



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 CIRCULAR 07/2020

INTERNAL ADVERTISEMENT – CORPORATE STRATEGY AND BUSINESS SUPPORT

Position Number : 01/07

Position Name : Manager– Corporate Strategy and Business Strategy

Job Grade : D4 –D5 TCC

Employment Status : Permanent

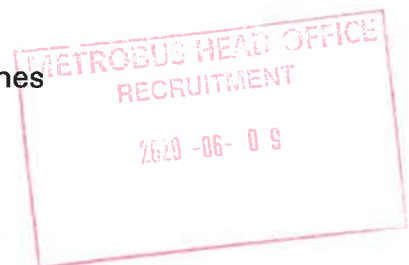
Purpose: Lead and facilitate the development and execution of short to long-term Business strategy and plans for Metrobus including institutions of measures to help Metrobus to achieve its business objectives and goals. The position is also responsible for leading the planning; development and execution of the Company's marketing and communications initiatives.

Essential Requirements:

- ✓ Bachelor's degree in Business Management or Similar qualification at NQF Level 7.
- ✓ At least 8 years functional experience in business strategy development (three (3) years of which must be at a Senior Management level).

Technical Competencies

- ✓ Strategic planning accurate to adhere to set timelines
- ✓ Annual yearly plans are in place.
- ✓ Objectives and goals set
- ✓ Significant track record of business development.



Non- Executive Directors: Mr Derrick Thapelo Mkhwanazi | Dr. Mathetha Mokonyana | Ms Busisiwe Sibisi | Ms Queenie Buthelezi | Ms Lucky Sixolo | Mr Tumelo Mkgoka | Ms Nombulelo Shabangu | Ms Duduzile Patricia Mthimunya | Mr Itumeleng Daniel Moloantsoa | Ms Morwesi Ramonyai | Mr Tshapo Sohaba
Executive Directors: Managing Director: Ms Xoliswa Mhlongo | Chief Financial Officer (Acting): Mr Feroz Khan
Company Secretary (Acting): Ms Bongiwe Mtshali
Auditor: Auditor-General South Africa
The Johannesburg Metropolitan Bus Services (SOC) Ltd (T/A Metrobus)
Registration Number: 2000/004704/07



As a **candidate** understanding of **policy environment, policy creation and implementation.**

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- ✓ High level, understanding of strategic management process, policy creation.
- ✓ Relevant legislation and regulatory framework.
- ✓ Government planning cycles (preferable).
- ✓ Financial management.

Behavioural Competency

- ✓ Strategy that is in line with organisational goals and objectives.
- ✓ Strategic ability
- ✓ People management Leadership.
- ✓ Communication – verbal and written.
- ✓ Change and Transformation Management.
- ✓ Analytical thinking, problem solving and persuasion.
- ✓ Negotiation and persuasion.

Key performance areas

1. Strategic Planning and management.

- ✓ Coordinates organisation –wide strategic planning and policy / procedure development in order to ensure business sustainability and growth.
- ✓ Lead the development, implementation, communication and evaluation of the Metrobus strategy around the new operating model.

2. Management of strategy formulation process.

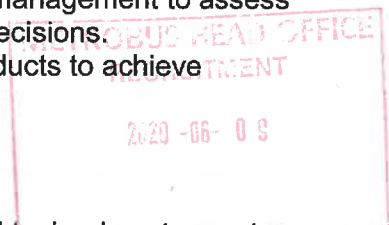
- ✓ Effectively communicate activities and information necessary to set goals and objectives in order to develop strategic business plans.
- ✓ Accurately forecast the needs of the business in the long term.
- ✓ Monitor the environment in relation to the organisation's strategy.

3. Monitoring and Evaluation

- ✓ Implement a monitoring and evaluation system to assist management to assess organisational performance reliability to make informed decisions.
- ✓ Measure and evaluate work processes, services and products to achieve organisational goals.

4. Business processes and plans.

- ✓ Redesign processes as needed using best methods and technology to meet or



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5. People and budget management.

