



City of Johannesburg Metropolitan Municipality
Metropolitan Bus Services (SOC) Ltd

Transportation House PO Box 1787 Tel: +27(0) 11 403 4300
1 Raikes Road Johannesburg Fax: +27(0) 11 403 4349
Braamfontein South Africa
2000

VACANCY CIRCULATION 08/2020

INTERNAL ADVERTISEMENT

Position Number : 01/08

Position Name : General Manager: Corporate Services

Salary Grade : TCC

Employment Status: Five (05) years performance based contract

Job purpose:

To develop, establish and institute strategies, policies, processes, best practices and systems for organisation effectiveness and efficiency in the Company. To lead and direct the Corporate Services strategy interventions and service delivery through effective management of the Human Capital function for Metrobus, Occupational Health & Safety, Facilities and internal Fleet management in the company.

Minimum experience and qualifications:

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

Key performance areas

- Employment Equity management.
- Contract Management.
- Human Resources Management.
- Development and implementation of HR plans and succession plans
- Implement control systems within the Department, which minimise potential risk to stakeholders.
- Facilities Management.
- Fleet Management.
- Physical Security Management.

Non- Executive Directors: Mr Derrick Thapelo Mkhwanazi | Dr. Mathetha Mokonyana | Ms Busisiwe Sibisi | Ms Queenie Buthelezi | Ms Lucky Sixolo | Mr Tumelo Mokgoka | Ms Nombulelo Shabangu | Ms Duduzile Patricia Mthimunye | Mr Itumeleng Daniel Moloantoa | Ms Morwesi Ramonyai | Mr Tshepo Sohaba

Executive Directors: Managing Director: Ms Xoliswa Mhlongo | Chief Financial Officer (Acting): Mr Feroz Khan

Company Secretary (Acting): Ms Bongwiwe Mtshali

Auditor: Auditor-General South Africa

The Johannesburg Metropolitan Bus Services (SOC) Ltd (T/A Metrobus)

Registration Number: 2000/004704/07



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- 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.
- Management of the implementation of Corporate Services value added processes.
- Lead, facilitate and implement organisational Change Management and organisational transformation.
- Manage budget, facilitate internal fleet management.
- Prepare the Department annual budget for submission to Finance for consolidation and presentation to the EXCO.
- Participate in consultation, negotiations with employee representatives i.e. Union and staff Association.
- In-depth knowledge of corporate services and reporting standards
- Ability to establish and build strong working relationships with providers and receivers of financial information.
- Provide monitoring oversight of service providers to ensure that contractual terms and conditions are met and delivered within the allocated timeframe and attend to matters of urgency.
- Oversee the implementation of awareness and empowerment programs for all staff.

Skills

- Excellent leadership skills.
- Good financial Management.
- Sound knowledge of Human Resource Management and accounting processes.
- Strong analytical and interpersonal skills.
- Excellent planning and organisational skills
- Project management skills
- Good negotiation and persuasion skills
- Analytical and interpretation skills
- Excellent oral and written communication skills
- Strategic management

Attributes

- Ability to thrive under pressure in a deadline based environment
- Ability to work and deliver high quality work under pressure
- Good sense of judgement

Non- Executive Directors: Mr Derrick Thapelo Mkhwanazi | Dr. Mathetha Mokonyana | Ms Busisiwe Sibisi | Ms Queenie Buthelezi | Ms Lucky Sixolo | Mr Tumelo Mokgoka | Ms Nombulelo Shabangu | Ms Duduzile Patricia Mthimunye | Mr Itumeleng Daniel Moloantoa | Ms Morwesi Ramonyai | Mr Tshepo Sohaba

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- Ability to work individually as well as a team
- Self-driven and result oriented
- Attention to detail, business ethics and integrity
- Ability to make firm decisions

Contact Person: Mashudu Ndou-Ndlovu on 011 410 9477

MJV Recruitment & Consulting Agency has been appointed to handle any enquiries with regard to this position. Candidates are required to submit update, detailed CVs with certified copies of their ID and relevant qualifications to recruitment@mjvrecruitment.co.za . Closing date: 29 June 2020

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.



