

**PERMANENT POSITIONS**

Department: Economic Development

Branch: Tourism

**Destination Management Officer x2**

Salary: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Degree or diploma / NQF level 7 in Tourism Management or equivalent  
• At least two (2) – three (3) years' relevant experience within Tourism industry • Advanced computer literacy skills required • Code EB Driver's licence.

Job description: Disseminate tourism information to tourists that visit the City of Joburg to ensure visitors are fully informed about the destinations offered within the City of Joburg.

Contact Person: Takalani Phalanndwa. Tel No: (011) 703 5513. Email: TakalaniP@joburg.org.za. Workplace: West & Rivonia, Sandton Library, 4th Floor.

Department: Social Development - Branch: Social Benefits

**Social Worker**

Salary: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 plus a BA Social Work Degree / NQF level 7 • Two (2) years' experience in integrated community development service delivery Social Work Practice • Must be registered with SACSSP (South African Council for Social Services Professions) • Computer literacy is an essential skill required  
• Must have a valid driver's licence • Knowledge of applicable legislation, processes and application of such knowledge in practice • Ability to work within a multi-disciplinary team and the broader stakeholder fraternity.

Job description: Render an integrated, professional social work service and 24 hour tele counselling service aimed at the development of individuals, families, groups and communities affected by social ills such as substance abuse, with emphasis on building resilient society. Social research and planning. Intake, group work and community services, Crisis intervention and coordination, Social work Supervision and Administration including Policy implementation.

Contact Person: Katlego Legwele. Tel No: (011) 407 6235. Email: KatlegoLeg@joburg.org.za. Workplace: Various Regions.

Department: Group Corporate and Shared Services

Branch: Group Human Capital Management (GHCM)

**Officer: Project Management**

Salary: R24 297.53 pm (basic salary excluding benefits)

Educational requirements and experience: • B degree or advanced certificate / NQF level 7 in Project Management or related studies • Five (5) to seven (7) years' experience in a project management / business process re-engineering position, which includes at least three (3) years' junior management experience • Advanced computer literacy, effective communication as well as project management skills are a requirement • Knowledge of HR policies, processes and procedures and a solid understanding of project management processes • Must be prepared to work extended hours and be on standby as and when required.

Job description: The incumbent will be responsible for coordination and integration projects and programmes, development and redesign of business processes. Furthermore be responsible for mentoring and guidance to Project Manager. Monitoring and reporting on progress on projects. Identification of intervention and reporting into the City Structures as required. This entire function is also conducted for Municipal Entities (ME's) through interfacing and consolidating required information from Group City of Johannesburg and ME's through consultation and liaison with high level role players. Coordination, consultation and liaison with other municipalities and spheres of government.

Contact Person: Pateka Shumane. Tel No: (011) 407 6658. Email: patekas@joburg.org.za.  
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Department: Private Office of the Executive Mayor

Branch: Private Office of the Executive Mayor

**Office Assistant**

Salary: R8 074.98 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 10 / NQF level 2 is required • One (1) year's relevant experience working as an Office Assistant/Messenger • Spoken and written communication skills and numerical ability will be required.

Job description: Provide an effective cleaning service in relation to office facilities as well as provision of reliable messaging services to the Group Human Capital Management.

Contact Person: Vidah Mphephu. Tel No: (011) 407 6003. Workplace: Metro Centre, 158 Civic Boulevard, Braamfontein. Hand delivery to Human Resources, 6th floor, B Block, Metro Centre, 158 Civic Boulevard, Braamfontein.

**3-YEAR FIXED TERM PERFORMANCE BASED CONTRACT POSITION**

Department: Private Office of the Executive Mayor

Branch: Private Office of the Executive Mayor

**Specialist: Legal Services**

Annual Total Remuneration Package: R736.317.85 (all-inclusive cost to company)

Educational requirements and experience: • Bachelor Degree in Law, e.g., B. Iuris, B Proc, LLB NQF level 7)  
• Admitted Attorney of the High Court and/or Master degree in Law • Minimum of five (5) to eight (8) years' experience in a Legal, Legislature, Parliamentary or related environment.

Job description: Render strategic and specialist legal support to the Director: Legal Services, Director: Monitoring & Evaluation and the Mayor's Office, to assist with providing guidance to the Mayoral Committee Members, representing the Office of the Executive Mayor at meetings, providing guidance on legal processes and consulting on legal matters arising.

Contact Person: Tsholofelo Tlhotlthomisang. Tel No: (011) 407 6311. E-Mail: TsholofeloT@joburg.org.za  
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

**Closing date: 27 November 2018.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointments will be made in accordance with the CoJ's EE Policy.

Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.