



**Job Profile
GM: Fleet**



JOB INFORMATION SUMMARY

JOB TITLE:	General Manager: Fleet
REPORTS TO:	Chief Operations Officer
PROPOSED PATERSON JOB GRADE:	E - Band
OCCUPATIONAL LEVEL	Senior Management
FUNCTIONAL AREA:	Operations – Fleet
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

Role Purpose

Implementing Fleet Management best practices and providing strategic direction and alignment. Provide a prompt, efficient and quality Fleet Management to both internal and external stakeholders.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities
a) Policy and Strategy Formulation	<ul style="list-style-type: none"> Formulate and align departmental policy and strategy with Pikitup policy and strategy; Ensure alignment in accordance with Balance Score Card processes i.e. financial, internal business, customer service and learning and growth; Insure IDP delivery; Align department resource to strategy; Scan environment to identify best practice.
b) Business Planning and Monitoring	<ul style="list-style-type: none"> 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 measurements and KPIs within set parameters (target range); Monitor operational performance regularly and review; Timely detect performance deviations and take corrective actions.
c) Internal Processes, Risk and Management	<ul style="list-style-type: none"> 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.



Role Requirement	
Essence of the role/Key Accountabilities	Key Activities
d) Capex and Budget Control	<ul style="list-style-type: none"> Develop Capex budget and submit for approval; Compile operational budget; Ensure that managers remain within the budget.
e) Financial Management	<ul style="list-style-type: none"> Ensure that all necessary financial systems are in place; Ensure participation in all Supply Chain Management (SCM); Liaise with facilities with respect to depot maintenance and upgrading of costs; 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.
f) Contract Management	<ul style="list-style-type: none"> Ensure that robust contract management is in place.
g) Monitoring and Evaluation	<ul style="list-style-type: none"> Standardise and regularise monitoring, reporting and evaluation.
h) Human Resource Management	<ul style="list-style-type: none"> Set human capital targets and manage staffing levels accordingly; Manage all Pikitup deliverables; Manage deliverables of direct reports. Conduct quarterly performance reviews respectively; Motivate and coach direct reports; Inform direct reports of organisational developments on a regular basis; Identify training needs and implement PDP for direct reports.

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> Pikitup's Board Pikitup Managing Director Executive Directors, General Managers and Senior Managers Pikitup staff Internal auditors <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> City of Johannesburg (CoJ) Government departments Consultants Stakeholder and the public

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel Planning, Organising and Prioritising; Strategic and operational planning Project Management Strong written and verbal 	<ul style="list-style-type: none"> Strong business acumen; Innovation; Integrity and Honesty; Strategic Thinking; Diplomacy and Tact Judgement and decision making; Adaptation and responding to change;

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<p>communication</p> <ul style="list-style-type: none"> • Good analytical skills; • Report Writing skills • Conflict resolution and people management skills 	<ul style="list-style-type: none"> • 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
<p>Knowledge: State the job knowledge required</p>	<ul style="list-style-type: none"> • Strong commercial understanding; • Knowledge of Municipal Finance Management Act (MFMA) and related regulations; • Project management • Knowledge of South African labour legislation; • Knowledge of industry standards, best practices and trends in the discipline.

Qualifications

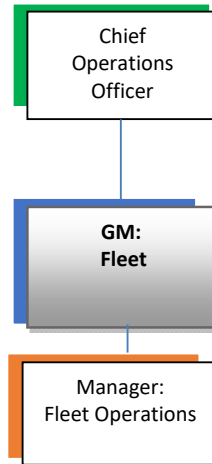
Minimum	Ideal
<ul style="list-style-type: none"> • Bachelor's Degree in a relevant field • Driver's Licence 	<ul style="list-style-type: none"> • A Postgraduate degree in a relevant field

Experience

Minimum	Ideal
<ul style="list-style-type: none"> • 8 years' relevant experience in fleet management • 5 years' experience at a senior management level in a similar environment 	<ul style="list-style-type: none"> • 10 years' managerial experience with at least 5 years at Senior Management Level; • Experience working in a local government environment



STRUCTURE



Job profile approved by:

Name (Incumbent)

Signature

Date

Chief Operations Officer

Signature

Date