

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Real Estate Management

Post: Manager: Student Transport Services (Ref: L513)

Minimum Requirements:

- B-Tech / Advanced Diploma in Fleet Management / Transport Management or Logistics (NQF 7)
- 6 years' relevant student bus transportation operations experience
- 6 years' relevant fleet management experience
- Valid Driver's License
- Management of higher education transport services would be an added advantage

Summary of Duties:

- DUT Staff and Student Transport Bus Services Management.
- Bus planning, routing and scheduling.
- Sound knowledge of the topographical layout of DUT premises and surrounding areas.
- Ensure that the operator adherence to SLA's is always complied with.
- Ensure that bus schedules and timetables are drawn in line with residences demand and needs.
- Assess and analyze the operators claims before they are submitted to finance for payment. (Whether rates claimed are those contracted)
- Monitor bus movements within residences.

- Ensure monthly meetings with operators are held to track performance with contracts.
- Random or spot checks of buses from pick-up and drop off points.
- Monthly meetings with Student Advisors to address challenges regarding student buses, (Bus shortages, driver behavior and attitude, any suggestions to improve service delivery)
- Reporting to the ambit Director on performance and deviation

Key Competencies:

- Knowledge of the administration, management, and monitoring of student transport contracts.
- Ability to draft RFP's, SLA's and specifications for new tenders and on existing contracts.
- Experience with legal contracts associated with passenger services and/or fleet management
- Knowledge of the administration, management, and monitoring of passenger transport contracts
- Sound knowledge of fleet management systems.
- Sound knowledge of fleet Risk Management.
- Excellent oral and written communication skills in English and at least one other official local language.
- Computer literacy in Microsoft Office applications
- Analytical mindset and good problem-solving skills

Salary: Market related

Contact Person: Miss ZJ Ngcobo

Status of Position: Permanent

To Apply:

Preferably you may apply via LinkedIn by sending a completed official application for employment form which can be found on DUT website. Please send form together with detailed CV, copies of ID, qualifications and a covering letter with the exact name and reference number of the post you are applying for OR you may email the above listed documents to HCSRecruitment@dut.ac.za. Please note that you donot have to use more than one method of applying.

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 31 August 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.