



EXTERNAL NOTICE NOTICE 45 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust and Dysselsdorp, is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, and hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than six (6) months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**1 X MANAGER: FLEET MANAGEMENT
DEPARTMENT: INFRASTRUCTURE SERVICES
DIVISION: ELECTRICAL AND MECHANICAL SERVICES
T15 (R 576 616,79 - R 748 486,27)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/IS/IS/316)**

REQUIREMENTS

- A relevant National Diploma in Mechanical Engineering and registration as a Pr Techni Eng
- 8 years or more relevant experience post registration
- Computer Literacy: MS Office
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Willingness to work standby hours and overtime as and when required

KEY PERFORMANCE AREAS

- Identifies and defines the immediate and short-term objectives/plans associated with the Municipality's fleet and mechanical workshop.
- Ensure that critical performance indicators are identified and specific measures established to enable and guide to division, to plan, manage and/or prioritize outcomes accordingly.
- Responsible for fleet reports in terms of fuel and maintenance.
- Responsible for controlling/examining the monthly report of the service provider in respect of fuel consumption against actual kilometers travelled as well as the maintenance of vehicles.
- Prepares capital and operating estimates and controls expenditure against approved budget



allocations to support budget planning sequences.

- Ensure that accurate estimates are prepared in relation to requirements enabling the Municipality to contribute positively towards meeting fleet maintenance, including preventative maintenance, regular scheduled maintenance and emergency maintenance, objectives and sustaining the quality and standards of service delivery.
- Manages and controls the key performance indicators and outcomes associated with the utilization, productivity and performance of personnel within the Sub-section.
- Ensure that the climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained, enabling the Sub-section to contribute positively to the Municipality's service level objectives and outcomes.
- Manages the formulation of specific contracts and tender documents and controls contractual obligations.
- Ensure that contractual terms and conditions entered into are complied with specific responsibilities discharged accordingly without any risk to Council.
- Manages the implementation of specific procedures systems and controls to regulate specific mechanical work and associated sequences associated with the functionality.
- Ensure that mechanical maintenance activities, projects and assignments are monitored for unsafe conditions and/or hazards identified and deviations addressed to curb non-conformance, poor quality and performance, enabling the Sub-section to deliver in accordance with the laid down objectives, procedures and cost parameters.
- Co-ordinates and controls the work sequences, programs and outcomes associated with management and maintenance of the Municipality's fleet machinery, tools and equipment.
- Ensure that Municipal assets associated with the fleet and mechanical workshop are managed and maintained in accordance with laid down quality standards and service delivery objectives and outcomes accomplished.
- Disseminates functional and operational information on the immediate and short-term objectives and current developments, problems and constraints.
- Ensure that information and advise opinions on relevant matters are made available and/or communicated through various mediums and accurately interpreted through the provision of adequate and clear explanations.
- Completes internal transactional/operational documentation and related forms.
- Ensure that details of activities are accurately recorded to facilitate the processing of information related to productivity personnel, time and material allocation and utilization for specific assignments.



COMPETENCIES: Engineering Professionals Competency Framework – Technician Level 4

- **Core Professional Competencies:** planning, organisational awareness, attention to detail
- **Functional Competencies:** design, project management, construction, operations and maintenance,
- **Public Service Orientation Competencies:** interpersonal relationships, service delivery orientation, communication,
- **Personal Competencies:** action and outcome orientation, resilience, change readiness, cognitive ability, learning orientation, accountability and ethical conduct
- **Management/Leadership Competencies:** impact and influence, team orientation, direction setting, coaching and mentoring

Candidates must be willing to be subjected to an interview and practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified.

The position of Manager: Fleet Services is presently being reviewed as part of the department's operational efficiency and reorganization strategy, and the inclusion of Mechanical Services will be subject to task appraisal. The post description will then be amended to Manager: Fleet Management and Mechanical Services as a result of the adjustment. Therefore, in order to be considered, candidates must have thorough knowledge/skills in mechanical services and fleet management.

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions. The successful candidate will participate in the car user perk scheme and or receive a car allowance and will also receive a cell phone allowance.

Applications must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **HR Manager: Support Services, P.O. Box 255, Oudtshoorn, 6620** (submit applications to Recruitment & Selection section, across typing pool), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za. Please note that there is an error on our website with regard to submitting applications via the website.

CLOSING DATE: 28 March 2025 at 12:00



Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered.

MR. M. YEKANI

ACTING MUNICIPAL MANAGER

Date published: 13 & 14 March 2025
