



**VACANCY**  
**RE – ADVERTISEMENT**

**REFERENCE NR** : **RE-FO\_08\_2018**  
**JOB TITLE** : **Fleet Officer**  
**JOB LEVEL** : **C1**  
**SALARY** : **R 119,836 – R 199,726**  
**REPORT TO** : **Supervisor: Logistics**  
**DIVISION** : **Finance**  
**DEPARTMENT** : **Facilities Management and Logistical Services**  
**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 clients' 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 (OLA's) and Service Level Agreements (SLA's) with vendors. Vehicle fleet administration and reporting.

**Qualifications and Experience**

**Minimum:** Grade 12 (Matric) and a 1-2 year National Higher Certificate in Fleet Administration.

**Experience:** 2 - 3 years working 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:** National Road Traffic Act (NRTA) and Occupational Health and Safety Act and Regulations. Understanding of Project and Program Management Principles. Customer Relations Management. Contract administration. SITA business operations. Fleet Management administration

**Skills:** Computer literacy, Negotiation and Networking, Conflict Handling, Verbal and written communication, Financial administration skills, Human Capital Administration, Risk Management, Stakeholder facilitation.

**Other Special Requirements**

N/A

**How to apply**

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

**Closing Date: 07 September 2018**

**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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.