



DIRECTORATE: PROTECTION SERVICES

VEHICLE POOL COORDINATOR

WC0442883

REF: PRO T7 02/01/22

SALARY SCALE: R180 012 – R233 652 per annum T7 (Subject to TASK Final Outcomes Evaluation)

REQUIREMENTS:

- Grade 12 NQF 4
- Experience in Fleet and Logistics Management
- Code EC driver's Licence
- 3 years relevant experience
- Ability to communicate in at least two of the official languages of the Western Cape

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must have interpersonal skills
- Must be able to handle conflict situations
- Must have good communication
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to work after normal hours

DUTIES:

- To ensure that the Vehicle Pool and related duties are coordinated and controlled properly and that all vehicles are kept in a good condition
- To ensure vehicles are roadworthy, licensed and are in good condition for specific use and application
- To ensure that all costs related to the booking out of vehicles are recovered and accounted for and that all related expenses reflect on the votes
- To ensure that all vehicles in the Pool are monitored and made available for use to other Departments
- To ensure all administration is kept up to date and that an effective service is rendered to all Departments
- To ensure that information is exchanged, and that proper time management is affected regarding vehicle requirements and allocation
- To build professional relations over a wide range spectrum to enhance the usage of Council's Vehicle Pool
- Manage the Municipal vehicle tracking system

ENQUIRIES: MR J LAWRENCE (044 – 801 6366)

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under-represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV and covering letter with an application form obtainable from the HR Office, Civic Centre, York street, George or www.george.gov.za at Vacancies. Please address your application to: The Senior Manager Human Resources, PO Box 19, George 6530 via e-mail: recruitment@george.gov.za.

Please note: Please attach certified copies of highest educational qualifications. **State clearly on your application the reference number and post for which you are applying.**

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you have not heard from us within 3 months of the closing date, please accept that your application was unsuccessful.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 28 JANUARY 2022



DIREKTORAAT: BESKERMINGSDIENSTE

VOERTUIG KO-ÖRDINEERDER

WC0442883

VERW: PRO T7 02/01/22

SALARIS SKAAL: R180 012 – R233 652 per jaar T7 (Onderhewig aan TASK Finale Uitkoms Verslag)

VEREISTES:

- Graad 12 NKR 4
- Ondervinding in vloot- en logistieke bestuur
- Kode EC bestuurslisensie
- 3 jaar relevante ondervinding
- Vermoë om in ten minste twee van die amptelike tale van die Wes-Kaap te kommunikeer

SPESIALE VOORWAARDES VERWANT AAN DIE POS:

- Moet oor interpersoonlike vaardighede beskik
- Moet konfliktsituasies kan hanteer
- Moet oor goeie kommunikasievaardighede beskik
- Moet onder druk kan werk
- Moet betroubaar wees
- Moet goeie leierskap- en mensevaardighede hê
- Moet bereid wees om na normale ure te werk

PLIGTE:

- Om te verseker dat die Voertuigpoel en verwante pligte behoorlik gekoördineer en beheer word en dat alle voertuie in 'n goeie toestand gehou word
- Om te verseker voertuie padwaardig, gelisensieer en in 'n goeie toestand is vir spesifieke gebruik en toepassing
- Om te verseker dat alle koste wat verband hou met die bespreking van voertuie en alle verwante uitgawes verhaal en op die relevante posnommer reflekteer
- Om te verseker dat alle voertuie in die vloot gemonitor en beskikbaar gestel word vir gebruik aan ander departemente
- Om te verseker dat die administrasie van voertuie op datum is en dat 'n doeltreffende diens aan alle departemente gelewer word
- Om te verseker dat inligting uitgeruil word, en dat behoorlike tydsbestuur toegepas word rakende voertuigvereistes en toewysing
- Om professionele verhoudings met alle rolspelers te handhaaf ten einde die gebruik van die Raad se Voertuigpoel te verbeter
- Bestuur die Munisipale voertuig opsporingstelsel

NAVRAE: MNR J LAWRENCE (044 – 801 6366)

Die Raad oorweeg alle aansoeke in terme van sy diensbillikeidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/onderverteenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV en dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burger Sentrum, Yorkstraat, George of www.george.gov.za by Vakatures. Rig u aansoek aan: Die Senior Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of via e-pos: recruitment@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van hoogste opvoedkundige kwalifikasies aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie.

Indien u nie binne 3 maande na die sluitingsdatum gekontak is nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK

SLUITINGSDATUM: 28 JANUARIE 2022