CITY OF JOHANNESBURG
VACANCY CIRCULAR: 019/2019

1. Interested applicants are invited to apply for the positions listed in the circular.

2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).

3. Only applications from employees of the City of Johannesburg will be considered.

4. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.

5. The City of Johannesburg reserves the right not to make an appointment.

6. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.

7. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

8. The City of Johannesburg is an equal opportunity employer.

9. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 29 MAY 2019

CLOSING DATE: TUESDAY, 11 JUNE 2019

SERENA PIENAAR
A/GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT
PERMANENT POSITIONS

This Vacancy is ONLY open to Employees of the City of Johannesburg

1. **Department:** Citizen Relationship & Urban Management  
   **Branch:** Region E  
   **Designation:** Urban Inspector  
   **Salary Range:** R19 632.61 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF level 4;
- Post matric qualification (diploma or degree) will be an advantage;
- Two (2) - three (3) years’ relevant experience;
- Must have a valid driver’s license; and
- Computer literacy in MS Word and Excel.

**Primary Function:** Perform operational duties to implement, coordinate, assist, monitor, maintain and track an effective Visible Service Delivery service, throughout Region E, to monitor and ensure a high level of service delivery and maintenance to the community that the key objectives of the City are met.

**Key Performance Areas:** Inspection visits to determine visible service delivery. Tracking, Evaluation, Monitoring, Physical Inspection and feedback on information received from Visible Service Delivery and Task Team Meetings. Attend to complaints from Ward Councillors and make follow-ups on these queries and complaints. Prepare and submit reports on all issues raised during inspections as well as at ward committee meetings. Completion of special inspections on urgent issues. Attend, participate and be involved in continuous improvement of all systems. Liaise, network and maintain an effective working relationship with the community, Ward Councillors, council departments, business stakeholders, provincial and national government.

**Leading Competencies:** Must be able to pay attention to detail, take accountability and ownership, meet deadlines, plan effectively, be innovative, have the ability to communicate effectively and work collaboratively with liaison and influencing skills.

**Core Competencies:** Good Ethics; Confidentiality; Multi-tasking; Work under pressure; Lateral thinker; Use own discretion; Work independently.

*This is an employment equity targeted position and preference will be given to African Males, White Males, White Females including people with disabilities.*

**Contact Person:** Reuben Mawela  
**Tel No:** (011) 761 0304  
**Workplace:** 137 Daisy Street, Sandown

**E-Mail:** Reubenmaw@joburg.org.za

**Publication Date:** 29 May 2019  
**Closing Date:** 11 June 2019  
**Vacancy Circular:** 019/2019
2. **Department:** Community Development  
**Branch:** Arts, Culture and Heritage (Museums and Galleries)  
**Designation:** Chief Curator: James Hall Museum of Transport  
**Salary Range:** R34 515.05 (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12 and a three year tertiary degree/diploma in museum management, automotive engineering, public administration, business management or relevant field (NQF level 7);
- Driver's licence;
- Public Drivers' Permit will be an added advantage;
- Computer literacy;
- Knowledge/skill of mechanical repairs;
- Must be able to work odd times, including weekends and/or public holidays; and
- Bilingual.

**Primary Function:** Formulate and implement policies, manage staff, oversee budget and financial controls, champion public programs, ensure safety and security in the museum, see to the marketing and promotion of the museum, ensure that the museum facilities are well-maintained, formulate a strategic vision for the museum, liaise with partners and stakeholders and ensure that museum conforms to international museum standards.

**Key Performance Areas:** Manage all financial matters at the museum. Initiate, formulate and manage programs and activities. Manage staff, schedules and activities. Manage facility. Management of administration, research and development. Marketing and promotion.

**Leading Competencies:** Team orientated; Decision making.

**Core Competencies:** Good organizing and time management skill. Good problems solving skills. Ability to work independently with minimal supervision.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Thato Sepuru  
**Tel No:** (011) 407 7053  
**Workplace:** Road Stand No. 56 Rosettenville  
**E-Mail:** vacancies-comdev@joburg.org.za
3. **Department:** Community Development  
**Branch:** Library & Information Services  
**Designation:** Library Assistant  
**Salary Range:** R11 005.39 (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF level 4 or recognition of prior learning (RPL) is required;  
- Required standard of literacy, numeracy and general knowledge; and  
- Six (6) to twelve (12) months' experience in a library environment required.

**Primary Function:** The position will assist the Senior Librarian/Librarian in rendering a direct Library and Information Service to the public. It will assist with all administrative operations of the library and promote Outreach Programmes by actively helping and conducting Story Sessions and reading competitions and programmes. It will further partake in personnel and staff skills development and also adhere to library financial procedures.

**Key Performance Areas:** Assist with daily administrative and operational tasks of the library. Adhere to library financial procedures. Promote outreach programmes of the library. Partake in personal and staff skills development.

**Leading Competencies:** Ability to work in a team; time management; interpersonal people and communication skills.

**Core Competencies:** Collaborative/Teamwork; Values and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics and Confidentiality.

*This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.*

**Contact Person:** Thato Sepuru  
**Tel No:** (011) 407 7198  
**Workplace:** Regional Services

**E-Mail:** ShaydonT@joburg.org.za

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**Publication Date:** 29 May 2019  
**Closing Date:** 11 June 2019  
**Vacancy Circular:** 019/2019
4. **Department:** Community Development  
**Branch:** Library & Information Services  
**Designation:** Librarian  
**Salary Range:** R19 632.61pm (basic salary excluding benefits)

**Appointment Requirements:**  
- B. Bibl. Degree or 3 year B. Degree plus Higher Diploma in Information Science/NQF level 7;  
- Two (2) years' public library experience; and  
- Computer Literacy (MS Office, Intranet, Outlook etc).

