



INTERNAL VACANCY NOTICE

Date posted:	Friday, 24 March 2023	
Closing date for applications:	Friday, 31 March 2023	
1. JOB SPECIFICS		
Job Title	Branch Manager	
Location	Criterion - Isando	
Reporting to	Divisional Managing Director	
APPLICANTS THAT DON'T MEET THE QUALIFICATIONS AND EXPERIENCE WILL NOT BE CONSIDERED FOR THIS POSITION		
2. MAIN PURPOSE OF THE ROLE		
Accountable for the achievement of all branch targets by effectively managing resources and assets, ensuring highest level of customer satisfaction and staff engagement		
3. Formal qualifications		
Minimum Required		
Matric		
Advantageous		
Technical Qualification, People Management certificate or Diploma, Marketing Diploma, Sales related qualification		
4. WORK RELATED EXPERIENCE		
Minimum Required		
Type of Experience	Industry	Nr of years
People management experience	Materials Handling	5 years
Forklift Industry experience, including sound knowledge of OHAS Act	Materials Handling	5 years
Forklift rental - both long and short term rental experience	Materials Handling	5 years
Administratively strong, with financial interpretation aptitude	Materials Handling	5 years
Sales skills and sales management experience	Materials Handling	5 years
Advantageous		
Workshop experience	Materials Handling	3 years
Parts Experience	Materials Handling	3 years
Well Rounded electrical, mechanical, parts, and hydraulic experience	Materials Handling	3 years
Product Knowledge	Materials Handling	3 years
5. KEY PERFORMANCE AREAS (KPA's)		
KPA 1: Assume overall responsibility and accountability for the management and productivity of the branch		
KPA 2: Ensuring operational and financial administration efficiencies		
KPA 3: Ensure effective sales, marketing and new business development		
KPA 4: Ensure effective human capital management		
KPA 5: Ensure effective asset management		

5. WORKING CONDITIONS			
Stipulation	Y/N	Comments	
Health and Safety Risk	Y	Assume full responsibility as 16.2	
Protective Clothing	N		
Travelling	Y	Varies, when required	
Normal working hours	Y	8 hours per day	
Overtime	Y	Daily	
Stand By	Y	Weekends and after-hours for call outs	
Systems Related Knowledge	Y	Embrace, IFS, Pipedrive, MS Office (IFS where applicable and would be Advantageous)	
Potential career paths from this role - within division	MD designate		
Potential career path from this role - within CEG	Other senior roles within other divisions		
Types of communication with Managers, Peers and Sub ordinates	Face to face; telephonic; E-mail, verbal		
Structured versus unstructured work (non routine)	60 % Structured, 40 % Unstructured		
Impact of decisions on co-workers or company results	High impact on all staff and customers		
Direct face to face discussions - internal	Daily - by the hour		
External communication ability	Customers, dealers and suppliers		
Frequency and level of decision making	Daily - high frequency		
Other Stressors	Difficult customers and conflict situations, high level of emotional intelligence required. Large staff complement, people problems to be expected, Target driven environment, high unstructured day with constant planning and high administrative load.		
After appointment, how much on the job training / familiarisation is required to become competent in the role (up to 3 mths; 4 mths; 6 mths; 9 mths; a year; 15 mths; 18 mths)	6-12 Months		
Level of problem solving (Complexity, involving more than one area of business; financial risk; new territory; significant research; uncharted territories)	Involving more than one area of the branch operations at a time, and very customer focussed		
Type of verbal / written communication (Project Briefs; Legal Documentation; articles; negotiations on senior levels; changing practices; changing strategies; strategic direction)	Excel reports, face to face and daily telephonic		
Behavioural Competency	Basic	Intermediate	Advanced
Decision-making		X	
Leadership (talking with authority)			X
People Management			X
Customer Focus			X
Interpersonal Sensitivity (EQ)			X
Conflict Management			X
Stress Management		X	
Influencing Skills			X
Communication Skills			X
Presentation Skills		X	
Writing and Reporting Skills		X	
Innovative Skills		X	
Planning and Organising			X
Entrepreneurial Skills		X	
Appointments will be in line with the Company's Employment Equity Policy			
HOW TO APPLY? Interested candidates who meet the above criteria are requested to email their CV to Nico Karsten NicoK@ceggroup.co.za by no later than 31 March 2023 at 16h00 .			
<ul style="list-style-type: none"> HUMULANI is an equal opportunity employer and all appointments will be aligned to the Company employment equity strategy. Should we not contact you within 14 days of the closing date of this advert, kindly regard your application as unsuccessful. 			