



City of Johannesburg
Pikitup

Pikitup Head Office
Jorissen Place
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www.pikitup.co.za
www.joburg.org.za

EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
General Manager: Fleet	Operations	E

PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019

CLOSING DATE: MONDAY, 02 DECEMBER 2019

REENA BUDREE
EXECUTIVE MANAGER: HUMAN RESOURCES



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VACANCY: GENERAL MANAGER: FLEET

Date of the advert: 17 November 2019

**Closing Date for application: Monday 02 December 2019
(16h30)**

Department : Operations
Post Title : General Manager: Fleet
Location : Head Office
Level : E

Reference No: HR12/FL/2019

Post Description

Implementing Fleet Management best practices and providing strategic direction and alignment. Provide a prompt, efficient and quality Fleet Management to both internal and external stakeholders.

Key Responsibilities

- ✓ Oversee end-use planning of infrastructure, assets (vehicles), plant and equipment.
- ✓ Develop and implement 3 and 5-year business planning processes and re-align to Pikitup planning and processes.
- ✓ Develop and implement sustainable business processes that support the business.
- ✓ Manage internal processes and technology.
- ✓ Formulate specifications for new technology in conjunction with managers.
- ✓ Identify Fleet Risk and mitigation processes as input to the company-wide risk management.
- ✓ Oversee implementation of controls to reduce breakdown costs and control kilometres per day and on time vehicle availability.
- ✓ Ensure continuous improvement also through ongoing driver training.
- ✓ Ensure measures are in place to enhance and maintain fleet availability.
- ✓ Work with fleet on the current and future management and maintenance of fleet.
- ✓ Entrench sound financial management and ensure that financial systems and controls are operational.

Minimum Requirements

Minimum Qualifications

- ✓ Bachelor's Degree in a relevant field.

Minimum Experience

- ✓ 8 years' relevant experience in fleet management.
- ✓ 5 years' experience at a senior management level in a similar environment.
- ✓ Driver's Licence.

Required Competencies

Knowledge

- ✓ Strong commercial understanding.

- ✓ Knowledge of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public Service Regulations.
- ✓ Knowledge of South African Auditing Standards.
- ✓ Knowledge of South African labour legislation.
- ✓ Knowledge of industry standards, best practices and trends in the discipline.

Skills

- ✓ Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel.
- ✓ Planning, Organizing and Prioritising.
- ✓ Strategic and operational planning.
- ✓ Project Management.
- ✓ Strong written and verbal communication.
- ✓ Good analytical skills.
- ✓ Report writing skills.
- ✓ Conflict resolution and people management skills.

Behaviours

- ✓ Strong business acumen.
- ✓ Innovation.
- ✓ Integrity and Honesty.
- ✓ Strategic Thinking.
- ✓ Diplomacy and Tact.
- ✓ Judgement and decision making.
- ✓ Adaptation and responding to change.
- ✓ Dynamic and influential.
- ✓ Networking and collaboration.
- ✓ Strong commercial understanding- impact and credibility within all levels of the business and the ability to deliver.
- ✓ Adhering to principles and values.
- ✓ Deciding and initiating action.
- ✓ Delivering results and meeting customer expectations.
- ✓ Adapting and responding to change.

Preferences/Advantages

- ✓ 10 years' managerial experience with at least 5 years at Senior Management Level.
- ✓ Experience working in a local government environment.

Interested **applicants** must please complete the application form available on the vacancies page at pikitup.co.za. For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to recruit202019@pikitup.co.za by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.