



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Tel: 013 799 1835/45/51/57

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Email: info@bushbuckridge.gov.za

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Website: www.bushbuckridge.gov.za

Post : TRANSPORT CLERK

Directorate : Corporate Services
Remuneration : **R153 159.68 per annum**
Centre : Head Office

RESPONSIBILITIES:

- Maintaining an inventory of all transport under the control of the council
- Allocate in consultation with heads of departments sufficient transport to **MEET** the operational requirements of the departments
- Monitoring and make arrangements for the regular repair and maintenance of transport
- Procuring and control the issue of fuel required by vehicles of the Municipality
- To attend to the licensing of all transport of the Municipality

REQUIREMENTS:

- Grade 12 certificate of equivalent qualification
- Three (3) years National Diploma in fleet management
- Computer literacy
- Good customer relations
- 2 years working experience

Enquires should be directed to: Human Resources Section. Tel 013 799 187/51 ext 150 & 220

Please forward your application through a prescribed form (www.Bushbuckridge.gov.za), together with your comprehensive CV and recent certified copies of qualifications and identity documents to:

The Administrator Hand delivery to office no 55(Registry)

Bushbuckridge Local Municipality R533 Graskop Road

Private Bag X 9308 Bushbuckridge

BUSHBUCKRIDGE

1280

PLEASE NOTE: Fraudulent qualifications or documentation will immediately disqualify any application, BLM reserves the right not to fill these posts, should there be no suitable candidates identified, late submissions will be disqualified, should you not receive any response within one (1) month of the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications by commissioner of oaths will not be considered. Correspondence will only be communicated to short-listed candidates

Closing date : 2015 March 13