



## City of Johannesburg Pikitup

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### VACANCY: GENERAL MANAGER: FLEET

**Date of the advert: 06 October 2024**

**Closing Date for applications: 18 October 2024**

**Position** : General Manager: Fleet

**Department** : Fleet

**Location** : Head Office

**Level** : Task 19 /Level E 1

**Reporting to** : Chief Financial Officer

**Reference** : GMF:09

#### The purpose

The purpose of this role is to implement Fleet Management best practices and providing strategic direction and alignment. Provide a prompt, efficient and quality Fleet Management to both internal and external stakeholders.

#### Key Responsibilities

- ✓ Oversee end-use planning of infrastructure, assets (vehicles), plant and equipment.
- ✓ Develop and implement 3 and 5-year business planning processes and re-align to Pikitup planning and processes.
- ✓ Develop and implement sustainable business processes that support the business.
- ✓ Manage internal processes and technology.
- ✓ Formulate specifications for new technology in conjunction with managers.
- ✓ Identify Fleet Risk and mitigation processes as input to the company-wide risk management.
- ✓ Oversee implementation of controls to reduce breakdown costs and control kilometres per day and on time vehicle availability.
- ✓ Ensure continuous improvement also through ongoing driver training.
- ✓ Ensure measures are in place to enhance and maintain fleet availability.
- ✓ Work with fleet on the current and future management and maintenance of fleet.
- ✓ Entrench sound financial management and ensure that financial systems and controls are operational.

The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.

## **Minimum Requirements**

- ✓ Bachelor's Degree / National Diploma in Business Administration/ Fleet Management or related field.

## **Preferences/ Advantage**

- ✓ Postgraduate degree in a related field will be an added advantage.

## **Minimum Experience**

- ✓ 8 years' working experience in fleet/logistics of which 5 years in a managerial role.
- ✓ Driver's Licence.

## **Required Competencies**

### **Knowledge**

- ✓ Strong commercial understanding.
- ✓ Knowledge of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public Service Regulations.
- ✓ Knowledge of South African Auditing Standards.
- ✓ Knowledge of South African labour legislation.
- ✓ Knowledge of industry standards, best practices and trends in the discipline.

### **Skills**

- ✓ Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel.
- ✓ Planning, Organizing and Prioritising.
- ✓ Strategic and operational planning.
- ✓ Project Management.
- ✓ Strong written and verbal communication.
- ✓ Good analytical skills.
- ✓ Report writing skills.
- ✓ Conflict resolution and people management skills.

### **Behaviours**

- ✓ Strong business acumen.
- ✓ Innovation.
- ✓ Integrity and Honesty.
- ✓ Strategic Thinking.
- ✓ Diplomacy and Tact.
- ✓ Judgement and decision making.
- ✓ Adaptation and responding to change.
- ✓ Dynamic and influential.
- ✓ Networking and collaboration.
- ✓ Strong commercial understanding- impact and credibility within all levels of the business and the ability to deliver.
- ✓ Adhering to principles and values.
- ✓ Deciding and initiating action.
- ✓ Delivering results and meeting customer expectations.
- ✓ Adapting and responding to change.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to [gmpik@mjrrecruitment.co.za](mailto:gmpik@mjrrecruitment.co.za) by no later than **18 October 2024**. No late applications will be considered. Please ensure that the correct position reference number is inserted in the subject line of email. For enquiries contact **Lindsay Masimbe – Tel: 011 410 9477**

- Please quote the above position name and the reference number on all correspondence relating to this advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related processes.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).**