**Primary Function:** Render a people-oriented, efficient and professional Library and Information Service to the public.

**Key Performance Areas:** Render and supervise routine library operations. Deliver Reading Development and Holiday Programmes. Plan and implement outreach programmes, implement in-house training. Manage and control financial matters concerning the day to day operations. Manage the staff matters.

**Leading Competencies:** Ability to function under stress; Time management; Organisational skills.

**Core Competencies:** Collaborative/Teamwork; Values and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics; Integrity and Professionalism; Impact and Influence and Confidentiality.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities*

**Contact Person:** Thato Sepuru  
**Tel No:** (011) 407 7198  
**E-Mail:** Thatose@joburg.org.za  
**Workplace:** Regional Services
This Vacancy is ONLY open to Employees of the City of Johannesburg

5. **Department:** Community Development

**Branch:** Community Development Facilities

**Designation:** General Worker

**Salary Range:** R8 074.98pm (basic salary excluding benefits)

**Appointment Requirements:**
- Form 3/Grade 10/NQF level 4 is required; and
- General housekeeping and basic cleaning skills.

**Primary Function** The position will undertake cleaning and other basic housekeeping duties within a facility and assist in messaging duties.

**Key Performance Areas:** Provide daily cleaning to create a clean and healthy environment. Assist with deliveries. Assist facility staff as and when requested/necessary. Assist with maintenance matters.

**Leading Competencies:** Teamwork & ability to read and write.

**Core Competencies:** Perform cleaning duties; Be a valuable member of a team.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Puleng Kgabane

**Tel No:** (011) 407 6553

**Workplace:** Various Regions

*Hand deliveries to Metro Centre, 158 Civic Boulevard, Ground Floor*

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**PUBLICATION DATE:** 29 MAY 2019

**CLOSING DATE:** 11 JUNE 2019

**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

6. **Department:** Community Development  
**Branch:** Sport & Recreation  
**Designation:** Assistant Director: Sport & Recreation  
**Salary Range:** R38 605.23 pm (basic salary excluding benefits)

**Appointment Requirements:**  
- Degree/NQF level 7 in Sport Management obtained from a reputable institution; and  
- Six (6) to seven (7) years’ experience in a supervisory/managerial position in sport and recreation field, as well as considerable people management experience.

**Primary Function:** Lead direct and control Sport Recreation unit in the development of administration strategies, policies, systems and procedures to ensure that these policies and procedures are implemented by respective facilities in the Regions. Manage regional human capital across the section - sport, recreation and aquatics.

**Key Performance Areas:** Manage the activities relating to Sport & Recreation as per the City’s policies and guidelines so that they are done in a cost effective and efficient manner. Identify and define the immediate, short and long term objectives associated with the provision of Sport & Recreation. Manage the implementation of financial controls/procedures and provide information to support financial planning sequences. Direct and control outcomes associated with the utilization, productivity, discipline and performance of personnel. Direct and control the functions related to Sport & Recreation development services.

**Leading Competencies:** Strategic Management, People Management, Stakeholder Management, Conflict Management and Risk Management.

**Core Competencies:** Confidentiality, Good ethics, Professionalism and Integrity.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Nonjabulo Sibiya  
**Tel No:** (011) 407 6039/6553  
**Workplace:** Region G

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**Publication Date:** 29 May 2019  
**Closing Date:** 11 June 2019  
**Vacancy Circular:** 019/2019
This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

7. Department: Development Planning  
   Branch: City Transformation & Spatial Planning  
   Designation: Assistant Director: Area Based Planning  
   Salary Range: R38 605.23 pm (basic salary excluding benefits)

Appointment Requirements:
- Bachelor's degree (or equivalent)/NQF level 7 in Town Planning and Regional Planning or Urban Development Studies;
- At least (six) 6 years' experience in the field of spatial and City planning;
- At least (two) 2 years' managerial experience;
- Excellent verbal and written communication skills;
- Ability to solve problems and resolve issues and present complex ideas and proposals; and
- Well-developed strategic and lateral thinking.

Primary Function: Provide strategic metropolitan and regional planning development services. Formulate and implement frameworks, policies, precinct plans and development strategies of high level complexity and the initiation of development projects and programmes. Provide research and analysis of urban development trends and formulate growth management strategies. Provide development direction, integration with IDP and associated strategies and plans. Management and input into Development Processes, Projects and Programmes. Direct interface and make recommendations to political level, Senior Officials and public. Perform general management duties including legal compliance and financial management of the Sub-Directorate’s resources.

Key Performance Areas: Perform general management duties in the sub directorate. Ensure legal compliance in all the sub directorate’s functions and duties. Perform financial management duties in line with the MFMA. Provide strategic direction/guidance for spatial planning and City development with various stakeholders. Direct the formulation of spatial plans, frameworks and development strategies. Formulate policies to address and find solutions for urban and developmental issues. Formulate precinct plans and business plans for incorporation into budget processes. Assess precinct plans and frameworks undertaken by other departments or external parties. Area based coordination processes. Facilitate community and stakeholder participation. Coordinate development and implementation efforts with internal and external department agencies and stakeholder. Provide strategic advice and support on development to all stakeholders and interested parties. Manage multi-disciplinary project teams/tasks/consultant teams in the formulation and implementation of plans and policies. Policy research on Urban or Development issues. Chair meetings and facilitate workshops. Coordinate capital infrastructure investment.

