



**CITY FLEET UNIT**

**MANAGER: FLEET ADMINISTRATION**

**(Ref: 73000998)**

**Total Remuneration Package**

**R363 266.00/R459 435.00 pa**

**Grade 14**

**Grade subject to evaluation by the PJEC and ratification by the NMC Audit Committee**

**BENEFITS:** Included in the Total Value of Remuneration Package (Pension, 13th Cheque, Medical Aid, Housing Subsidy) are payable in accordance with the rules / requirements of the respective benefits schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition; other allowances may be payable (where applicable).

**Treasury Cluster, City Fleet Unit, and Operations Department.**

**Qualifications (Essential):** Relevant 3 year tertiary qualification and valid code B drivers licence. 4 years relevant experience. Computer Literacy. (Preferred): Relevant post graduate qualification. 6 years relevant experience.

**Duties Include:** Manages the key performance areas and result indicators associated with the provision of a comprehensive Fleet Administrative services. Manages the Fleet Administration compliance requirements and procedures relating to fleet acquisition, allocation, usage and disposal. Implement and oversee the effectiveness of administrative controls.

*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email [HRtreasury@durban.gov.za](mailto:HRtreasury@durban.gov.za) (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2012-03-02 at 12.00 (Midday).*

