

INTERNAL / EXTERNAL ADVERT

Post: Fleet Officer
Department: Facilities & Security Management
Reference: FO/RTIA/2026
Level: 6
Salary: R 280 278 per annum
Term: Permanent

Minimum Educational Requirements: *Minimum National Certificate (NQF 4) in Transport Management, Logistics, Fleet Management, or related.

Minimum Knowledge & Experience Requirements: *A total of 2 years' direct experience in fleet administration, vehicle tracking, and transport logistics, preferably within the public sector.

Required Competencies: *Proficiency in MS Office Suite (specifically Excel) and experience with fleet management or telematics/tracking software. *Valid, unendorsed driver's license (Code B or higher). Ability to travel and be on standby for vehicle-related emergencies. Planning, organizing, and logistics. *Data analysis and reconciliation. *Report writing and administration. *Problem-solving and troubleshooting. *Excellent communication skills. *Defensive driving skills.

Duties: Fleet Administration and Lifecycle Management

*Coordinate the timely servicing, maintenance, and repair of all RTIA vehicles. *Manage annual vehicle licensing and roadworthiness renewals to ensure uninterrupted legal operation. *Support the SCM unit in the procurement, receipt, and formal disposal of RTIA vehicles.

Fleet Utilization and Tracking

Monitor the vehicle tracking systems to ensure authorized use, route optimization, and driver behaviour compliance. *Issue vehicles to authorized staff, ensuring pre-trip and post-trip inspections are completed and logbooks are updated.

Risk, Compliance, and Financial Control

- *Administer and monitor fleet fuel cards, reconciling fuel usage against mileage to identify discrepancies or fraud.
- *Process and redirect all traffic infringement notices to the responsible drivers within legal timeframes.
- *Coordinate the reporting of accidents, liaise with insurance, and facilitate internal damage assessments.
- *Compile monthly consolidated reports on fleet availability, costs, mileage, fuel consumption, and incidents.

Vehicle Readiness and Travel Administration

- *Ensure all RTIA vehicles are regularly cleaned, sanitized, and maintained in a highly presentable condition.
- *Conduct routine and pre-dispatch physical inspections of vehicles, ensuring optimal levels of fuel, oil, and water, and verifying that tire pressure and tread meet safety standards.
- *Administer the issuance, tracking, and secure retrieval of fleet petrol cards and toll gate access (e.g., e-tags) for authorized long-distance travel.

Enquiries: Ms Allison Shingange – (087) 287 7993

Mr Mzwakhe Mhlana – (011) 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: fig4do@apply.simplify.hr
Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026