Leading Competencies: Ability to work with Executive and Senior Management of the CoJ, Municipal Entities and other stakeholders. Strategic Direction and Leadership; People Management; Change Leadership; Stakeholder Management; Programmes and Projects Management. Ability to organise multiple high level tasks simultaneously. Facilitate and direct consultation with external stakeholders to ensure strategic outcomes. Facilitate stakeholder engagements.

Core Competencies: People Management; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Siphiwe Khumalo  
Tel No: (011) 407 7085  
E-Mail: SiphiweK@joburg.org.za  
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 29 MAY 2019  
CLOSING DATE: 11 JUNE 2019  
VACANCY CIRCULAR: 019/2019
8. **Department:** Development Planning  
**Branch:** Building Development Management  
**Designation:** Deputy Director: Building Control Officer  
**Salary Range:** R44 397.73 – R60 394.35 – R76 393.41pm (basic salary excluding benefits)

**Appointment Requirements:**  
- A Bachelors Degree/NQF level 7 in following discipline: Architecture, Civil Engineering, Structural Engineering, Building Management, Building Science and Building Surveying;  
- Nine (9) years’ relevant experience of which four (4) years should be on managerial level;  
- Computer literate;  
- Valid Driver’s Licence (Code B); and  
- No criminal records (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo Security Vetting and Competency Assessments.

**Primary Function:** As a Building Control Officer, to ensure compliance to the National Building Regulations and Building Standards Act (Act 103 of 1997). To provide architectural expertise to protect the Built environment. To provide professional advice on aesthetic implications of development.

**Key Performance Areas:**  
- Ensure that all information, plans, specifications and documents submitted are in accordance with Section 4 (3) of the Act by making recommendations on behalf of the City of Johannesburg;  
- Monitor and oversee the inspection of the erection of buildings and any activities or any related matters therewith of which approval was granted and report on any non-compliance with any condition on which approval was granted by the Local Authority at a Strategic Level;  
- Manage internal and external Stakeholder Management on all applicable matters related to the function;  
- Monitor and oversee applications in order to maintain uniformity and consistency and provide direction to safeguard compliance to the National Building Regulations and Building Standards Act (Act 103 of 1997);  
- To implement procedures, systems and controls to regulate all requirements associated with the Building Control function in accordance with the National Building regulations and Building Standards Act (Act 103 of 1997);  
- Compiling report for Council on Building By-Laws, Policies, Guidelines and Standard operating Procedures, including the reviewing and facilitating amendments thereof;  
- Represent Council in statutory matters and also maintain strict confidentiality to maintain the integrity of the City of Johannesburg at all times;  
- Undertake strategic projects, assignments and duties as required by the City of Johannesburg to deliver on the mandate and objectives of development Planning pertaining to the Built environment; and  
- Prepare capital and operating estimates and manage expenditure against the approved budget allocation.

**Leading Competencies:** Strategic Management, People Management, Stakeholder Management and Conflict Management.

**Core Competencies:** Attention to detail, high levels of accuracy, excellent planning organizing and time management skills. Technical and Managerial skills.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Leyandre Ndlovu  
**Tel No:** (011) 407 6588  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

9. **Department:** Group Corporate and Shared Services  
**Branch:** Management Support Services  
**Designation:** Senior Secretary  
**Salary:** R15 042.99 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF Level 4 plus Computer Literacy studies is required;
- National Diploma in Secretarial/Office Administration would be preferred; and
- At least two (2) years’ experience operating at secretarial or administrative level.

**Primary Function:** Co-ordinate activities and requirements associated with Management and the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritizing and organizing of critical, confidential and important appointments, events/functions and meetings.

**Key Performance Areas:** Administrative support; Diary management; Event/meeting coordination and facilitation; Correspondence management; Frontline direction; Typing; Filing/document management; Meeting support; Research; Database management; Stakeholder liaison and Ad-hoc duties.

**Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organisational skills.

**Core Competencies:** Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Impact and Influence.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Mashudu Rasalanavho  
**Tel No:** (011) 407 6322  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein  
**Email:** Mashudurasa@joburg.org.za

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is **ONLY** open to Employees of the City of Johannesburg

10. **Department:** Group Corporate and Shared Services  
**Branch:** Employee Relations & Development  
**Designation:** Specialist: Employee Wellness Programme  
**Salary:** R34 515.06 pm (basic salary excluding benefits)

**Appointment Requirements:**
- BA (SW), Certificate in EAP (NQF level 7);  
- Registered with a professional body (SACSSP and EAPA-SA);  
- Three years (3) years’ in the working environment with exposure to all basic discipline of employee wellbeing; and  
- Skills required: Counselling, analysis, report writing, presentation, problem solving, originating and implementing project and programmes and formulating and implementing policies and protocols.

**Primary Function:** Improve quality of work life and resilience of all employees by developing programmes that enhance wellbeing of the employees and the organization - provision of interventions that will maximize employees’ productivity and services delivery of the organization.

**Key Performance Areas:** Develop and manage the Citywide EAP strategy compliant with national and international norms and standards and lead the City of Johannesburg towards having the status of political leadership and a workforce that can perform their duties effectively and efficiently. Manage the various EAP processes internally and externally. Manage change in these business processes and train line management and staff in currently accepted best practices. Assist in the compilation and administer departmental/regional budget needed to perform the EAP function in the City. Carry out the EAP functions mandate of promotion, counselling, referral and feedback. Maximize return on human capital investment through value adding interventions to improve organizational performance. Create, manage and maintain a highly skilled and professional team of student social workers and interns, ensure upskilling in terms of latest challenges within the organization.

