

PERMANENT POSITIONS**Department: Public Safety: Emergency Management Services (EMS)****Branch: Ethics and Discipline****Discipline Management Officer****Salary Range: R18 348.23 pm (basic salary excluding benefits)**

Educational requirements and experience: • Grade 12 plus a three-year tertiary qualification at NQF level 6 (Labour Relations/Labour Law or Human Resources and Labour Relations Administration) • Two (2) years' experience in Labour Relations or Labour Relations administration

• Computer literacy in all Microsoft Office • Good working knowledge of EMS Core Business • Must have a valid driver's licence (Code 8).

Job description: • Implement actions in disciplinary measures against all EMS staff members for non-compliance of all COJ Policies and Procedures • Deal with all informal and formal processes within EMS • Assist Corporate labour relations in managing all disputes and grievance related procedures within EMS at formal hearings such as conciliation, arbitration and Labour Court • Effectively manage the integrity, recording, safekeeping and maintenance of all evidence related to all discipline matters • Finalise all cases received as per allocation • Monitor and report on progress of disciplinary, grievance and dispute cases in EMS • Develop best practices in dealing and finalising Labour issues within EMS • Represent the Employer in Disciplinary Hearings • Facilitate and support management on issues of discipline • Provide support to Management on matters of ethics and discipline.

Contact Person: Thula Sithole. **Tel No:** (011) 758 5071. **Workplace:** Brixton. **Hand delivery to Cnr Ontdekker and Golf Club Terrace Florida Park Fire Station.**

Branch: Operations**Deputy Director: Emergency Medical Services****Salary Range: R41 493.20 pm (basic salary excluding benefits)**

Educational requirements and experience: • B-Tech in Emergency Medical Care (NQF level 7) • Formal qualification should include the following areas of training, alternatively the incumbent must have attended such courses: • Management qualification • Labour Relations Management • Project Management • Report writing skills • OHASA • Municipal Financial Management • Conflict Management • National Treasury competency course • Ten (10) years' Emergency Management Services (EMS) experience and five (5) years' management experience as Divisional Chief/ Senior in Emergency Medical Services • Valid Code EC driver's licence with valid PrDP • Valid HPCSA registration • Advanced computer literacy into Word, Excel, PowerPoint and Access.

Job description: Manage, administer and implement emergency Medical Services within Operations section of the City of Johannesburg Emergency Management Services and enforce reactive management within the risk profile of the City of Johannesburg; also to ensure that performance is aligned with approval and accepted services and the Memorandum of agreement with Gauteng Department of Health.

Contact Person: Shumani Maano. **Tel No:** (011) 758 9287. **Email:** Shumanim@joburg.org.za. **Workplace:** Martindale

Department: Office of the City Manager - Branch: Group Legal and Contracts**Senior Legal Advisor****Salary Range: R36 079.66 pm (basic salary excluding benefits)**

Educational requirements and experience: • Bachelor degree / NQF level 7 in Law, e.g LLB and admission as an attorney or advocate to the bar • Three (3) - five (5) years' practical legal experience • Skills required: analytical ability, attention to detail, logical reasoning, sound judgement, writing ability, knowledge of administrative law and inter-governmental relations; comprehensive knowledge of development planning, SPLUMA.

Job description: The incumbent will be responsible to render a comprehensive legal service to all the departments of the Council with the view to ensuring that all the decisions of the Council and its committees, heads of departments; senior and junior officials that have legal implications comply with the law. The incumbent must ensure that the potential of any legal claims against the Councils are minimised and that all the documents signed on behalf of the Council protect its interests legally.

Contact Person: Mushoni Munyai. **Tel No:** (011) 407-7658 / 6520. **E-mail:** recruitmentservices@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: 4 September 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.

