

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – Ground Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 29 June 2018 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

## OTHER POST

- POST 24/74** : **LOGISTICS OFFICER. REF NO: CFO/SCM10/18**
- SALARY** : R226 611 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate will have a relevant 3 year tertiary qualification (NQF 7) in Supply Chain/Logistics Management/ Finance. Minimum of (3) three years' experience in in Fleet/Logistics Management. Computer literacy. Drivers' License.
- DUTIES** : Implement Tools of Trade and Fleet Management Policies and procedures. Provide inputs into the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools of trade and fleet management policies and procedures via workshops and information circulars. Monitor compliance to Tools of Trade and Fleet Management Policies and Prescripts. Fleet Management Services. Manage the utilisation of pool cars. Conduct pre-trip and post trip inspections. Reconcile kilometres on the cars against the log book. Maintain fleet management records. Coordinate maintenance and leasing of cars. Tools of Trade Management Services. Manage cellular phones contracts, 3Gs and sim cards. Maintain tools of trade management records. Track and follow-up on payments. Communicate with stakeholders, clients, management, service providers and colleagues. Address queries and draft general correspondence such as response letters, emails, status reports, submissions and memorandums. Give advice on procedural and technical related matters in respect of tools of trade and fleet related matters and communicate via formal presentation. Attend meetings related to fleet management services.
- ENQUIRIES** : Ms R Matodzi, Tel No: (012) 394-3014