**Leading Competencies:** Practice professionalism; Confidentiality.

**Core Competencies:** Analytical mind and lateral thinking; Diplomatic assertive way of functioning; Extensive travelling and extended working hours.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Mashudu Rasalanavho  
**Tel No:** (011) 407 6322  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

11. **Department:** Group Corporate and Shared Services
   **Branch:** Group SHELA and FCM
   **Designation:** Officer: Printing
   **Salary:** R19 632.61 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF level 4 plus Certificate in desktop publishing, printing, bookbinding and cutting or equivalent/NQF level 5;
- One (1) year experience in Printing;
- Basic knowledge of Desktop Publishing, Printing, Duplicating and Binding concepts and functions;
- Basic printing, perfect binding, cutting, folding, saddle stitching, laminating and section sewing skills; and
- Interpersonal and communication skills required.

**Primary Function:** Provide a professional desktop publishing, printing, duplication, binding and cutting service to the City of Johannesburg in line with relevant City Policies.

**Key Performance Areas:** Desktop publishing. Striping and platemaking. Printing and duplicating. Bookbinding, cutting and finishing. Machine maintenance and general administration functions.

**Leading Competencies:** Confidentiality of client information to be maintained at all times.

**Core Competencies:** Work under pressure; Lateral thinker; Use own discretion and make sound judgement; Team player and work independently.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

**Contact Person:** Nomasithandaze Mbelo
**Tel No:** (011) 407 7139
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

**E-Mail:** Nomasithandazem@joburg.org.za

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**Publication Date:** 29 May 2019
**Closing Date:** 11 June 2019
**Vacancy Circular:** 019/2019
This Vacancy is **ONLY** open to Employees of the City of Johannesburg

12. **Department:** Group Corporate & Shared Services  
**Branch:** Group SHELA & FCM  
**Designation:** Group Fleet Compliance Specialist  
**Salary Range:** R38 605.23 pm (basic salary excluding benefits)

**Appointment requirements:**
- Grade 12/NQF level 4 plus 3 year degree/NQF level 7 in Fleet Management/Public Administration/Law and Contract management or equivalent;
- At least seven (7) years' experience in the management of high value contract and service level agreement compliance, of which three (3) years should have been in a medium/large enterprise or government institution;
- Experience in fleet management;
- Knowledge of Municipal Systems, Municipal Finance, Supply Chain Systems, and Project Management will be an added advantage;
- Knowledge of computer packages i.e. MS Office Word, Excel, PowerPoint, Email and Internet, SAP applications; and
- Must have own transport with Code B driver’s licence.

**Primary Function:** The incumbent will assist the Branch or Sub-Section in the provision of comprehensive, efficient and effective Fleet Contract Management Services and Contract Compliance Support Services to fleet user entities citywide on behalf on the FCM Deputy Director. Assist the Branch or Sub-Section with effective fleet planning, specifically for the procurement of specialized vehicles. Clients that rely on the services provided include Core Departments of the City and Municipal Entities.


**Leading Competencies:** Collaborative/Teamwork & Accountability; Ability to cope with compressed service delivery timeframes and work under highly demanding circumstances; Analytical ability and report writing; Municipal governance protocol and etiquette.

**Core Competencies:** Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Thobelani Zwane  
**Tel No:** (011) 407 6784  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

13. **Department:** Group Finance  
    **Branch:** Core Financial Accounting  
    **Designation:** System Administrator  
    **Salary:** R19 632.61 pm (basic salary excluding benefits)

**Appointment Requirements:**  
- Grade 12/NQF level 4 plus National Diploma in Accounting or Finance/NQF level 6;  
- Three (3) to four (4) year’s relevant work experience;  
- Good understanding of the SAP system, basic knowledge of accounting concepts and asset management functions;  
- Proven consultation, facilitation and influencing skills;  
- Good SAP system operating skills including computer literacy (MS Word/Excel);  
- Interpersonal and communication skills required; and  
- Valid driver’s licence.

**Primary Function:** Monitor the implementation of controls that relate to the utilization of the SAP system. Maintain an effective and uninterruptable operational environment with regards to system use and uphold sustained SAP system knowledge within the Core Accounting Directorate and in Core City departments.

**Key Performance Areas:** System control. System maintenance and updates. Liaison activities for the Asset Monitoring and Accounting to ensure improved communication.

**Leading Competencies:** Teamwork and Accountability.

**Core Competencies:** Good Ethics; Confidentiality; Multi-tasking; Strong figures; Work under pressure; Lateral thinker; Use own discretion; Work independently.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Bonokwakhe Ngcobo  
**E-Mail:** MonicaS@joburg.org.za  
**Tel No:** (011) 358 3854  
**Workplace:** 66 Jorissen Place, Braamfontein

**Publication Date:** 29 MAY 2019  
**Closing Date:** 11 JUNE 2019  
**Vacancy Circular:** 019/2019
This Vacancy is **ONLY** open to Employees of the City of Johannesburg

14. **Department:** Group Finance  
**Branch:** Core Financial Accounting  
**Designation:** Financial Analyst  
**Salary:** R24 297.53 pm (basic salary excluding benefits)

**Appointment Requirements:**
- National Diploma in Accounting or relevant three year qualification at NQF level 6;  
- Three (3) to four (4) year’s relevant work experience;  
- Basic knowledge of Accounting concepts and Asset Management functions;  
- Good software skills, including working knowledge of all Microsoft Office applications and the SAP system; and  
- Valid driver’s licence.

