VACANCY CIRCULAR 03/ 2019

INTERNAL ADVERTISEMENT

Position Number : 01/03
Position Name : Operations Manager
Job Grade : TCC
Employment Status : Permanent

Purpose: Oversee and co-ordinate all facets of relevant depot operations with regards to Customer Service; People Management (including performance management of all allocated employees); Provision of Safe; Reliable; Efficient and Effective bus transportation of commuters.

Essential Requirements:

✓ Matric (Grade 12) plus three (3) year Tertiary Transport related qualification in transportation Management or Operations Management or equivalent.
✓ 10 years functional experience of which 5 years must be at an Operations Management level position managing employees in a Technical or Operations Management environment.

Preferred Requirements:

✓ ADVANCED Computer literacy and Business Management program will be an advantage.
✓ Driver’s License preferably for driving heavy duty vehicles will serve as an advantage.

Skills / Knowledge / Abilities

(* Non-Executive Director)
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
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.