

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Real Estate Management

Post: Fleet Coordinator (Ref: L514)

Minimum Requirements:

- National Diploma in Fleet management/Transport Management or Logistics (NQF 6)
- 3 years' relevant Fleet Management operations experience
- Driver's License code 08

Key Competencies:

- Knowledge of the administration, management, and monitoring of student transport contracts
- Sound knowledge of fleet management systems.
- Sound knowledge of fleet Risk Management.
- Excellent oral and written communication skills in English and at least one other official local language.
- Computer literacy in Microsoft Office applications
- Analytical mindset and good problem-solving skills

Summary of Duties:

- Planning, monitoring, coordinating and controlling the University's Fleet and Student Transport services in the Midlands.
- Coordinate repairs, recalls and all scheduled maintenance of vehicles as needed.
- Make sure keys and Fleet cards are returned as scheduled.
- Keep Fleet Manager informed of current mileage on all vehicles.
- Ensure that the Fleet management services unit performs effectively and efficiently.
- Streamline, monitor and control the fuel purchase system and ensure financial transactions accuracy.
- Administrative, reporting and record keeping functions
- Maintains vendor and service provider relationships for fuel, maintenance and other essential services in the Midlands.
- Implements safety, preventive maintenance, and accident prevention programs.

Salary: Market related

Contact Person: Miss ZJ Ngcobo

Status of Position: Permanent

To Apply:

Preferably you may apply via LinkedIn by sending a completed official application for employment form which can be found on DUT website. Please send form together with detailed CV, copies of ID, qualifications and a covering letter with the exact name and reference number of the post you are applying for **OR** you may email the above listed documents to HCSRecruitment@dut.ac.za. Please note that you do not have to use more than one method of applying.

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 31 August 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University's equity policy” The University reserves the right NOT to make an appointment.