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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Head: Fleet Compliance and Management**
- **Head: Logistical and Administrative Support**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they may be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership in professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting to the personal information submitted as part of your application may be used for the Recruitment and Selection and related processes.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Applications, which have not been responded to within 6 weeks of the closing date, should be regarded as unsuccessful.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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HEAD: FLEET COMPLIANCE AND MANAGEMENT

DEPARTMENT: Group Corporate & Shared Services
BRANCH: Group SHELA & FCM
DESIGNATION: Head: Fleet Compliance and Management
REMUNERATION: R83 157,41 pm (basic salary, excluding benefits)
LOCATION: 100 Carr Street, Nedbank Building, Newtown Junction

Minimum Requirements:

- Matric/ Grade 12
- BCom in Transport Management and Logistics or a related Bachelor's Degree in Fleet at NQF Level 7
- 10 years' overall experience in Fleet Management/Contract Management, of which 5 - 7 years must be at middle management level
- Valid Driver's License

Primary Function:

To ensure the optimal availability of the fleet by maintaining vehicles, equipment, and machinery according to the needs of the City of Johannesburg user department and entities, as well as ensuring the efficient utilisation thereof.

Key Performance Areas:

- Performance management for an appropriately resourced, skilled, and performance-driven Fleet Management and Compliance workforce that supports the achievement of departmental service delivery objectives.
- Financial management for effective financial governance and oversight through sound budget management, financial control, asset management, statutory compliance, and audit assurance, enabling the sustainable delivery of Fleet Management and Compliance services.
- Strategic management to ensure the effective implementation of the Directorate's strategy, achievement of service delivery objectives, optimal resource utilisation, and alignment with the City's strategic priorities and legislative requirements
- Fleet Governance, Asset and Contract management to ensure effective corporate fleet governance through sound policy development, contract and supplier management, strategic asset lifecycle management, and technical leadership, enabling reliable, compliant, and cost-effective fleet services across the Municipality.
- Fleet Operation management to ensure efficient, reliable, and compliant corporate fleet operations through effective governance, asset lifecycle management, contract management, stakeholder collaboration, and continuous service improvement.



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Leading Competencies:

- Comprehensive knowledge of fleet management, transport operations, and fleet asset lifecycle management.
- Knowledge of the City's Integrated Development Plan (IDP), strategic objectives, prescribed methodologies, and applicable legislative, policy, and regulatory frameworks.
- Knowledge of corporate governance, risk management, compliance, and performance management principles.
- Knowledge of fleet contract management, Service Level Agreement (SLA) management, and supplier performance management.
- Knowledge of financial management, budgeting, and municipal governance applicable to fleet operations.

Core Competencies:

- Strategic Capability and Leadership
- Programme and Project Management
- Financial Management
- People Management and Empowerment
- Change Management
- Contract Management
- Fleet Management
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused
- Customer and Service Delivery Management (Batho Pele): Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply using the link below:

https://share.hsforms.com/1sq-6pw-lSu2ZMcuV_-6LIA469tI

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>



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ENQUIRIES ONLY:**Contact Person:** Nokwazi Bovungana**Tel No:** 083 677 7465

Email Address: NokwaziB@joburg.org.za *(The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVs, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)*

CLOSING DATE: THURSDAY, 01 OCTOBER 2026

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the Recruitment and Selection and related processes. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation



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HEAD: LOGISTICAL AND ADMINISTRATIVE SUPPORT

DEPARTMENT: Group Corporate & Shared Services
BRANCH: Group SHELA & FCM
DESIGNATION: Head: Logistical and Administrative Support
REMUNERATION: R83 157,41 pm (basic salary, excluding benefits)
LOCATION: 100 Carr Street, Nedbank Building, Newtown Junction

Minimum Requirements:

- Matric Certificate
- Bachelor's degree in Logistics, public administration, Public Management or Business Management at NQF Level 7
- 10 years' overall experience in Logistics and Contract Management, of which 5 – 7 years must be at a leadership/management level
- A valid Driver's Licence

Primary Function:

To ensure the optimal availability and efficient utilisation of Logistical Administrative support services according to the needs of City of Johannesburg user departments and entities, as well as ensuring the efficient utilisation thereof.

Key Performance Areas:

- Performance management to ensure a high-performing Directorate characterised by effective leadership, organisational capability, employee engagement, and sound human resource governance, enabling the achievement of strategic and service delivery objectives
- Financial management to ensure effective financial governance and oversight through sound budget management, financial control, asset management, statutory compliance, and audit assurance, enabling the sustainable delivery of logistical and administrative support services
- Strategic management to ensure strategic leadership and governance that enhances the effective implementation of the Directorate's strategy, achievement of service delivery objectives, optimal resource utilisation, and alignment with the City's strategic priorities and legislative requirements
- Contract management to ensure effective contract governance through strategic oversight of contracts and Service Level Agreements, ensuring supplier performance, legislative compliance, value for money, risk mitigation, and sustainable service delivery.
- Operations Management to ensure effective operational management through strategic leadership, quality assurance, operational excellence, continuous improvement, and the efficient delivery of logistical and administrative support services.



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Leading Competencies:

- Knowledge of archives, records, and information management principles and practices.
- Knowledge of logistics, dispatch, courier, and administrative support service operations.
- Knowledge of printing services, document production, and records distribution processes.
- Knowledge of food and venue management services, hospitality operations, and event support services.
- Knowledge of contract management, Supply Chain Management, and service level agreement (SLA) management.
- Knowledge of relevant local government legislation, corporate governance, and municipal policies applicable to logistical and administrative support services

Core Competencies:

- Strategic Leadership and Management
- People Management and Empowerment.
- Financial and Resource Management
- Strategic Planning and Execution.
- Governance, Risk Management, and Compliance.
- Contract and Supplier Relationship Management.
- Service Delivery and Customer Focus.
- Communication, Negotiation, and Stakeholder Management.
- Problem-solving, Analytical Thinking, and Decision-making.
- Change Management and Innovation.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused
- Customer and Service Delivery Management (Batho Pele): Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

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