OREFILE ESTHER MANAKA

manakaorefile@gmail.com
064 649 6203
3680 Oakmoor ext7 Tembisa 1632

Orefile Esther Manaka
064 649 6203 | [manakaorefile@gmail.com] |
3680 Oakmoor Ext 7 kwena street Thembisa1632
Gauteng
25July 2026

The Hiring Manager
KTVR Bus Service
03 Margaret Avenue
Kempton-Park Gauteng

Dear KTVR Bus Service Hiring Team,

I am applying for the Safety Officer position at *KTVR Bus Service* as advertised on *socal media*. While my background is not in passenger transport, I hold a certificate in *Occupational Health, Safety and Environment* and I am committed to applying strong OHS principles to protect drivers, passengers, and the public.

Transferable safety skills I bring to KTVR:
Public transport relies on the same foundation as any high-risk workplace: hazard identification, legal compliance, and a culture where everyone goes home safe. Through my OHS&E training and *[any practical experience: projects, workshops, studies, community work]*, I have developed skills directly relevant to your operation:

- *Legal Compliance*: Trained in the OHS Act 85 of 1993 and risk assessment methods. I understand how to implement Section 8 duties, maintain safety files, and ensure workplace compliance — principles that apply directly to depot safety, driver wellness, and vehicle checks under the NRTA.
- *Incident Prevention*: Skilled in hazard identification, risk rating, and developing controls. I can adapt HIRA and 5-Why investigation techniques to road incidents, passenger injuries, and depot hazards.
- *Training & Awareness*: Able to deliver toolbox talks, inductions, and safety awareness. I'm confident training drivers on fatigue, PPE, and emergency procedures once I've completed your operational onboarding.
- *Systems & Reporting*: Comfortable with safety inspections, checklists, and keeping records for audits. I learn new systems quickly, including RTMS requirements and fleet safety KPIs.

I hold a *Certificate in Occupational Health, Safety and Environment*
Level 2

. I also have a valid learners code 10

KTVR moves thousands of commuters daily across Gauteng. I respect that responsibility and am eager to learn the transport-specific regulations like AARTO, PrDP requirements, and route risk assessments. My goal is to support your team in maintaining zero fatalities, reducing incidents, and ensuring every passenger's safety.

My CV is attached for your review. I would welcome the chance to discuss how my OHS&E foundation and commitment to learning can contribute to KTVR’s safety standards. I can be reached at *064 064 649 6203*.

Thank you for considering my application.

Kind regards,
Orefile Esther Manaka

CONTACT

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

15/03/2026 - To date

87 Future enterprise
House keeping/ cleaner
House keeping at the bus station ,cleaning the station and making sure the station is clean at all times

09/2025 - 02/2026

Rebathathu project (PTY)LTD Company
Safety officer
It's to check the toolbox
Checks the PPE
Checks the hazards

01/2021 - 02/2023

World of motorcycle
Cleaner
Cleaning showroom floors, bikes and apparel.

12/2018 - 08/2020

Armar Catering
Waitress
Taking orders from clients
Cleaning the workspace
General work as required by management

EDUCATION

2016

Institution sustainable risk management
Occupational health, safety and environment Level2
120

2014

Tswane collage
Senior certificate
Grade 12

SKILLS

Time management

Good communication

Hard working

Self-motivated

Decision making

Computer literate

PERSONAL DETAILS

Date of Birth	:	12/09/1995
Marital Status	:	Single
Nationality	:	South African
Gender	:	Female
Driving Licence	:	Learners license

REFERENCE

Dineo Makgawa - 87 Future enterprise
Supervisor
0722500785/ 0119760552

Mr Thabile Tsotetsi - Rebathathu project (PTY) LTD Company
Owner
073 7213367

Mr Chris Botha - World of motorcycle
Manager
0716311366

Mr Shaun Patrick Wild - Armar Catering
Manager
0824178762