



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 97/2026 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the EXTERNAL vacancy.

FLEET OFFICER

Post Identification Number: WC052-1.4.2.7

Directorate: Technical Services

MINIMUM REQUIREMENTS

- Grade 12 / Matric (or equivalent)
- Strong administrative ability and willingness to learn
- Computer literate with proficiency in Microsoft Excel or similar data tools
- Good interpersonal, communication and organizational skills
- Ability to work under pressure and pay attention to detail
- Effective communication skills in at least two of the three official languages of the Western Cape.

ADDED ADVANTGE

- Previous exposure to vehicle licensing, fleet administration, or similar environments

KEY PERFORMANCE AREAS

- Assist with vehicle licensing, registration, and dealer stocking processes after vehicle sales
- Prepare and submit documentation to licensing authorities
- Liaise with traffic departments, licensing offices, OEMs, and external agents
- Track licensing progress and follow up on outstanding registrations
- Ensure vehicles are correctly transferred and removed from fleet records
- Maintain and update the vehicle asset register, including: Registration numbers, VIN numbers, Engine numbers, Sale dates, Licensing status and Ownership and transfer details
- Update vehicle statuses (active, sold, transferred, deregistered)
- Reconcile records with sales, finance, and fleet reports
- Ensure proper filing of all documentation (digital and physical)
- File and organize licensing and vehicle documentation
- Assist with internal audits and reporting
- Respond to internal queries regarding vehicle and licensing status
- Support fleet and finance teams with general administrative tasks.

REMUNERATION

R144 000,00 per annum (all-inclusive).

STATUS OF POSITION

One - year fixed term contract.

CLOSING DATE

Friday 24 July 2026 at 15h00.

GENERAL

1. Application on the prescribed form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted before or on **FRIDAY 24 JULY 2026 at 15h00** to:
MR MARIO STALL – HUMAN RESOURCES MANAGEMENT DEPARTMENT
1 ADDERLEY STREET
PRINCE ALBERT MUNICIPALITY – THUSONG CENTRE
PRINCE ALBERT
6930
2. Failure to adhere to the requirements as per requirement above, and/or failure to attach the necessary documentation listed at the closing date of the vacancy, will result in immediate disqualification of a candidate's application.
3. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za .
4. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

5. Queries can be directed as follow:

Job-related enquiries	Mr. Danvor Sarelse Tel: 023 541 1036 Email: danvor@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Mario Stall Tel: 023 541 1668 Email: marios@pamun.gov.za

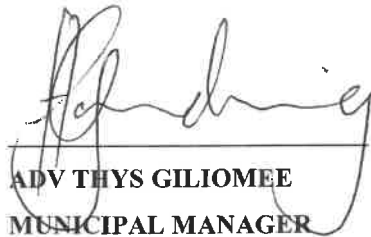
6. Prince Albert Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councilors is an offence and will result in the disqualification of an application. If no feedback is received within 90 days after the closing date, please consider your application as unsuccessful.

7. Please note that the following will lead to disqualification:

7.1) Non-submission of copies of academic qualifications / records

7.2) Canvassing of Councilors

7.3) Submission of fraudulent qualifications and / or documents.



ADV THYS GILIOME
MUNICIPAL MANAGER

DATE: 06 JULY 2026