



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**MANAGER: FINANCIAL ACCOUNTING**  
**SENIOR MANAGER: INTEGRATED BUSINESS OPERATIONS**  
**MANAGER: PLANNING, RESEARCH AND ANALYTICS**  
**MANAGER: FACILITIES AND AUXILIARY SERVICES**

#### APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

#### DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.

This Vacancy is open to Employees of the City of Johannesburg, MetroBus and External Applicants

Published: 22 May 2023

Closing Date: 08 June 2023



## MANAGER: FINANCIAL ACCOUNTING

**DEPARTMENT** : FINANCE  
**BRANCH** : FINANCE  
**DESIGNATION** : **MANAGER: FINANCIAL ACCOUNTING**  
**REMUNERATION:** D 3/ T 16  
**LOCATION** : 1 Raikes Road, Braamfontein

**Job purpose:** Lead financial management accounting aspect and is primarily responsible for the accurate and reliable consolidated financial information for Metrobus.

### **MINIMUM REQUIREMENTS:**

- Grade 12/ NQF level 4 plus Bachelors' and Honours Degree preferably majoring in Accounting, Finance, or another Financial Related Program.
- Professional Qualification preferably.
- Minimum 5 years' experience in financial services operations at least 8-10 years industry experience (3 years of which must be at a senior management level)

### **Key performance areas, but not limited to, are as follows:**

1. Implement and maintain financial strategy.
2. Plan and implement all capital functions.
3. Financial statutory reporting.
4. Foster a culture of compliance.
5. Address all findings raised by the Auditor general and the internal audit.
6. Departmental Management.

Apply using this Link....

[https://share-eu1.hsforms.com/1TxfhVM\\_URZOqvRp20vkuxwew554](https://share-eu1.hsforms.com/1TxfhVM_URZOqvRp20vkuxwew554)



## SENIOR MANAGER: INTEGRATED BUSINESS OPERATIONS X2

DEPARTMENT :	INTERGRATED BUSINESS OPERATIONS
BRANCH :	INTERGRATED BUSINESS OPERATIONS
DESIGNATION :	SENIOR MANAGER: INTERGRATED BUSINESS OPERATIONS X 2
REMUNERATION:	D 4/ T 17
LOCATION:	1 Raikes Road, Braamfontein

**Job purpose:** Responsible for provision of strategic leadership and direction to allocated Depot at Metrobus. Further responsible for planning, execution, monitoring and evaluation of business operations in the allocated Depot including but not limited to ensuring enforcement of performance standards pertaining to service delivery agreements, optimum revenue collection, fleet utilisation and fleet availability, excellent customer service experience and adherence to all policies, regulatory framework and practices pertaining to daily delivery of safe and reliable bus services. Upholds and assures compliance with established budget and consistency with the organizational mission and vision.

### MINIMUM REQUIREMENTS:

- Grade 12 Certificate, Relevant three-year tertiary qualification/B-degree in any of the following fields: Operations Management; Industrial/Mechanical engineering, Business Management, Transportation Management, or similar.
- Minimum 5-7 years' functional work experience in Business Operations and or Public Transport environment of which, 3 years must be at a Supervisory to Middle management level.
- Valid EB; EC or C Drivers' license.
- Middle Management experience would be an added advantage.

### Key performance areas, but not limited to, are as follows:

1. OPERATIONS AND TECHNICAL SERVICES MANAGEMENT.
2. SERVICE PLANNING AND RESOURCE MANAGEMENT.
3. FLEET MANAGEMENT STRATEGY DEVELOPMENT AND IMPLEMENTATION.
4. BUSINESS STRATEGY DEVELOPMENT AND IMPLEMENTATION IN OWN BUSINESS UNIT.
5. RISK MANAGEMENT AND INTERNAL CONTROL OF ALLOCATED DEPOT.
6. PROVIDE LEADERSHIP AND DIRECTION ON THE IMPLEMENTATION OF BUSINESS OPERATIONS MANAGEMET VALUE ADDED PROCESSES.

