

Permanent Position**Department: Group Corporate and Shared Services****Branch: Group SHELA & FCM****Head: Group Fleet Compliance and Management****Salary: R51 441.74 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Degree in Fleet Management or Transport Management and Logistics (NQF level 7)
- 5-10 years' experience in Local Government/Private Sector in Fleet, Contract Management, Project Management
- Qualification and experience in terms of minimum competencies prescribed by National Treasury
- Knowledge of computer packages, ie MS Office, Word, Excel, PowerPoint, e-mail and Internet, SAP applications, Local Government and MFMA.

Skills required:

- Knowledge of contract management
- Report writing
- Risk management
- Communication (verbal and written)
- Negotiation
- Diplomacy
- International relations
- Protocol and etiquette
- Excellent interpersonal and project management
- Ability to work under pressure.

Job description:

The appointee will lead and direct the provision of comprehensive and effective fleet sourcing and management services to the CoJ Group, ie Core Administration department, regions and State-owned Company (SOC) as well as take responsibility for the following disciplines:

- Perform official and symbolic duties as head of the Sub-Unit
- Develop appropriate work environments and develop subordinates
- Cultivate and maintain a network of external contracts to share or gather information
- Gather relevant internal and external information for use by or to the benefit of the organisation
- Transmit factual and value-based information to subordinates
- Communicate the performance and policies of the organisation to stakeholder
- Design and initiate change within the organisation
- Tackle and resolve unforeseen occurrences and operational breakdowns
- Authorise and control the use of organisational resources
- Participate in negotiation activities with other organisation, institutions and individual for the benefit of the organisation.

Applications accompanied by a comprehensive CV, should be e-mailed to: Samuelma@joburg.org.za

Enquiries: Samuel Masonono, tel. (011) 407-6939

This is an employment equity-targeted position and preference will be given to EE-targeted groups, including people with disabilities..

Closing date: 27 September 2017

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy.

Applications must contain at least 3 referees. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

