



**Manager: Fleet**

**Ref No. RTMC/M:FLT/2021**

**Package: Negotiable**

**Purpose:** The Manager: Fleet is responsible for overseeing and managing all activities and functions related to the RTMC's Fleet of vehicles. The incumbent will be responsible for the effective purchasing, maintenance, tracking and disposal of all vehicles.

**Requirements:** •National Diploma in Business Management/ Fleet Management or equivalent at NQF level 6 •Relevant postgraduate degree at NQF level 7 (Advantage) •5 – 8 years' experience in Fleet Management (Essential) of which 3 years in a Supervisory role

**The successful candidate must have the following attributes and competencies:**

•Accountability and ethical conduct •Quality oriented •Judgment •Deadline-oriented •Task oriented •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative.

**Duties:** •Develop and ensure the implementation of fleet management policies and procedures •Facilitate the procurement of RTMC vehicles where required •In conjunction with Senior Management in the RTMC decide on the vehicles to be bought and how they are to be equipped •Ensure that the General Manager: Total Facilities Management is informed timelyously regarding the fleet expansion requirements •Ensure compliance with relevant legislation • Develop a budget for the Fleet Management department •Oversee the maintenance of RTMC's fleet and that all vehicles are maintained according to Original Vehicle Manufacturer standards •Ensure that insurance is arranged and up to date for all RTMC vehicles •Ensure that all necessary management tools are implemented and monitored in all RTMC vehicles •Regularly report expenses and performance of the fleet to Management and ensure that all identified issues are addressed •Ensure that the responsibility for managing the allocated vehicles properly is giving to the relevant Executive Manager •Ensure that reports for this Division regarding vehicles and all issues related to vehicles are received and dealt with •Oversee the sale and/or auction of used vehicles as at when due

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies (not older than 3 months) of qualifications, identity document and valid driving license. **Applications must be forwarded via email to: [rtmc@miltonresourcing.co.za](mailto:rtmc@miltonresourcing.co.za).** Candidates are requested to clearly indicate the reference number for the position they are applying for on the email as well as the application letter. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

**NB: Persons with disabilities are encouraged to apply**

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200

06/03/2021



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**Board of Directors:** Mr Z Majavu CD(SA) (Chairman), Ms P Manqele, Ms T Mdlulwa,

Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Adv. J Makgatho\*

**Chief Executive Officer:** Advocate MS Msibi

**Company Secretary:** Ms S Petse

\*Departmental Representative