**Primary Function:** Improve accountability for acquisition and use of public assets and funds in core departments and municipal entities (MEs). Analyse the financial status of all transactional data claimed and approved for payment by collecting, monitoring and reviewing data in order to take appropriate action, recommending or advising on findings.

**Key Performance Areas:** Monitor and implement asset accounting and management system. Implement and control the payment process. Facilitate the implementation of the City’s physical verification. Analyse, review and process transactional input data that forms part of the preparation of financial statements and the asset note disclosure. Execute administrative functions related to asset acquisition.

**Leading Competencies:** Good leadership and change management; Teamwork and Accountability; Proven facilitation, liaison and influencing skills.

**Core Competencies:** Good Ethics; Confidentiality; Multi-tasking; Strong figures; Work under pressure; Lateral thinker; Use own discretion; Work independently.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

**Contact Person:** Bonokwakhe Ngcobo  
**Tel No:** (011) 358 3854  
**Workplace:** 66 Jorissen Place, Braamfontein

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
15. **Department:** Group Finance  
**Branch:** Core Financial Accounting  
**Designation:** Manager: Assets & Register  
**Salary:** R34 515.05 pm (basic salary excluding benefits)

**Appointment Requirements:**
- B Com degree in Accounting/Finance or a relevant 3 year qualification (NQF level 7);
- Accounting understanding or experience in Finance related field;
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.
- Three (3) years' experience in asset management or finance environment;
- Five (5) to seven (7) years of relevant work experience in asset management or finance field;
- Understanding of the asset capitalization process and risks involved;
- Caseware experience or understanding will be an added advantage;
- Understanding of the application of the MFMA, National Treasury Regulations and legislative framework that governs Local Government;
- Good communication, analytical and problem solving, computer literate, report writing and presentation skills required; and
- Valid driver's licence.

**Primary Function:** Plan, design and manage the application of business processes and asset management policy to ensure that assets are accounted for accurately and completely. Monitor compliance with Generally Accepted Accounting Practice (GRAP) and MFMA in accounting for assets by the Core departments.

**Key Performance Areas:** Manage and validate the accuracy of the assets register data. Monitor compliance with GRAP standards, Assets Management Policy, MFMA and the application of business process. Plan and manage the verification process in conjunction with the Assistant Director to report on outcomes and variances. Manage the accounting process that leads to the preparation of the asset note in the financial statements. Provide guidance and advice to subordinates on processes to follow to maintain adequate performance levels, personal development and training. Manage work attendance and skills development.

**Leading Competencies:** Operational and technical decision-making; People Management; Financial Management; Stakeholder Management; Programmes and Projects Management; Good leadership and change management; Teamwork and Accountability; Proven facilitation, liaison and influencing skills.

**Core Competencies:** Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills; Good negotiation and conflict management skills. Good problem solving skills and information gathering skills; Excellent verbal, written and communication skills; Ability to operate with continued pressure to deliver high quality work standards; Ability to work independently; Good Ethics; Confidentiality; Multi-tasking; Strong figures; Work under pressure; Lateral thinker; Use own discretion.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Bonokwakhe Ngcobo  
**Tel No:** (011) 358 3854  
**E-Mail:** Ngcobob@joburg.org.za  
**Workplace:** 66 Jorissen Place, Braamfontein
This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

16. **Department:** Group Finance  
    **Branch:** Core Accounting  
    **Designation:** Manager: Accounting (Monthly Reporting)  
    **Salary:** R34 515.05 pm (basic salary excluding benefits)

**Appointment Requirements:**  
- B Com degree in Accounting/NQF level 7;  
- Qualification and experience in terms of minimum competencies prescribed by National Treasury;  
- Five (5) to eight (8) years' overall experience in an Accounting environment or involvements in the preparation of Annual Financial Statements, with GRAP experience, whereby two (2) years must be at management/supervisory level;  
- Understanding of the application of the MFMA with respect to financial reporting; and  
- Good communication, analytical and problem solving, computer literate, report writing and presentation skills required

**Primary Function:** Overseeing the Core Financial Reporting for the City of Johannesburg and its Owned Entities.

**Key Performance Areas:** Plan, manage and perform the year end closure for Core Council on an annual basis. Plan and manage the year-end audit process for Core Council. Ensure that financial statement is produced and report. Develop evaluation and report monthly departmental management reporting packs. Implement and ensure that the financial Statement are prepares in line with any new accounting standards. Ensure that all Inter/Intra company balances are confirmed on a monthly basis. Direct and control outcomes associated with utilization, productivity and performance of personnel with Core Financial Reporting. Manage and implement financial controls/ procedures and provide information to support financial planning sequences. Liaise with other internal and external department within the COJ.

**Leading Competencies:** Operational and technical decision-making; People Management; Financial Management; Stakeholder Management; Programmes and Projects Management; Good leadership and change management; Teamwork and Accountability; Proven facilitation, liaison and influencing skills.

**Core Competencies:** Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills; Good negotiation and conflict management skills. Good problem solving skills and information gathering skills; Excellent verbal, written and communication skills; Ability to operate with continued pressure to deliver high quality work standards; Ability to work independently; Good Ethics; Confidentiality; Multi-tasking; Strong figures; Work under pressure; Lateral thinker; Use own discretion.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

**Contact Person:** Bonokwakhe Ngcobo  
**E-Mail:** Ngcobob@joburg.org.za

**Tel No:** (011) 358 3854
**Workplace:** 66 Jorissen Place, Braamfontein

**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019

**VACANCY CIRCULAR:** 019/2019
This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

17. **Department:** Group Finance: Revenue Shared Services Centre
    **Branch:** Credit Management
    **Designation:** Accounting Officer
    **Salary:** R19 632.61 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF level 4 is required;
- Two (2) to three (3) years’ experience in customer service;
- Basic knowledge of debt collection, call centre collections, customer services or credit management;
- Knowledge of local government will be an added advantage;
- Strong phone and verbal communication with active listening skills and telephone etiquette; and
- Computer literacy.

