



**City of Johannesburg**  
Pikitup

Pikitup Head Office  
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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
Operations Manager X12	Operations	D

**PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019**

**CLOSING DATE: MONDAY, 02 DECEMBER 2019**

**REENA BUDREE**  
**EXECUTIVE MANAGER: HUMAN RESOURCES**



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## VACANCY: OPERATIONS MANAGER

**Date of the advert: 17 November 2019**

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

Department: Operations

Post Title : **OPERATIONS MANAGER (X12)**

Location : Various Depots

Level : Task Level 14/D1

### Post Description

The purpose of the position is to support Regional Managers to manage overall operations for the depot including customer liaison, effective management of labour, financial management, productivity, quality control and safety measures.

### Key Responsibilities

- ✓ Manage and direct operations team at depot level to achieve Pikitup business targets.
- ✓ Assist in developing or updating standard operating procedures for all business operational activities and ensure team follows standard operating procedures for all operational functions.
- ✓ Build strong relationships by addressing customer issues and complaints in a timely manner.
- ✓ Provide operational support and guidance to staff at the depot.
- ✓ Assist in developing operations budgets.
- ✓ Manage work assignment and allocation for staff.
- ✓ Maintain accurate and clear documentation for operational procedures and activities.
- ✓ Work in compliance with company policies and procedures, relevant employment laws.
- ✓ Comply with all reporting requirements.
- ✓ Support operational risk and audit process.
- ✓ Develop, implement, and maintain quality assurance protocols.
- ✓ Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.
- ✓ Actively pursue strategic and operational objectives of Pikitup.
- ✓ Provide liaison, public relations and general marketing.
- ✓ Ensure compliance with OHS Act and ensure staff are trained on safety.

### Minimum Requirements

#### Minimum Qualifications

- ✓ Matric / Grade 12
- ✓ 3-year tertiary qualification in a relevant discipline including operations/general management, business administration, waste management or environmental sciences or related.
- ✓ Drivers license and access to own vehicle.

#### Minimum Experience

- ✓ 5 years' relevant experience in operations management.

### Required Competencies

#### Knowledge

- ✓ Knowledge of Environmental and Waste Management.
- ✓ Understanding of relevant legislative framework governing Pikitup operations

- ✓ Demonstrated knowledge of operations management and project implementation
- ✓ Strong commercial understanding
- ✓ Understanding of Municipal Finance Management Act (MFMA) and related regulations
- ✓ Knowledge of Treasury and Public Service Regulations
- ✓ Knowledge of Fleet and Logistics Management
- ✓ Knowledge of South African labour legislation
- ✓ Knowledge of industry standards, best practices and trends in the discipline

#### **Skills**

- ✓ Strong communication and diplomacy skills
- ✓ Analysis and problem solving skills
- ✓ Excellent ability to delegate responsibilities while maintaining organizational control of depot operations
- ✓ Strategy formulation and implementation;
- ✓ Report writing skills
- ✓ Human Resource Management skills including performance management and employee relations
- ✓ Conflict Management including negotiation and mediation
- ✓ Influencing and collaborative skills
- ✓ Effective verbal and written presentation at all levels
- ✓ Report Writing
- ✓ Customer service skills
- ✓ Computer skills including Ms Word and Excel
- ✓ Change Management
- ✓ Project Management
- ✓ Basic Finance and Budgeting

#### **Behaviours**

- ✓ Integrity and Honesty
- ✓ Strategic thinking
- ✓ Organising & prioritising
- ✓ Judgement and decision making
- ✓ Building a vision
- ✓ Adapting and responding to change
- ✓ Developing relationships
- ✓ Dynamic and Influential
- ✓ Networking and Collaboration
- ✓ Customer orientation

Interested **applicants** must please complete the application form available on the vacancies page at [pikitup.co.za](http://pikitup.co.za). For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to [recruit212019@pikitup.co.za](mailto:recruit212019@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.**