

- ✓ People Management
- ✓ Employee Relations
- ✓ Interpersonal skills,
- ✓ Conceptual skills
- ✓ Quantitative and Qualitative Report writing skills
- ✓ Excellent Verbal Communication skills,
- ✓ Negotiations skills,
- ✓ Computer Literacy and Customer focus



Key performance areas

1. Financial administration and management of specific depot, by

- Implementing finance policies and developing and monitoring financial Procedures.
- Analysing and managing operational budget allocated to three depots.
- Ensuring that funds are utilised in accordance with the budget needs and Adherence thereof.
- Compiling and reporting to Group Operations Manager on expenditure of funds on monthly basis.

2. Planning, directing and managing of daily operations of the depot by

- Ensuring that implementation of all operational plans, policies and Procedures take place.

3. Human Resources Management and Administration, by

- Ensuring that depot adhere to all human resources policies in terms of recruitment, conditions of service, employment equality, labour legislations, etc.
- Managing performance of the employees.
- Coaching, training and motivating employees

4. Customer service management, by

- Monitoring and management of scheduled daily operations and contracts
- Working in co-operation with Communication and Marketing department.

5. Adherence to scheduled time table, private hire services and shifts operation, by

- Ensuring that buses operate on time
- Ensuring that drivers are allocated shifts on time
- To sustain and provide excellent customer service

Directors: * Q. Buthelezi * P. Govender * D. Mkhwanazi (Chairperson) * R. Mukonza * M. Ramonyai * M. Mokonyama S. Pato * T. ...
 *Xoliswa Mhlongo: Acting Managing Director * Zane Mheyamwa : Chief Financial Officer and Executive Director
 K. Brits (Company Secretary/Legal Counsel)
 The Johannesburg Metropolitan Bus Services (SOC) Ltd. (Metrobus)
 Reg No.:2000/004704/07
 Auditors: Auditor-General

(* Non-Executive Director)

LOCATION: METROBUS

Applications must be sent to E-mail: *recruitment@mbus.co.za* Or can be **hand –delivered to Metrobus Head Office, No. 1 Raikes Avenue, Ground Floor at the Reception Area (Recruitment Box).**

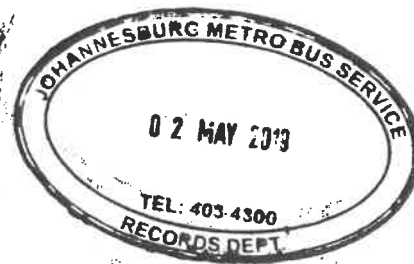
Shortlisted candidates will be assessed for behavioural and technical competencies. Candidates who meet requirements should forward their CV's , including an application letter, certified copies of relevant qualifications , names and e-mails of at least 3 contactable references.

Telephonic enquiries: Bridgett Mavuso at 011 403-4300.

Closing date: 17 May 2019

NB: All applicants who meet the above–mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritise employment of Women; Youth; People with disabilities and those that will help improve its Employment Equity profile.

NOTE: Applicants who receive no response to their applications within 8 weeks may consider their application to be unsuccessful.



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