**Primary Function:** Collect on arrear municipal account debtors using Omni-channels through dialer collections incorporating inbound and outbound systems such as telephonic, email, sms, chat services, online AOD services, track & trace systems and the usage of SAP CRM/ISU systems in rehabilitating arrear debtors back to current.

**Key Performance Areas:** Inbound and Outbound Arrear Collection by collecting on arrear account debt associated with CoJ arrear account debtors and guided by the Credit and Debt Collection Policy. Provide arrear debtors with the full process applicable to payment arrangements. Maintaining and improving current debtors' accounts. Improving and maximizing revenue collection on accounts with queries. Trace the City's customers who are in arrears in order to obtain their latest contact details to collect outstanding debt.

**Leading Competencies:** Operational and technical decision-making; Stakeholder Management; Teamwork and Accountability; Activity management; Customer liaison and influencing skills.

**Core Competencies:** Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills; Good negotiation and conflict management skills. Good problem solving skills and information gathering skills; Excellent verbal, written and communication skills; Ability to operate with continued pressure to deliver high quality work standards; Ability to work independently; Good Ethics; Confidentiality; Multi-tasking; Strong figures; Work under pressure; Lateral thinker; Customer and Service Delivery Management (Batho Pele) Ethics; Use own discretion.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities*

**Contact Person:** Nthabiseng Monesa
**Tel No:** (011) 358 3528
**Workplace:** Thuso House, 61 Jorissen Street, Braamfontein

**E-Mail:** Mattews@joburg.org.za

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**PUBLICATION DATE:** 28 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

18. **Department:** Legislature  
**Branch:** Office of the Secretary to Council  
**Designation:** Personal Assistant  
**Salary Range:** R19 632.61 pm (basic salary excluding benefits)

**Appointment Requirements:**  
- Grade 12/NQF level 4 is required;  
- Secretarial Diploma (NQF level 6);  
- Three (3) years’ experience operating as a Personal Assistant to an Executive Manager;  
- Experience in working with people;  
- Computer Literacy in MS Office and Internet;  
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors;  
- Office administration procedures; and  
- Basic protocol and etiquette.

**Primary Function:** Coordinate activities and requirements associated with the Office of the Secretary to Council within the Legislature through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritizing and organization of critical, confidential and important appointments, events, functions and meetings.

**Key Performance Areas:** Administrative support functions, scheduling and planning the diary and events. Maintain the Office of the Secretary to Council’s correspondence/information and record keeping system and accesses records of discussions, instructions and correspondence. Perform tasks/activities associated with the provision of administration and secretarial support. Perform tasks associated with the provision of reception/telephonist service and office support.

**Leading Competencies:** Teamwork and Accountability.

**Core Competencies:** High level of confidentiality; Attention to detail; Professionalism; Sound judgement; Work independently and under pressure; Multi-skilled on a range of roles applicable to the position.

*This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males and White Females including people with disabilities.*

**Contact Person:** Selby Gibbs  
**Tel No:** (011) 407 7029  
**Workplace:** 158 Civic Boulevard, Metro Centre, Braamfontein

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**Publication Date:** 29 May 2019  
**Closing Date:** 11 June 2019  
**Vacancy Circular:** 019/2019
This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

19. **Department:** Public Safety - Emergency Management Services (EMS)  
    **Branch:** Disaster Management  
    **Designation:** Data Capturer  
    **Salary Range:** R11 005.39 pm (basic salary excluding benefits)

**Appointment Requirements:**  
- Grade 12/NQF level 4;  
- One (1) year minimum office assistant/administration experience;  
- Typing 60 words per minute;  
- Must be computer literate with all MS Office packages (Word, Excel, Powerpoint) and Lotus Notes/Microsoft Outlook;  
- Knowledge of data analysis;  
- Conflict resolution, communication and administrative skills required.

**Primary Function:** Provide data capturing support to the Disaster Management Centre.

**Key Performance Areas:** Coordination of plans and forms to be captured and updating of data. Ensure data is captured properly in a systematic and efficient manner. Typing and retrieving data. Receive calls and messages. Type and update data received from the super team. File all data electronically and manually.

**Leading Competencies:** Attention to detail; Manage strict deadlines.

**Core Competencies:** Work overtime and flexi-time when required.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Thula Sithole  
**Tel No:** (011) 758 5071  
**Workplace:** Various  
*Hand delivery to Florida Park Fire Station, HR Offices, Cnr Golf Club Terrace & Ontdekkers, Florida Park*

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

20. **Department:** Public Safety - Emergency Management Services (EMS)
    **Branch:** Disaster Management
    **Designation:** Secretary
    **Salary Range:** R13 371.55 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF Level 4 plus a National Secretarial Diploma or National Office Administration/NQF level 5 qualification is required;
- MS Office (Excel, Word, Powerpoint), email and Internet; and
- At least two (2) years' experience operating at secretarial or administrative level.