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VACANCY CIRCULATION 08/2020

INTERNAL ADVERTISEMENT

Position Number : 02/08

Position Name : Chief Financial Officer

Salary Grade : TCC

Employment Status: Five (05) years performance based contract

Job purpose:

To provide strategic oversight and management of the financial, accounting, assets and supply chain management functions of Metrobus, minimise risks and managing the sustainability of the organisation. Accountable for the accurate reporting of financial position and managing the affairs as a whole.

Minimum experience and qualifications:

- Post Graduate Degree in Financial Management or Accounting.
- Registration with Professional Board and Certification as a Chartered Accountant (SA), MFMA certificate will serve as an additional advantage.
- Minimum 10 years' experience in financial management environment, of which 5 years should have been served at a senior management level

Key performance areas

- Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Take hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system
- Establish, manage and maintain financial management systems and process (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources
- Provide thought leadership in planning, development, organizing, directing, managing and evaluating the entity's supply chain management function both at the operational and strategic level.

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- Execute capital-raising strategies to support the entity's financial sustainability and ensure that financial ratios are maintained with regards the financial position of the company.
- Prepare monthly financial statements, financial packages, and other informational reports/analysis.
- Develop, monitor and manage strategies, policies, procedures, protocols, norms and standards for financial management within
- Generally Recognized Accounting Principles (GRAP) and Municipal Finance Management Act (MFMA) guidelines to ensure sufficient cash flow, reduced operating costs, and increased revenues. Align finance, asset management and supply chain management, policies and processes to the business objectives
- Provide strategic advice to the business and Board on finance, asset management and supply chain management related matters, identifying financial risks and impact thereof
- Review prior financial results and discusses anticipated changes to highlight future needs and trends.
- Ensure that effective internal controls are in place and ensure compliance with GRAP, MFMA, Auditor General South Africa and Treasury regulations for all financial reporting
- Manage and oversee the strategic relationship with the internal and external auditors and other stakeholders with regards to
- Metrobus's assets
- Oversee the development, implementation and monitoring of internal control processes and procedures to safeguard all Metrobus's assets
- Develop, implement and maintain control procedure to safeguard assets and to verify the existence and location of assets manage and oversee compliance with GRAP and MFMA
- Develop and implement supply chain management (SCM) policies inclusive of BBBEE directives
- Develop, implement and manage Service Level Agreements (SLAs) and contracts with contractors and service providers, execute the monitoring of performance of contractors and service providers
- Manage the performance of direct and indirect reports in accordance with the Metrobus performance management policy and procedure
- Manage compliance with agreed budgets in consultation with the Managing Director, ensuring that costs are contained
- Motivate staff through the implementation of various reward mechanisms
- Implement controls within the section which minimize potential risk to stakeholders

Non- Executive Directors: Mr Derrick Thapelo Mkhwanazi | Dr. Mathetha Mokonyana | Ms Busisiwe Sibisi | Ms Queenie Buthelezi | Ms Lucky Sixolo | Mr Tumelo Mokgoka | Ms Nombulelo Shabangu | Ms Duduzile Patricia Mthimunye | Mr Itumeleng Daniel Moloantoa | Ms Morwesi Ramonyai | Mr Tshepo Sohaba

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Skills

- Strategic leadership and management
- Strategic financial management
- Operational financial management
- Governance, ethics and values in financial management
- Financial and performance reporting
- Risk and change management
- Project management
- Legislation, policy and implementation
- Stakeholder relations
- Supply chain management

Attributes

- Ability to thrive under pressure in a deadline based environment
- Good sense of judgement
- Ability to work individually as well as a team
- Self-driven and result oriented
- Attention to detail, business ethics and integrity
- Ability to make firm decision

Contact Person: Mashudu Ndou-Ndlovu on 011 410 9477

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VACANCY CIRCULATION 08/2020

INTERNAL ADVERTISEMENT

Position Number : 03/08

Position Name : Legal Counsel & Company Secretary

Salary Grade : TCC

Employment Status: Five (05) years performance based contract

Job purpose:

To provide a professional secretariat support services to the Board and Committees in accordance with legislative requirements and corporate governance best practices and guide the Board in terms of their fiduciary responsibilities. The position will also serve as the Metrobus's Legal Counsel providing thought leadership on all legal matters affecting the entity.

