



## EXTERNAL ADVERTISING

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position:-

### CORPORATE SERVICES

#### MANAGER – FLEET MANAGEMENT

**Annual salary R 511 248.96 – R 663 633.36 per annum**, task level 15 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Minimum Requirements:

- Grade 12 (NQF Level 4)
- A Degree or Diploma in Logistics / Project Management Degree/ Fleet Management (NQF Level 6/ NQF Level 7)
- Valid Driving License.
- Computer Literacy.
- Must have managed a fleet size exceeding 100 vehicles.
- 4 – 5 years fleet supervisory experience.

#### Key Performance Areas:

- Ensure strict servicing and maintenance of fleet to minimize downtime.
- Develop efficient practical fleet control measure to minimize fleet cost.
- Regularly liaise and communicate with service providers to improve and manage services provided.
- Provide regular report related to fleet activities to management to avoid any irregular use of equipment.
- Inspect equipment on a regular basis to comply with municipal safety policies.
- Coordinate training sessions related to use of fleet equipment and provide assistance fleet users.
- Lodge and coordinate insurance claims.
- Manage fleet controllers and advise management of any discrepancies.
- Ability to interpret telematics system and monitor driver and vehicle movement, include fleet generating reports and interpretations of reports.
- Conduct investigations to determine causes of vehicle accidents and to improve safety procedures.
- Oversee and analyze operations with the aim of improving processes and ultimately increasing the overall efficiency of the fleet.

#### Notes to prospective applicants'+

- A job application form which can be accessible on the Municipal website and Human Resources Management Offices, a Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.
- **No faxed or e-mailed applications will be accepted.**
- **Applications without the prescribed requirements will be disqualified.**
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

**NOTICE: 8/2023**

### COMMUNITY SERVICES DEPARTMENT

#### RE-ADVERTISEMENT

#### CYBER CADET (BHEKUZULU MODULAR)

**Annual salary R175 849.20 – R228 277.92 per annum**, task level 7 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Minimum Requirements:

- Matric (NQF Level 4)
- Diploma in Information Technology
- Code B Drivers License
- CompTIA accredited A+, Certificate N+ or CCNA Certification will be an added advantage.
- 1-2 years' experience in IT Environment working.
- Ability to communicate in both isiZulu and English languages.

#### Key Performance Areas:

- Seeking clarity from the immediate superior with regards to specific priorities and service delivery requirements relating to the provision of a quality service in the local area.
- Promote and develop computer services to the public.
- Administer the usage of the computer services in the Library.
- Monitor PC, printer and connectivity hardware and software.
- Ensure policies for usage and security are adhered to by Library users.
- Provide advice to library users on the use of ICT.
- Conduct basic computer training for public library users.
- Ensure that ICT hardware, software and network connectivity are maintained.
- Provide support to the Librarian on the usage of ICT.
- Attending to and organizing requirements for operations, completing, submitting the checking receipt of consumable stocks of computer stationery, software and other essential to support the functioning of the electronic library services.
- Communicating with new and existing users, establishing the nature of the enquiry and providing information on the availability of computerized references and learning material.
- Removing damages discs from shelves, updating information on schedules and systems and forwarding for repair or replacement and re-setting or re-allocating reference material to the correct locations in accordance with classification.
- Attending to special request for specific electronic library material, completing request forms and forwarding to provincial library services and following up/ receiving and informing user of availability.
- Cataloguing and indexing new electronic material using specific classification systems based on established library information.
- Preparing and forwarding responses to queries, extracting system information and records to support content and forwarding to the immediate superior for approval prior to circulation or presentation.

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- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

**Closing Date: 12 April 2023 at 12h00**

**MR. Z.G DHLAMINI**  
**MUNICIPAL MANAGER**

**NOTICE: 7/2023**

Burning Spear e@oe 0000