



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

### **PERMANENT POSITION**

**SUPERVISOR: QUALITY ASSURANCE(X2)**

**SALARY GRADE: C4**

#### **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.

# SUPERVISOR: QUALITY ASSURANCE x2

<b>DEPARTMENT:</b>	<b>INTERGRATED BUSINESS OPERATIONS</b>
<b>BRANCH:</b>	<b>TECHNICAL</b>
<b>DESIGNATION:</b>	<b>SUPERVISOR: QUALITY ASSURANCE X 2</b>
<b>REMUNERATION:</b>	<b>C4</b>
<b>LOCATION:</b>	<b>METROBUS -VARIOUS DEPOTS</b>

**Purpose:** To co-ordinate and supervise the quality assurance section to provide an effective and efficient quality assurance service for Metrobus's Fleet.

## **Essential Requirements:**

- ❖ Grade 12 plus relevant three -year Diploma in any of the following: - Operations Management; Transport Management; Management Services or similar qualification at NQF level 6.
- ❖ Minimum 5 years' functional experience in the field of Quality Assurance in public transportation industry of which 2 years must be at entry supervisory level.

## **Key performance areas**

### **1. Implement maintenance strategies and policies**

- ❖ Gain a clear understanding of the maintenance strategy and KPA s.
- ❖ Contribute to the section's plans to effectively monitor and advice on the maintenance strategy and plans.
- ❖ Regularly assess changing stakeholder demands and redirect efforts in response to changes.

### **2. Compile reports and action quality assurance findings**

- ❖ Facilitate the coordination of all requests relating to fleet maintenance in accordance with greed policy and procedures.
- ❖ Liaise with internal and external stakeholders regarding their fleet management requirements, ensuring that cost effective solutions are achieved which address their needs.
- ❖ Check that all costs incurred by the bus driver are recovered.

### **3. Quality assurance operations**

- ❖ Review quality assurance files / records and prepare review notes, to resolve quality assurance matters that were not completely addressed by funded projects
- ❖ Conduct quality assurance reviews across teams to ensure that all work conducted is to the required standard.
- ❖ Create quality assurance files for independent reviews by the Metrobus team, to assist them in completing the departmental reports in an effective and efficient manner.

### **4. Supervisory duties**

- ❖ Supervise staff to ensure flow of quality assurance work.
- ❖ Communicate designated staff responsibilities, authority and personal performance measurement criteria.
- ❖ Implement staff development and training to achieve overall objectives.



**CLOSING DATE: 05 Nov- 2024**

The successful candidate will be required to enter both a permanent employment contract as well as an annual performance contract with the entity.

### Declaration of Financial Interest

On assumption of employment, the successful applicant will make, in the manner prescribed by the entity and to the extent required by the entity, disclosure of financial interest.

### Security Vetting

Candidates will also be required to undergo security vetting.

**NB: all foreign acquired qualifications must be SAQA accredited.**

**LOCATION: METROBUS HEAD OFFICE (Braamfontein)**

**Certified Application documents and CVs must be submitted online by clicking the allocated link below for this position. The online application form is available on the Metrobus Website; Metrobus Intranet; X (Tweeter); COJ Website; Facebook and LinkedIn.**

<https://share-eu1.hsforms.com/1zq9zRDogTm-APn0xpcGaMgew554>

**B: All applicants who meet the above Mentioned are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will Prioritize the employment of women; Youth; People with disabilities and those that will improve its Employment Equity profile.**

*Telephonic enquiries: Ms Bridget Mavuso - (Cell 083 702 4251)*

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