



## City of Johannesburg Pikitup

Pikitup Head Office  
Jorissen Place  
66 Jorissen Street  
Braamfontein  
2001

Private Bag X74  
Braamfontein  
Johannesburg  
2017

Tel:+27(0) 11 712 5200  
Fax +27(0) 11 712 5322  
www.pikitup.co.za  
www.joburg.org.za

### VACANCY: CHIEF OPERATIONS OFFICER

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

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

Position : Chief Operations Officer  
Department : Office of the Managing Director  
Location : Head Office  
Level : Task 23 / Level E5  
Duration : Permanent  
Reporting to : Managing Director  
Reference No : COO :01

#### **Purpose**

The purpose of this role is develop, implement and review the entire operations of Pikitup to ensure that a consistent standard of service excellence is developed and maintained that matches the strategic direction and intent of the Entity and all the Service Delivery Agreement (SDA) requirements of the City. Operation's responsibility covers the entire implementation component of the waste management value chain from collection, reuse, treatment and disposal. Operations includes council, commercial services and logistics management.

#### **Key Responsibilities:**

##### **Strategy Development, Planning and Reporting**

- ✓ Formulate and align departmental policy and strategy within Pikitup policy and strategy.
- ✓ Ensure all standards and requirements of the SDA with the CoJ are met.
- ✓ Ensure IDP delivery.
- ✓ Ensure alignments in accordance with good performance practices.
- ✓ Align department resources to strategy.
- ✓ Scan environment to identify best practice.
- ✓ Provide strategic leadership: create an awareness of customer centered service delivery.
- ✓ Designing, planning and implementation of business strategies processes and procedures.

##### **Oversee Operational Efficiency and Service Delivery**

- ✓ Collections (Door-to-door collection (RCR); Separation at source; Bulk and Dailies Collections; Business RCR).
- ✓ Disposal: through management of Garden Sites Operations; Buy back Centres and all DSM waste initiatives.
- ✓ Properties of waste or separating out and components of waste.
- ✓ Street sweeping and litter picking.

- ✓ Clearing Illegal Dumps.
- ✓ Oversee processes relating to continuous improvement.
- ✓ Evaluate options re technical and other resources to enhance operational efficiency.
- ✓ Encourage residents to separate their waste at their homes utilising a 3-receptacle model to reduce waste going to landfills.

### **Contract Management**

- ✓ Ensure that all service delivery agreements are met and penalties for non-performance are imposed.
- ✓ Logistic management, disposal and other operations contract implementation effectively.
- ✓ Ensure that processes to ensure procurement are done correctly and on time.
- ✓ Conduct supplier performance monitoring.
- ✓ Ensure contract implementation and performance reporting to management.

### **Knowledge Management**

- ✓ Develop and implement optimal organisational structures.
- ✓ 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.

### **Compliance & Risk**

- ✓ Develop methodologies dedicated to reducing the company's carbon footprint in compliance to the environmental regulations set by the government.
- ✓ Identify Operational risks that the company is exposed to and implement appropriate risk management strategies.
- ✓ Ensure that operations adequately report on risk management.
- ✓ Implement appropriate risk management strategies in Operations.
- ✓ Report on risk management.

### **Minimum Requirements**

#### **Minimum Qualifications**

- ✓ BSc (Hons), or Honours degree in Engineering, Business Management, Waste Management or General Management or equivalent relevant qualification
- ✓ Qualification in Municipal Financial Management Act (MFMA) and Senior Management Services (SMS) Certificates, candidates who do not possess these qualifications will be required to acquire it within 18 months from date of appointment.

#### **Minimum Experience**

- ✓ 10 years' relevant experience.
- ✓ At least 5 years' experience at a senior management level.
- ✓ In-depth understanding of Operations.
- ✓ Experience in the senior management of large core service of a City or large municipality is preferable.

- ✓ Understanding of project management.

### **Preferences/Advantages**

- ✓ Masters degree will be an added advantage.

### **Required Competencies**

#### **Knowledge**

- ✓ Understanding of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public service Regulations.
- ✓ Knowledge of industry standards, best practice and trends in the discipline.

#### **Skills**

- ✓ Strong communication and diplomacy skills.
- ✓ Influence and collaborative skills.

#### **Behaviours**

- ✓ Integrity
- ✓ Data analysis
- ✓ Analysis and problem solving
- ✓ Judgment and decision-making
- ✓ Strategic thinking
- ✓ Building a vision
- ✓ Influencing others
- ✓ Networking
- ✓ Organising and prioritising
- ✓ Impact
- ✓ Proactive communication
- ✓ Developing Relationships

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.

Interested applicants must complete an application form and submit a comprehensive CV together with certified copies of qualifications and identity document to [coopik@mjvrecruitment.co.za](mailto:coopik@mjvrecruitment.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 the 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).**