



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



Position Number : 05/7

**Position Name : Administrator
(Sal - Grade B4)**

Purpose: To provide a range of administrative support services to the CFO AND Finance staff to promote efficient delivery of services and, where applicable, effective management of the Finance office.

Essential Requirements

- ✓ Grade 12 or Equivalent
- ✓ Three (03) year National Diploma in Administration / Management / Finance.

Key Performance Areas

The successful candidate will be responsible for: -

- 1. Scheduling and managing the CFO calendar including prioritizing and resolving related conflicts and competing demands.**
- 2. Proactively scheduling important meetings with internal and external individuals and maintaining an organised office.**
- 3. Work closely with the CFO on Special projects and Audit and Finance Committees activities.**

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).**

Non- Executive Directors: Ms Busisiwe Sibisi | Mr Henry Madelane | Mr Thulani Hlatshwayo | Ms Queenie Bulhelezi | Ms Lucky Sixolo | Mr Tumelo Mkgoka | Ms Nombulelo Shabangu | Mr Themba Mabuya | Mr Itumeleng Daniel Moloantsoa | Mr Walter Kganyago | Mr Tshepo Sohaba | Ms Bernice Dollie | Mr Mbuso Poswa
Executive Directors: Managing Director: Ms Xoliswa Mhlongo | Chief Financial Officer: Mr. Luyanda Gidini
Company Secretary: Mr. Zibonele Sibisi
Auditor: Auditor-General South Africa
The Johannesburg Metropolitan Bus Services (SOC) Ltd (T/A Metrobus)
Registration Number: 2000/004704/07

MEMO: BUDGET UPDATE

Candidates who meet requirements should forward their CV's, including an application letter, names of at least 3 contactable references.

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

Telephonic enquiries: Bridgett Mavuso at 011 403-4300.

Closing date: 27 August 2021

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.