**Primary Function:** Render secretarial and administrative service to the Divisional Chief: Disaster Management.

**Key Performance Areas:** Administrative support; Diary management; Event/meeting coordination; Correspondence management; Frontline direction; Typing; Filing/document management; Meeting support; Research; Messenger coordination; Database management; Stakeholder liaison and Ad-hoc duties.

**Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organisational skills.

**Core Competencies:** Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Impact and Influence.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Thula Sithole
**Tel No:** (011) 758 5071
**Workplace:** Various Fire Stations
*Hand delivery to Florida Park Fire Station, HR Offices, Cnr Golf Club Terrace & Ontdekkers, Florida Park*

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019

**VACANCY CIRCULAR:** 019/2019
This Vacancy is open to External Applicants **AND** Employees of the City of Johannesburg

21. **Department:** Public Safety - Emergency Management Services (EMS)

   **Branch:** Finance

   **Designation:** Driver/Messenger

   **Salary:** R9 326.60 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 10/NQF level 2 is required;
- Two (2) year driving experience within the Metro City;
- Must have a valid driver’s license Code C1 and PDP; and
- Extensive knowledge of the Johannesburg area.

**Primary Function:** Offer a coordinated supportive comprehensive communication, mail distribution, messenger and postal service within and outside of Emergency Management Services so organizational goals in totality can be achieved and realized.

**Key Performance Areas:** Transportation of goods, parcels and documents from one point to the other, which includes loading and off-loading of goods.

**Leading Competencies:** Good communicator and attention to detail.

**Core Competencies:** Time management.

_This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities._

**Contact Person:** Thula Sithole

**Tel No:** (011) 758 5071

**Workplace:** Martindale

**Hand delivery to** Cnr Golf Club Terrace & Ontdekkers, Florida Park, Fire Station HR Offices

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
22. **Department:** Public Safety - Emergency Management Services (EMS)
   **Branch:** Finance
   **Designation:** Manager: Stores
   **Salary:** R34 515.05 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Matric plus B Com Degree or equivalent qualification related to Stores or Logistics Management (NQF level 7); and
- Five (5) to seven (7) years' appropriate warehousing and procurement experience in a large stores and procurement environment.

**Primary Function:** Plan, organize, direct and control all stores activities with the purpose of maximizing the operating results and ensuring that all employees adhere to departmental laws and procedures.

**Key Performance Areas:** Oversee and manage stock within stores and other storage locations. Financial management and administration. Stock audit. Liaison and communication. Training and development. Strategies and policies. Submission of reports.

**Leading Competencies:** Financial and risk management; Team orientated; Decision making; Confidentiality.

**Core Competencies:** Attention to detail and high level of accuracy in the financial field of Local Government, Good organizing and Time Management skill. Good problems solving skills in line with solving financial solutions. Ability to work independently with minimal supervision. High level of Communication skills required to work with people.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Shumani Mamo
**Tel No:** (011) 758 9287
**Workplace:** Fairview

**E-Mail:** ShumaniM@joburg.org.za

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019

**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

23. **Department:** Public Safety - Emergency Management Services (EMS)
    **Branch:** Operations
    **Designation:** Secretary
    **Salary:** R13 371.55 pm (basic salary excluding benefits)

**Appointment Requirements:**
- Grade 12/NQF level 4 plus Secretarial or Office Administration Diploma/NQF level 6;
- Minimum of two (2) years' experience as a Secretary;
- Computer literacy in Internet, Microsoft Office and Outlook packages (e.g. Word, Excel and Powerpoint);
- Good communication (verbal and written) skills required; and
- Must be able to work under pressure.

**Primary Function:** Perform a secretarial and administrative service to the managers by coordinating and tracking the manager's liaison with various Directorates in the City of Johannesburg Departments. Liaise and coordinate with external stakeholders and Departments.


**Leading Competencies:** Teamwork and accountability; Confidentiality with staff personal information to be maintained at all times; Loyalty.

**Core Competencies:** In depth and working knowledge of office management/administration policies and procedures, processes and systems; Attention to detail; Excellent planning and organizing skills.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Thula Sithole
**Tel No:** (011) 758 5071
**Workplace:** Various
**Hand delivery to Cnr Golf Club Terrace & Ontdekkers, Florida Park, Fire Station HR Offices**
This Vacancy is ONLY open to Employees of the City of Johannesburg

24. Department: Public Safety - Emergency Management Services (EMS)
Branch: Pro-Active Services
Designation: Community Educator
Salary Range: R24 297.53 pm (basic salary excluding benefits)

Appointment Requirements:
- Grade 12/NQF Level 4 is required;
- NFPA 1001 Fire Fighter level 1;
- N.F.P.A 472 Hazmat Awareness 1;
- BAC registered with HPCS;
- NFPA 1035 Fire and life safety educator level 1 & 2;
- Higher Certificate in fire technology/public relations/public management/education/disaster management;
- Code C1 Driver’s licence with PDP;
- Intermediate computer literacy in Word, Excel and PowerPoint;
- Report writing and presentation skills; and
- Assessor.

Primary Function: Plan, draft, prepare and present various community intervention programs intended to provide life safety education and skills for correctly identified target groups. Actively liaise with the public and media at special events and incidents with the objective of providing information and education and rectifying wrong perceptions.

Key Performance Areas: Assess and analyse risks within a specific community and develop original programs/material or modify existing course materials and lesson plans, or both for various programs and communicate them to relevant stakeholders. Liaise and partner with the media on a wide range of media-related matter. Manage, coordinate and control administration. Implement and execute various intervention programs. Manage volunteers/interns within PIER. Be actively involved in major incident/disaster within Operations or similar activities on request from relevant authorities. Participate in National, Provincial and Local special events.

