



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

METROBUS SEEKS TO FILL THE FOLLOWING FINANCE PERMANENT POSITIONS, NAMELY:

Position Number : 04/7

Position Name : Financial Clerks (x5)

(Sal - Grade C2)



Job purpose: Perform financial clerical duties relating to reporting, assets, expenditure or revenue

Minimum experience and qualifications:

- ✓ Matric (Grade 12) plus
- ✓ Certificate in Administration or Financial Administration or CAT/AAT
- ✓ Any of the following: National Diploma or B-Degree (NQF 6 Level) in Finance
- ✓ Minimum one (01) year relevant experience in Finance.

Key Performance Areas (Including but not limited to the following)

1. Payments
2. Reconciliation
3. Assets
4. Filling

LOCATION: METROBUS – HEAD OFFICE

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: 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 Moloantsoa | Ms Morwesi Ramonyai | Mr Tshepo Schaba
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

Short-listed candidates will be assessed for behavioural and technical competencies. 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.

