



Erongo Regional Electricity Distributor (PTY) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in Erongo region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from designated groups as defined in the Affirmative Action (Employment) Act, 1998 (Act 29 of 1998) are encouraged to apply.

VACANCY

Position:	Asset and Fleet Clerk
Business Unit:	Finance & Administration
Paterson Grade:	B3
Duty Station:	Walvis Bay

Purpose of the job:

- To provide a comprehensive administration service relating to fleet management and asset management. To administer record, apply all aspects of fleet ranging from acquisition to asset registration, maintenance, administration, vehicle logs, reporting and disposal. To maintain an up to date record of all accidents within the company in order to liaise with the insurance. To keep proper records of all fuel expenses.

Minimum Requirements:

- Grade 12 plus a Certificate in Accounting or Administration or equivalent qualification
- **Ideally:** A relevant three - year Diploma in Administration or Finance

Key Performance Areas:

- Budget and cost control
- Internal and external communication
- Fleet and asset management procedures
- Asset and fleet management services
- Administration and report writing services
- Professional development and growth

Experience:

- Two (2) years relevant working experience in a similar position

Driver's License required:

- Code BE Driving License.

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications and testimonials to **Mr Festus Newaya, Human Capital Division, P.O. Box 2925, Walvis Bay** or hand deliver at **Erongo RED, Yianni Savva Building, Erf 1034, Corner of Nangolo Mbumba and 11th Road, Walvis Bay**. Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews.

CLOSING DATE: MONDAY, 12 SEPTEMBER 2016