Leading Competencies: Ability to function under stress; Time management; High level of confidentiality and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.

Core Competencies: Value and Integrity; Attention to detail and quality focused.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Winnifred Montswagae
Tel No: (011) 758 5183
WorkPlace: Various Fire Stations
Hand delivery to Florida Park Fire Station, HR Offices, Cnr Golf Club Terrace & Ontdekkers, Florida Park

PUBLICATION DATE: 29 MAY 2019 CLOSING DATE: 11 JUNE 2019
VACANCY CIRCULAR: 019/2019
FIXED TERM PERFORMANCE BASED CONTRACT POSITIONS  
(LINKED TO MAYORAL TERM OF OFFICE)

This Vacancy is ONLY open to Employees of the City of Johannesburg

25. **Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Chief of Staff  
**Designation:** Assistant Director: Performance Monitoring & Evaluation  
**Salary Range:** R736 317.85 pa (all-inclusive cost to company)

**Appointment Requirements:**
- Bachelor’s Degree in Monitoring & Evaluation, Performance Management, Political Science, Public Policy, Economics, Law, Development Studies, Communications or related field is required (NQF level 7).
- A minimum of four (4) years’ relevant experience in a Legislature, Parliamentary, Legal, Public Sector or related environment;
- Knowledge of local, provincial and national political and legislative framework and dynamics;
- Knowledge of public policy;
- Computer literacy;
- Ability to communicate effectively on high level;
- Coordinating, good writing, time management skills; and
- Ability to work without supervision.

**Primary Function:** To monitor, evaluate and report on the implementation of the City of Johannesburg’s strategic plans (IDP) including SDBIP programmes/projects to ensure the achievement of CoJ mission and vision. Responsible for developing policies, standards and guidelines to ensure effective institutional performance monitoring and evaluation and reporting city-wide. The incumbent is expected to develop tighter uniformity and synergy between strategy and M&E reporting and support informed decision-making by the executive; develop monitoring and evaluation tools; develop organizational reporting templates to govern the execution, management and reporting of each of the service delivery and budget implementation plan; data analysis, management and report writing; provide consolidated feedback to director i.t.o. cluster monitoring and evaluation, systems and information; oversee the auditing of performance information and ensure development of legislative compliance reports.

**Key Performance Areas:** Develop tighter uniformity and synergy between strategy and M&E reporting and support informed decision-making by the executive. Develop monitoring and evaluation tools. Provision of content for reporting. Provide consolidated feedback to director i.t.o. cluster monitoring and evaluation, systems and information. Oversee the auditing of performance information. Ensure development of legislative compliance reports. Assist and implement a performance management system in POEM and Mayoral Committee. Assist the Director: Performance Monitoring & Evaluation to manage, direct and lead staff in line with standards and procedures.

**Leading Competencies:** Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills. Time management; High level of confidentiality and Organisational skills.

**Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

**Contact Person:** Tsholofelo Tiltrohimisang  
**Email:** TsholofeloT@joburg.org.za  
**Tel No:** (011) 407 6311  
**Workplace:** 158 Civic Boulevard, Metro Centre, Braamfontein

**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019
This Vacancy is ONLY open to Employees of the City of Johannesburg

26. **Department:** Private Office of the Executive Mayor (POEM)
**Branch:** Chief of Staff
**Designation:** Assistant Director: Policy & Planning
**Salary Range:** R736 317.85 pa (all-inclusive cost to company)

**Appointment Requirements:**
- Bachelor’s Degree in Political Science, Public Policy, Economics, Law or related field is required (NQF level 7).
- A minimum of five (5) years’ relevant experience in Legislature, Parliamentary, Legal, Public Sector or related environment;
- Knowledge of local, provincial and national political and legislative framework and dynamics;
- Knowledge of public policy;
- Computer literacy;
- Ability to communicate effectively on high level;
- Coordinating, good writing, time management skills; and
- Ability to work without supervision.

**Primary Function:** Responsible for the day-to-day management of the Policy and Planning Unit in order to ensure that it provides research and analysis on a range of policies and strategic matters, including integrated planning processes as they relate to the cluster, relevant structures and matters impacting upon the City of Johannesburg. This includes providing strategic support on a range of levels in order to support the functions of the Unit with a view to advising and informing the Executive Mayor and the mayoral Committee in order to enable them to successfully achieve their political mandate.

**Key Performance Areas:** Support the Advisor: Policy & Planning to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee. Assist the latter to implement strategic projects. Support the Advisor: Policy & Planning to provide direction and oversight on behalf of the Executive Mayor and Mayoral Committee over integrated planning processes. Manage the day-to-day functioning of the Policy & Planning Unit in the POEM. Engage with potential stakeholders to facilitate collaboration with the City of Johannesburg. Handle routine research administration and enquiries. Assist the Advisor: Policy & Planning to manage, direct and lead staff in line with standards and procedures expected in the CoJ. Assist the Advisor: Policy & Planning in managing the preparation, monitoring and control of the annual budget of the Unit.

**Leading Competencies:** Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills. Time management; High level of confidentiality and Organisational skills.

**Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Tsholofelo Tlhotlhomisang  
**Email:** TsholofeloT@joburg.org.za  
**Tel No:** (011) 407 6311  
**Workplace:** 158 Civic Boulevard, Metro Centre, Braamfontein

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**PUBLICATION DATE:** 29 MAY 2019  
**CLOSING DATE:** 11 JUNE 2019  
**VACANCY CIRCULAR:** 019/2019