



**Team Leader: Fleet**

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

**Package: Negotiable**

**Purpose:** The Team Leader: Fleet is responsible for ensuring that all Fleet Management systems and processes are followed.

**Requirements:** National Diploma in Business Management / Fleet Management or equivalent at NQF level 6 •A Bachelor's degree in Business Management / Fleet Management (Advantageous) •2-3 years' Fleet Management experience.

**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:** •Ensure compliance with all legislative and regulative requirements •Implement fleet management policies and procedures and ensure adherence from all Divisions that uses vehicles •Analyse and compile a report for current operating costs of all vehicles •Develop and submit purchase requests for new and the replacement of vehicles based on a list of approved manufacturers and vehicles •Ensure compliance with relevant legislation and with all fleet policies and procedures •Ensure compliance to the developed budget •Assign vehicles to units taking into account utilisation and maintenance requirements •Conduct monthly reconciliation of logbooks and vehicle inspections •Investigate and ensure the investigation of motor vehicle accidents •Implement processes for negotiating settlements, damage collection and repairs to RTMC vehicle and ensure compliance •Renew vehicle licences within set timelines •Facilitate the arrangement of insurance for all vehicles with Financial Accounting •Monitor vehicles with the tracking system identify any problems with Drivers and Vehicles timeously •Compile a fleet expense and performance report and submit to management within

set timelines •Address issues highlighted in the report Ensure the implementation of a preventive maintenance programs and plan •Ensure that maintenance is conducted according to manufacturer requirements and stipulations

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



A proud initiative of  
The Department of Transport

**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