Minimum experience and qualifications:

- LLB (Bachelors of Law) degree and an admitted Attorney, with a registration with a Professional Institution
- Minimum 10 years' experience in commercial law management and contract management environments; at least 8-10 years industry experience (5 years of which must be at a senior management level)

Key performance areas

- Develop the annual legal services strategy in alignment to the overall company strategy through consultation with the management team Provide strategic advice to the business and Board pertaining to legal matters, identifying strategic risks and plans to mitigate such
- Develop and review legal services policies and procedures in alignment to business objectives and legislation
- Ensure sustainability of processes and mitigation of business continuity risks by having internal controls supporting Metrobus strategic objectives

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- Participate in the development of the Metrobus five-year business plan as a member of Exco
- Render the provision of legal services support and advice to line managers to ensure that line managers are fully equipped to deal with all legal services related matters
- Compile legal services reports highlighting successes and risks in terms of achieving organisational objectives and track new developments in legal services practices, make recommendations to improve the effectiveness and efficiency of the legal services function
- Identify legal risks in all contractual obligations by Metrobus and develop effective mitigation strategies with the business
- Compile and review legally binding contracts and agreements, ensuring that they are in compliance with all statutory and legal requirements
- Facilitate contract negotiations to ensure Metrobus secures optimal arrangements in respect of any and all contracts it enters into
- Monitor contract obligations to ensure compliance
- Provide input into the drafting of legislation that affects the transport industry through various provincial and national forums
- Review company policies, including but not limited to HR policies, to identify any legal risks for Metrobus and advice on re-wording thereof
- Keep abreast of legal matters relating to industry and best practice and manage the maintenance of a library of legislation for Metrobus
- Prepare legal opinions and liaise with external lawyers (Attorneys) where relevant to ensure all legal matters are dealt with and resolved in the best interest of Metrobus
- Advice and brief counsel, ensuring the best interest of Metrobus and manage any claims or compensation risks against Metrobus to mitigate financial loss to the organisation
- Develop and maintain relationships with key stakeholders of Metrobus to ensure business continuity and manage planning of resource requirements for the department to ensure sufficient resources are in place meet legal services delivery demands / needs from members, projects and stakeholders
- Make the necessary strategic information available in a candid, accurate and timely manner to key stakeholders to enable decision making
- Provide company secretariat support and advice to EXCO and the Board to ensure that they are fully equipped to deal with all corporate governance related matters within the scope of Metrobus i.e. business ethics, good governance practices, changes in legislation etc.
- Develop a Corporate Governance Framework to set out the Board and EXCO governance structures and a calendar for the year and establish terms of reference for all Board Committees inclusive of function requirements and levels of authority
- Provide the directors of Metrobus collectively and individually with guidance as to their duties, responsibilities and powers
- Review legislative and regulatory developments that may impact Metrobus and ensure the Board is fully equipped to comply with such changes
- Certify the Metrobus's annual financial statements are accurate and up to date while ensuring the organisation has filled required returns and notices in terms of the Act
- Conduct Board and EXCO performance evaluations and report back on status of performance
- Preparing the schedule of board and committee meetings for the year including the agendas for these meetings in conjunction with the Chairperson and Managing Director Draft minutes at all stakeholder meetings, board meetings and the meetings

of any committees of the directors, and accurately record them in accordance with the Act

- Implement controls within the section which minimize potential risk to stakeholders.
- Motivate staff through the implementation of various reward mechanisms
-

Skills

- Excellent leadership skills
- Excellent planning and organisational skills
- Project management skills
- Good negotiation and persuasion skills
- Analytical and interpretation skills
- Excellent oral and written communication skills
- Strategic management

Attributes

- Ability to thrive under pressure in a deadline based environment
- Good sense of judgement
- Ability to work individually as well as a team
- Self-driven and result oriented
- Attention to detail, business ethics and integrity
- Ability to make firm decisions
- Ability to proactively identification of strategic governance issues and their impact on Metrobus

LOCATION: METROBUS

Contact Person: Mashudu Ndou-Ndlovu on 011 410 9477

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