

MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUILDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350

WE ARE HIRING (VACANCIES)



INTERNAL & EXTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	Corporate Services
Job Post Name	Fleet - Admin Assistant
Duration	Permanent
Task Grade 07	R 211 405,92 p/a
Reference Number	MSU/CORP/01/01/26
Location	Ermelo

QUALIFICATIONS

- Grade 12 (Matric) or NQF equivalent.
- **National Diploma in Management Assistant / Logistics / Fleet Management** or any equivalent qualification
- **Fleet Management Certificate**
- Computer Literacy (MS Office Suite).
- Valid driver's licence.

EXPERIENCE

- 6 - 12 Months relevant administrative experience in a **Fleet Management / Transport / Logistics environment**.

KEY COMPETENCIES

- Strong administrative and organisational skills.
- Attention to detail and accuracy.
- Record-keeping and data management skills.
- Report writing and document control.
- Ability to work under pressure and meet deadlines.
- Professional integrity and accountability.
- Communication and interpersonal skills.
- Time management and planning skills.

KNOWLEDGE

- Fleet Management systems and processes.
- Basic knowledge of the **National Road Traffic Act**.
- Asset and vehicle register management.



- Knowledge of **Batho Pele Principles** and customer service in the public sector.
- Municipal administrative and reporting procedures.

DUTIES

- Provide administrative support to the Fleet Management Unit.
- Maintain and update fleet records, vehicle registers, and service schedules.
- Capture and monitor vehicle usage, logbooks, fuel consumption, and maintenance data.
- Ensure documentation compliance for fleet vehicles, including licences, insurance, and roadworthiness.
- Prepare routine reports relating to fleet performance, maintenance, and utilisation.
- Liaise with service providers, internal departments, and drivers regarding fleet-related matters.
- Ensure proper filing and record management in line with municipal policies and procedures.
- Support adherence to fleet policies, procedures, and legislative requirements.

Please Note:

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION**

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

“IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

CLOSING DATE: 29 April 2026 at 12H00PM