

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS:

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms J Masipa/Ms N Monyela

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

CLOSING DATE:

19 November 2021

POST:

TRANSPORT OFFICER: (Ref: DBE/49/2021)

Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY:

R257 508 per annum (Level 7)

CENTRE:

Pretoria

REQUIREMENTS:

Applicant must be in a possession of a Grade 12 Certificate or equivalent qualification and 2 years' relevant experience; A valid driver's licence; Knowledge of government transport and fleet management; Computer literate (Microsoft programmes such as Word, Excel and outlook); Must be well number orientated; Filing and record keeping and must have the ability to work under pressure, multi-task and cope with high workloads is essential. The successful candidate will be responsible for: Issuing departmental and government vehicles; Conducting pre and post vehicle inspections and hand over the keys; Monitoring and managing the logbooks, keys and authorising trips; Coordinating payments of transport accounts, rental lease invoices, e-tolls and repairs of departmental vehicles within 30 days; Coordinating safe-keeping of log-books, petrol cards and car keys; Supervising subordinates and controlling resources; Renewing service level agreements with G-Fleet; Renewing petrol cards and license disk annually; Authorising the payments process with Bank for maintenance and repairs of leased vehicles; Maintenance of department and government vehicles.

DUTIES:

NOTE:

Shortlisted candidates may be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, as well as annually be subjected to a security clearance.

ENQUIRIES:

Ms J Masipa 012 357 3295/ Ms N Monyela 012 357 3294