

This Vacancy is open to Employees of the City of Johannesburg, Metrobus and External Applicants Publication Date: 10 NOVEMBER 2024
Closing Date: 25 NOVEMBER 2024



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

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ADVERTISEMENT
GENERAL MANAGER: CORPORATE SERVICES
(GM:CS) PERMANENT EMPLOYMENT
CONTRACT POSITION

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.

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City of Johannesburg
Metropolitan Bus Services SOC LTD

| | | |
|-------------------------------|-----------------------------|---------------------------|
| Transportation House | PO Box 1787 Johannesburg | Tel +27(0) 11 403 4300 |
| 1 Raikes Road Braamfontein | South Africa 2000 | Fax +27(0) 11 403 |

DEPARTMENT: Corporate Services
BRANCH: Senior Management – Section 56
DESIGNATION: General Manager: Corporate Services (GM: CS)
REMUNERATION: (E 1 OR T 19) Total Cost to company negotiable between R 1.3 and R1.9 m
LOCATION: Metrobus – Head Office

Purpose: Reporting to the Managing Director, the successful candidate will be responsible for providing strategic leadership and direction on the development, establishment, and institutionalizing strategies, policies, processes, best practices and systems for improving and maintaining Organisational peace in terms of Employee Relations; Organisation Effectiveness and Efficiency in the Company. The successful candidate will be expected to lead and direct the Corporate Services strategic interventions and service delivery through effective management of the Human Capital function, Occupational Health & Safety, Physical security, Route Inspections, Facilities and internal Fleet management in the Company.

Qualifications and Experience:

- Relevant Honours Degree in any of the following: Business Management, Human Resources Management; Public Administration Management or similar qualification at NQF level 7 or higher.
- Minimum 10 years' experience in a Corporate Services environment of which 5 years must have been served at a senior managerial level. (Local government and bus industry exposure will serve as an advantage).

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Key performance areas

- Facilities and internal fleet management.
- Human Resources Management.
- Employee Relations Management.
- Occupational Health and Safety.
- Route Inspections Management.
- Physical Security Management.
- Leading facilitation and implementation of organisational Change Management and Organisational Design development in the company.
- Management of the implementation of Corporate Services value-added processes.
- Contribution to Strategic Management processes
- Departmental management.
- Employment Equity management.
- Contract Management.
- Implement control systems within the Department, which minimise potential risk to stakeholders.
- Manage Organisational structuring and alignment processes and projects for Metrobus.
- Manage compliance with agreed budgets in consultation with the Managing Director and ensure that costs are contained.
- Lead participate in consultation, negotiations with employee representatives i.e. Organised Labour.

Strategic Competencies:

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|------------------------------------|---|
| Strategic Direction and Leadership | <ul style="list-style-type: none"> ▪ Impact and Influence ▪ Institutional Performance Management ▪ Strategic Planning and Management ▪ Organisational Awareness |
| People Management | <ul style="list-style-type: none"> ▪ Human Capital Planning and Development ▪ Diversity Management ▪ Employee Relations Management ▪ Negotiation and Dispute Management |
| Program and Project Management | <ul style="list-style-type: none"> ▪ Program and Project Planning and Implementation ▪ Service Delivery Management ▪ Program and Project Monitoring and Evaluation |
| Financial Management | <ul style="list-style-type: none"> ▪ Budget Planning and Execution ▪ Financial Strategy and Delivery ▪ Financial Reporting and Monitoring |
| Change Leadership | <ul style="list-style-type: none"> ▪ Change Vision and Strategy ▪ Process Design and Improvement ▪ Change Impact Monitoring and Evaluation |
| Governance Leadership | <ul style="list-style-type: none"> ▪ Policy Formulation ▪ Risk and Compliance Management ▪ Cooperative Governance |

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Core Competencies:

- People Management/Human Capital Management
- Negotiation and conflict handling
- Financial Management
- Customer relations Management
- Institutional Performance Management and accountability
- Ethical integrity and professionalism
- Impact and influence
- Governance
- Policy conceptualisation and formulation
- Risk Management
- Strategic direction and Leadership
- Safety, Health, Environment and Quality Management (SHEQ) support
- Advanced Excel skills.
- Advanced analytical and innovative skills.
- Ability to establish and build strong working relationships with service providers and receivers of corporate services solutions.
- Planning and Organising.
- Knowledge and Information Management.
- Communication.
- Results and Quality Focus.
- Knowledge and Information Management.
- Communication
- Results and Quality Focus

Employment and Performance contract

The successful candidate will be required to enter both a fixed term (5 year) employment contract as well as an annual performance contract with the entity.

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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.

Psychometric testing and Security Vetting

The entity's recruitment process includes psychometric testing in relation to the competency requirements and key performance areas of the position. Candidates will be required to undergo psychometric testing. 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 for this position. The online application form is available on the Metrobus website; metrobus intranet; social media platforms; X (tweeter); CoJ website; Facebook and LinkedIn.

NB: ALL APPLICATIONS MUST BE ACCOMPANIED BY CERTIFIED COPIES OF IDENTIFICATION DOCUMENT; DRIVER'S LICENSE AND QUALIFICATIONS. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE DISQUALIFICATION.

Telephonic enquiries: Ms Soniwe Mwamuka: (011 021 8982; Cell +27 61 740 1079)

Email enquiries: recruitment@masteck.co.za

CLOSING DATE: MONDAY, 25 November 2024

Not later than (16:00)

Should you be interested in this position, please click the link below:

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