

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



Chief Clerk: Mechanical Workshop

DIRECTORATE

Community Services

DEPARTMENT

Fleet Management

REFERENCE NUMBER

WC0320504

SALARY

Basic: R213 816 p.a.

CLOSING DATE

04 October 2023

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Hermanus

Requirements:

- Grade 12
- Computer Literacy (MS Office)
- Valid Code B driver’s license without limitations
- Communication skills in at least two of the three official languages of the Western Cape.
- 2-5 years relevant experience with 1-year supervisory experience

Key Performance Areas:

- Administrative/Support function
- Co-ordinate & Administer administration of Fleet Management
- Assist with the compilation of annual budget
- Analyzing internal needs & implementation of procedures
- Co-ordinate, administer & control the maintenance management system & service provider
- Co-ordinate & administer the procurement process of the Fleet Department
- Monitoring of usage of vehicles
- Vehicle monitoring, inspections & licensing
- Monitoring & reconciling maintenance transactions from the bank
- Licensing of vehicles
- Log sheet reconciliations
- General Secretarial duties
- Maintaining records/data basis’s
- Assist to manage budget expenditure

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

<p><u>Core Professional Competencies:</u></p> <ul style="list-style-type: none"> - Written Communication - Attention to Detail - Influencing - Problem Solving - Planning and Organising 	<p><u>Public Service Orientation Competencies:</u></p> <ul style="list-style-type: none"> - Interpersonal Relationships - Service Delivery Orientation - Client Orientation and Customer Focus
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<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> - Business Processes - Use of Technology - Data Processing & Analysis 	<p><u>Personal Competencies:</u></p> <ul style="list-style-type: none"> - Action Orientation - Change Readiness - Learning Orientation
<p><u>Management/ Leadership Competencies:</u></p> <ul style="list-style-type: none"> - Impact and Influence - Team Orientation - Direction Setting 	

Special Conditions:

- Must be willing to work outside normal working hours when required to meet deadlines
- Must be able to work independently
- Able to multi-task, work under pressure and make split second decisions
- Sound knowledge of vehicles
- Must apply level discretion regarding confidential material & information
- Must be able to constantly prioritize between breakdowns, service, repairs to ensure continuous service delivery

How to Apply:

Apply online:

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a cover letter, comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form, (available via the online link), will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest.
- Applications/ supporting documents larger than 25MB will not be accepted.

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Mr. C Roets (028) 313 8951. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy and removal costs under certain conditions.