- ✓ Manage the performance of direct and indirect reports in accordance with the Metrobus performance management policy and procedure.
- ✓ Develop performance contracts for direct and indirect reporting personnel and ensure all work is completed in compliance with the performance contracts and corporate processes.

6. Reporting and Communication.

- ✓ Compile monthly reports and departmental activities and timeously submits it to relevant parties.
- ✓ Compile and timeously submit requested ad hoc business / department reports.

LOCATION: METROBUS

Applications must be sent to E-mail: recruitment@mbus.joburg.org.za **Or can be hand –delivered to Metrobus Head Office, No. 1 Raikes Avenue, Ground Floor at the Reception Area (Recruitment Box).**

Short listed 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.

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

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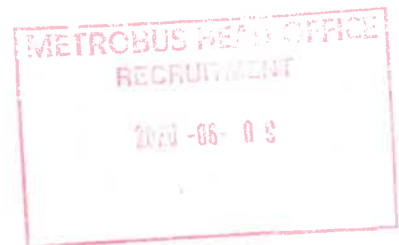
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Telephonic enquiries: Bridgett Mavuso at 011 403-4300.

Closing date: 22 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 unsuccessful.



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INTERNAL ADVERTISEMENT – CORPORATE STRATEGY AND BUSINESS SUPPORT

Position Number : 02/07

Position Name : Specialist: Business Strategy Monitoring & Evaluations

Job Grade : D1 –D2 TCC

Employment Status : Permanent

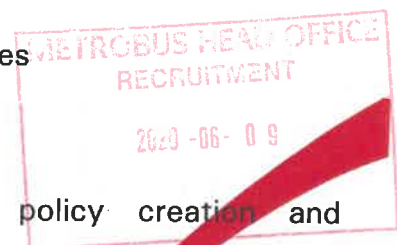
Purpose : The M&E Specialist will therefore provide technical support to develop the Entity's strategic management framework, plans and indicators to capture organisational performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all project activities.

Essential Requirements:

- ✓ Bachelor's degree in public health, social work, health informatics or a related discipline required.
- ✓ Master's degree preferred.
- ✓ Minimum seven years of work experience in monitoring and evaluating

Technical Competencies

- ✓ Strategic planning accurate to adhere to set timelines
- ✓ Annual yearly plans are in place.
- ✓ Objectives and goals set
- ✓ Significant track record of business development.
- ✓ Astute understanding of policy environment, policy creation and implementation.
- ✓ High level, understanding of strategic management process, policy creation
- ✓ Relevant legislation and regulatory framework.



Directors: * Q. Buthelezi * P. Govender* D. Mkhwanazi (Chairperson)* R Mukonza * M Ramonyai * M. Mokonyama S. Pato* T. Ramakeka * J. S. S. S. S.
*Xoliswa Mhlongo: Acting Managing Director * Zane Mheyamwa : Chief Financial Officer and Executive Director
K. Brits (Company Secretary/Legal Counsel)
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Auditors: Auditor-General

(* Non-Executive Director)

- ✓ Government planning cycles (preferable).
- ✓ Financial management.

Behavioural Competency

- ✓ Strategy that is in line with organisational goals and objectives.
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Key performance areas

1. Evaluates program outcomes and quality improvement initiatives and produces presentations and written reports, such as white papers and academic articles, on findings and the effectiveness of these initiatives.
2. Extracts, cleans, manipulates, organizes and analyzes data using SQL, SPSS, Excel and other platforms.
3. Assists with data analysis in continuous quality improvement projects, program evaluations, research projects and other special projects.
4. Effectively communicates with internal teams to fulfill data requests and to deliver analysis results.
5. Represents organization at funder meetings and industry conferences.
6. Serve as Evaluator for portfolio of agency programs within GMHC's structured management paradigm.

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METROBUS HEAD OFFICE
RECRUITMENT

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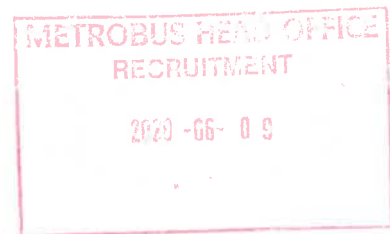
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