Applications must be sent via link...

[https://share-eu1.hsforms.com/19yWQZYXfSxCLtvpk4\\_J00Aew554](https://share-eu1.hsforms.com/19yWQZYXfSxCLtvpk4_J00Aew554)

### ENQUIRIES ONLY

CONTACT PERSON: Nthabiseng Makhele

CONTACT NUMBER:011 403 4300



## MANAGER: PLANNING, RESEARCH AND ANALYTICS

**DEPARTMENT :** IBO  
**BRANCH :** IBO  
**DESIGNATION :** MANAGER: PLANNING, RESEARCH AND ANALYTICS  
**REMUNERATION:** D 3/ T 16  
**LOCATION :** 1 Raikes Road, Braamfontein

**Job purpose :** Responsible for managing transport operations plans, research, analysis and coordination of passenger services.

### **MINIMUM REQUIREMENTS:**

- B-Degree in Transport related field, B-Degree in Management, Business Management, Transport Management and Economics.
- 5-6 years working experience in the operations field.
- Minimum 3 years' experience in a managerial position, Smart mobility and Transportation.

### **Key performance areas, but not limited to, are as follows:**

1. PROVIDE INPUT TO THE STRATEGIC MANAGEMENT OF THE SECTION.
2. PROVISION OF INTEGRATED PLANNING.
3. CONDUCTS HIGH LEVEL RESEARCH ANALYSIS.
4. SECTION MANAGEMENT.

Applications must be sent via link .....

<https://share-eu1.hsforms.com/1tAospKxcRtmcUuy0w3OCsQew554>

**Telephonic enquiries:**

**Contact Person: Nthabiseng Makhele**

**Tel Number: 011 403 4300**



## MANAGER: FACILITIES AND AUXILIARY SERVICES

**DEPARTMENT :** COPORATE SERVICES  
**BRANCH :** MAINTANANCE  
**DESIGNATION :** MANAGER: FACILITIES AND AUXILIARY SERVICES  
**REMUNERATION:** D 3/ T 16  
**LOCATION :** 1 Raikes Road, Braamfontein

**Job purpose:** Responsible for optimum and efficient rendering of internal fleet management services and reception services at Metrobus as well as making sure that Metrobus buildings, properties and facilities are efficiently managed, safely maintained in full compliance with all applicable prescripts, laws, by-laws and legislation.

### MINIMUM REQUIREMENTS:

- Four-year relevant Honours/Degree in Facilities Management/Business Administration or similar related field of study.
- Two (2) years' Managerial experience at Middle Management level plus an additional eight (8) years functional experience in Fleet and Facilities management environment.

### Key performance areas, but not limited to, are as follows:

1. FORMULATION, IMPLEMENTATION AND MAINTAINANCE OF INTERNAL FLEET; RECORDS AND FACILITIES MANAGEMENT STRATEGY FOR METROBUS.
2. LEAD COMPLIANCE AND RESEARCH IN THE AREA OF FACILITIES; RECORDS AND FLEET MANAGEMENT.
3. DEVELOP AND MAINTAIN INTERNAL FLEET MANAGEMENT STRATEGY, ALLOCATE AND OVERSEE THE PROPER USE OF METROBUS FLEET IN COMPLIANCE WITH THE FLEET MANAGEMENT POLICY AND ACCEPTABLE USER GUIDELINES.
4. RESPONSIBLE FOR ENSURING COMPLIANCE TO SHERQ STANDARDS AND EE ACT ON ALL FACILITIES IN METROBUS.
5. MAINTAIN INVENTORY AND RECORDS INCLUDING PLANNING, ORGANISING, COORDINATION AND CONTROL OF THE MAINTAINANCE OF THE FACILITY EQUIPMENT AND SYSTEMS.

Applications must be sent via link...

<https://share-eu1.hsforms.com/1EkZOC0EyRleqru-eojoNQwew554>

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