and vehicles not complying with the National Road Traffic Act.
- Monitoring legislation for changes and amendments to the National Road Traffic Act, and implementing changes affecting the functionality through specific reporting sequences.
- Coordinates tasks/ activities associated with vehicle/ plant/ equipment pool monitoring and controlling, and to manage the usage and utilization of the Municipality's Fleet requirements from small plant items

such as brush-cutters and chainsaws through to passenger and commercial vehicles to heavy earth-moving and construction machinery.

- Co-ordinates and controls processes associated with the procuring of products (stock or non-stock items) for the Section and/ or specific services through interaction and communication internally and externally on aspects pertaining to the availability of products and/ or alternatives, pricing, lead times and service delivery standards against agreed terms and conditions and, attends to specific administrative information processing and reporting requirements.

SUPERVISION AND CONTROL

Controls the key performance indicators and outcomes of personnel by:

- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and, short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and/ or conducting specific courses to capacitate personnel on procedural and technical applications and assessing learners on their capabilities.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

TECHNICAL ANALYSIS/ PROCUREMENT/ CONTRACTS/ DISPOSAL

Co- ordinates the functioning and processes associated with the section by:

- Investigating vehicles and plant that are in the workshops for repairs and servicing, and inspecting fleet Management records to identify vehicles/ plant to be replaced.
- Arranging for the vehicles/ plant to be mechanically inspected for condition and roadworthiness and recommending continuance/ discontinuance of vehicle/ plant groups in accordance with approved policy.
- Maintaining staff and vehicle utilization and reviewing vehicle/ plant specifications.
- Arranging for quotations to be called for from suppliers and assessing for authorization to be considered.
- Verifying that the municipality is provided with uninterrupted flow of materials, goods and services and checking products and confirming/ acknowledging details recorded on transactional documentation correspond with receipts.
- Report on usage of plant/ vehicle groups and recommend corrective or improvement measures to the Manager
- Collecting and reporting of usage and utilization statistics for the allocated fleet, compare with pool statistics and recommend corrective action to the Manager
- Maintaining effective loss control procedures, assessing risks of working environment, verifying the implementation of loss control procedures and analysing quarterly inventory reports.
- Maintaining Master Fleet (Asset) List and assessing vehicles/ plant identified for disposal and determining votes to be credited with revenue generated from the public auction.

COMMUNICATION AND REPORTING

Coordinates the procedural administrative and reporting requirements/ deadlines

associated with the functionality by:

- Conducting meetings with subordinates by receiving written and verbal reports on the previous weeks' operations, and by disseminating the following weeks work program.

- Preparing reports detailing qualitative and quantitative information on the requirements, activities and progress made with regards to the implementation of plans and interventions and forwarding to the Manager for perusal prior to presentation or inclusion as Committee items for discussion/ attention.
- Interacting internally and externally, participating in formal meetings with a view to providing critical information and requirements pertaining to the Fleet Control functionality, attending to and reporting on constraints effecting the implementation of operational plans/ guidelines with a view to revising procedures.
- Researching of technical publications, circulations, etc. pertaining to the updating of vehicles and plant specification.
- Checking and/ or approving the recording/ entries of occurrences/ incidents in control registers and investigation files and/ or correcting specific reporting sequences.
- Approving correspondence, requisitions/ procedural forms and documentations for further processing and/ or circulation

QUALIFICATIONS

- Matric plus Diploma / Degree in Fleet Management or Logistics or equivalent Qualification (NQF Level 6)
- Code EC Driver's License.
- Computer Literacy – Office applications
- Experience: 5-10 years

Sound knowledge of electricity policies and procedures. Analytical, fault-finding and problem-solving skills. Good supervisory skills. Good communication skills. Attention to detail.

PLEASE NOTE THAT RESIDENTS OF SIYANCUMA MUNICIPAL AREA WILL RECEIVE PREFERENCE FOR THE ABOVE MENTIONED POST

NB: For full details of the advertisements, applicants are requested to visit the municipal website: www.siyancuma.gov.za

Interested persons are requested to forward application form together with a comprehensive CV (applications without the application form will not be considered) and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Human Resources Practitioner, Mr. M. Morobeng at 053 298 1810.
Closing Date: 10 November 2026 @ 16:30

Physical address:

Municipal Manager
Siyancuma Municipality
P.O Box 27
Douglas - 8730

Siyancuma Municipality
13 Charl Cilliers Street
Civic Centre
Registry Office
Douglas - 8730

.....
Madoda Vilakazi
Municipal Manager