

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: SHARED SERVICES

Division: Corporate Fleet Management

Section: Fleet Operations Management

Location: All regions

Re-advertisement

Reference number SSDD031-2025

Position FOREMAN

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male Person with disability **All categories**

Job level T11

Scale R376 152,00 – R522 420,00 per annum

Estimated remuneration package R510 705,00 – R696 877,00 per annum

Job purpose To manage the daily repair of vehicles, machinery and equipment

Appointment requirements Grade 12
N2 in Motor Mechanic or equivalent qualification
Trade certificate obtained from any institution accredited by the Department of Higher Education as a diesel or petrol mechanic would be an added advantage
At least four years' relevant experience in a fleet maintenance workshop, of which at least two years should be supervisory experience
A valid Code B driving licence
Physical fitness and health
Must undergo criminal record check and such a person shall allow his or her fingerprints to be taken by TMPD at own cost
Computer literacy
Proficiency in SAP S/4HANA will be an added advantage
Willingness to work overtime and standby when required

Personal attributes and/or competencies Strong technical knowledge of vehicles and mechanical systems; reliability; good human relations skills; positive attitude; verbal and written communication skills; trainability

Primary functions Assign duties to workshop staff
Manage and allocate repair work done by contractors
Ensure that staff adhere to occupational health and safety regulations at all times
Ensure that personnel receive appropriate training to meet industry needs
Ensure that workshop equipment is always certified

Compile weekly business performance reports
Manage and update the workshop asset register
Control and manage daily staff attendance and time sheets
Ensure excellent workshop hygiene
Ensure that relevant tools are available for staff
Respond to clients' queries regarding fleet booked in or repaired
Approve the acquisition of required spares
Approve repair quotations
Manage the consumption of consumables allocated
Enforce discipline among colleagues

SAP S70016890

New/natural attrition Natural attrition

Enquiries Susan Tabane (012 358 0852) or Faith Seeta (012 358 2459)