

Transport Officer
Facilities and Records Management
Reference BCC15/2026
Salary Level 07 (Starting Salary Notch R338 106 032 p.a plus benefits)
Permanent Position

REQUIREMENTS

Recognized National Diploma in Transport Management/Logistics/Public Management (NQF level 6) or equivalent qualification. 1-2 years' experience in fleet management/transport/ logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic laws. Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Valid Driver's license.

DUTIES

Administer College garage and college vehicles; administer, monitor and control petrol cards; ensure effective and efficient utilization of college vehicles; supervise human recourses/staff. Ensure maintenance of all College vehicles.

ENQUIRIES: Ms Lulama Jongidiza Tel No 043 880 0177, Ext 2250.

APPLICATIONS: Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za.

NOTE: All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references(provide their contact number and email addresses), Driver's license , ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE: 18 September 2026