



## VACANCY

REFERENCE NR	:	VAC00440
JOB TITLE	:	Fleet Supervisor
JOB LEVEL	:	C3
SALARY	:	R 262 853 – R 438 089
REPORT TO	:	Supervisor: Logistics
DIVISION	:	Human Capital Management
Department	:	Facilities Management and Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To provide an effective, efficient and roadworthy vehicle pool service to support internal client's needs.

### Key Responsibility Areas

- Oversees all fleet maintenance, repairs, vehicle accidents, acquisitions and disposals;
- Oversee and control the utilization of the SITA pool vehicles;
- Financial Management;
- Monitor the Organisation Level Agreements (OLAs) and Service Level Agreements (SLAs) with vendors;
- Vehicle fleet administration and reporting;

### Qualifications and Experience

**Minimum:** 3 Year Diploma/Degree in Fleet and Logistics Management.

**Experience :** 3-4 years experience in the fleet management field, including at least 2 years as a Fleet Administrator in a corporate/public sector organisation.

### Technical Competencies Description

**Knowledge of:** Safety and Environmental regulations and legislation. Project and Program Management Principles. Customer Relations Management. Contract administration. Understanding of SITA, its business operations.

Fleet Management administration. Skills: Business Writing; and Facilities Management.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Continuous Learning; Disciplined; and Resilience.

### Other Special Requirements

N/A

### How to apply

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

**Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered