# POSITION ADVERTISEMENT: TRANSPORT OFFICER-OPERATIONS

***This position advert is for Internal and external candidates.***

***Closing date for applications:14 April 2026.***

KTVR seeks to employ a seasoned, ethical and inspiring Transport Officer to provide efficient management of transport operations for the company and be accountable for optimizing fleet performance and ensuring compliance with regulatory standard.

**This role is offered on a project-based VOC contract to support interim transitional requirements**

***Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of KTVR Bus Service.***

Candidates interested in applying for this position must submit their CVs', certified copies of their qualifications, together with the covering letter to: **moiponem@ktvr.co.za.**
It is the responsibility of every applicant to ensure that the **KTVR Bus Service** has received the application before the closing date of the advertisement.

Note: if you have not been contacted within 30 days of the closing date of this advertisement, please consider your application unsuccessful.

Any questions regarding the application or recruitment process must be sent in writing to **Ms Moipone Makhanya e-mail: moiponem@ktvr.co.za**

**COMPANY PROFILE**

KTVR Bus Service is a company established by Ekurhuleni Taxi Industry for the purpose of providing and operating the Bus Rapid Transit (BRT) services which is known as the "Harambee".

| GENERIC INFORMATION OF THE POSITION | |
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| **1. JOB TITLE** | Transport Officer |
| **2. REPORTING LINE** | Operations Manager |
| **3. LOCATION / CENTRE** | KTVR Depot,**2** Brons Crescent, Gauteng Commercial Park, Clayville Ext 2 |
| **4. SALARY SCALE** | CTC R498 879.00 to R623 599.00 |
| **5. START DATE** | As soon as possible |
| **6. EMPLOYMENT TYPE** | Project based |

| JOB DETAILS |
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| **Primary Purpose of Job** |
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| • To oversee and manage all transport operations.<br>• Ensure the safe, efficient and cost-effective movement of people/goods<br>• Ensuring compliance with relevant regulations.<br>• Maintaining high standards of vehicles and driver safety.<br>• Implementing systems that enhance operational |

| POSITION REQUIREMENTS | |
|---|---|
| **Qualifications**<br>• Matric/grade 12<br>• Appropriate tertiary qualification in Transport Logistics<br>• Drivers' license<br>• Min 3 years at Supervisory/Junior Management level<br>**Inherent Requirements of the Job**<br>• Drivers license code 08<br>• Travel when required by the business | **Experience**<br>• A minimum of 3-5 years of relevant experience in transport or fleet or management is required<br>• Experience in coordinating operations, managing drivers and ensuring compliance with transport regulations.<br>• Knowledge of route planning, vehicle maintenance coordination and safety management system will be an added advantage<br>• Prior supervisory or leadership with demonstration to manage teams |

## KEY PERFORMANCE AREAS AND JOB DESCRIPTION

- Fleet and fuel Management - Track vehicles, fuel usage and consumption rates; ensure that potential problems or fuel misuse is raised to management.
- Maintaining scheduling and dispatching systems.
- Organizing and conducting training and staff development.
- Ensuring allocation and proper rotation of appropriate work.
- Ensuring optimum use of staff, vehicles and equipment.
- Track vehicle registration and to ensure these are always renewed timeously
- Arrange for re-training and re-certification of drivers and registration and re-certifications of vehicles.
- Collect daily and weekly vehicle checklists, verify their accuracy, and work with dispatch to correct any problems.
- Check weekly service sheet and discuss possible changes with scheduling team.
- Maintain proper inventory of all components of vehicles, making sure they are maintained and checked frequently.
- undertaking minor reviews and investigations of operational and administrative matters and preparing associated reports.
- Staff assessment and counselling.

## KNOWLEDGE AND SKILLS

- Ability to provide leadership to transport and mechanical staff.
- Strong negotiating skills and ability to influence others to reach consensus.
- Good computer skills, with experience working in Word and Excel require.
- Strong verbal and written communication skills.
- Ability to demonstrate creative approaches to problem solving.
- Excellent independent judgment and decision-making skills.
- High energy level and multi-tasking skillsExcellent organization, communication, and follow-up skills.
- Able to influence others & manage conflict.
- Ability to direct and take constructive action in ambiguous situations.
- Extremely high standards of excellence.