



PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Development Planning
Branch: Building Development Management
Designation: Building Inspector
Salary Range: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 with a National Diploma (NQF level 6) in building discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building surveying and Quantity Surveying;
- 3 years' relevant work experience;
- Knowledge and understanding of the National Building Regulations and Building Standards Act, No 1977, other applicable legislation and Council By-Laws;
- Computer literacy (functional knowledge of MS Office packages and operating systems); and
- Must have a valid driver's licence.

Job Description: Inspect building operations in developed and undeveloped areas in order to control the quality and safety of structures and ensures compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant regulations and By-Laws.

Key Performance Areas: Make and forward inputs on work improvements to the Chief Building Inspector. Carry out mandatory inspections, i.e. foundation, drainage, roof, interim and final inspection required in terms of the National Building Regulations. Carry out various inspections and spot checks in response to requests, queries and complaints from councilor, management, other departments and members of the public. Facilitate the enforcement of contraventions of the National Building Regulations and illegal building activities. Maintain records of building inspection activities in the allocated region. Refer complicated and difficult queries and plan inspections to the Chief Building Inspector. Liaise with internal and external stakeholders including the General Public, Professionals (e.g. Engineers, Architects and Developers), Council Department, Regional Offices, Municipal Owned Entities and Agencies and Provincial and Local Government. Perform various ad-hoc duties delegated by the Chief Building Inspector from time to time. Compile and submit building statistics as and when required.

Leading Competencies: Good negotiation and conflict management skills; Good problem solving skills and information gathering skills; Excellent verbal, written and communication skills.

Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organising and time management skills; Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards; Ability to work independently with minimal supervision.

PUBLICATION DATE: 15 NOVEMBER 2019

CLOSING DATE: 28 NOVEMBER 2019

VACANCY CIRCULAR: 049/2019

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

Contact Person:

Siphiwe Khumalo

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Tel No:

(011) 407 6588

Workplace:

158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 15 NOVEMBER 2019

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VACANCY CIRCULAR: 049/2019

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2. **Department:** Development Planning
Branch: **Building Development Management**
Designation: **Plans Examiner**
Salary: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 and a National Diploma in Building Discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying & Surveying/NQF level 6;
- 3 years' experience in the building industry;
- Good knowledge and understanding of the National Building Regulations and Building Standards Act, No 103 of 1977 (as amended), other applicable legislations, Council By-Laws and Policies;
- Working knowledge of Building Plans, Registrations and approval as well as Building inspections;
- In-depth knowledge of relevant Town Planning;
- Attention to detail; and
- Sound negotiation, conflict management and interpersonal skills.

Primary Function: Examine, scrutinize, assess and recommend building plans applications for approval in compliance with the Council service delivery commitments; the National Building Regulations and Building Standards Act, No. 103 of 1977 (as amended), the National Building Regulation as stipulated in the SANS 10400 Code of Practice: Council By-Laws; other applicable legislation and the Town Planning Schemes.

Key Performance Areas: Make and forward inputs on work improvements to the Chief Plans Examiner. Examine, assess and recommend for approval for the building plans applications. Refer complicated and difficult enquiries, queries and plan approvals to the Chief Plans Examiner. May be required to perform various ad-hoc duties delegated by the Chief Plans Examiner from time to time.

Leading Competencies: Good negotiation and conflict management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills.

Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

This is an employment equity targeted position and preference will be given to African Male, White Male & White Female, including people with disabilities.

Contact Person: Leyandre Ndlovu **E-Mail:** LeyandreN@joburg.org.za
Tel No: (011) 407 6534
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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VACANCY CIRCULAR: 049/2019

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3. **Department:** Development Planning
Branch: Building Development Management
Designation: Chief Building Inspector
Salary: R25 876.88 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 with a National Diploma (NQF level 6) in a Building Discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying;
- 3 years' relevant work experience, with at least 1 years' supervisory experience;
- Ability to work outside normal working hours and planned overtime;
- Good computer literacy (MS Office); and
- Must have a valid driver's licence.

Primary Function: Supervise and lead a building inspectorate team, control and inspect building operations in developed and undeveloped areas in order to ensure compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant Regulations and By-Laws.

Key Performance Areas: Participate in the various structures on the development of and the approved business plan, strategies, policies, procedures, work processes and systems of the Building Control Sub-Directorate. Supervise and empower staff in the Building Inspection Section. Recommend to the Assistant Director: National Building Regulations (Region) the engineering and improvement of work processes or organizational redesign processes. Supervise the building inspections within the Region. Enforce the National Building Regulations and Building Standards Act, No. 103 of 1977 and other applicable legislation and Council By-Laws. Enforce the National Building Regulations and Building Standards Act, No. 103 of 1977 and other applicable legislation and Council By-Laws. Supervise the maintenance and updating of records of building inspection activities in the allocated region. Handle the enquiries, queries and correspondence escalated by the Building Inspectors. Liaise with internal and external stakeholders including the General Public, Professionals (such as Engineers, Architects, Developers, etc.), Council Departments, Municipal Entities and Agencies, Provincial and National Government. Compile and consolidate the statistics on the activities of the building inspections. Provide on the job training to sub-ordinates to ensure that staff are effectively trained on all relevant processes and systems and have a clear understanding of what is required and expected for efficient functioning of the unit. May be required to perform various ad-hoc duties delegated by the Assistant Director from time to time.

Leading Competencies: Good negotiation and conflict management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills.

Core Competencies: Management of building inspectorate functions with regional offices. Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

This is an employment equity targeted position and preference will be given to African Male, White Male & White Female, including people with disabilities.

Contact Person: Sakhile Juta **E-Mail:** SakhileJ@joburg.org.za
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Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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4. **Department:** Development Planning
Branch: Management Regulatory Support
Designation: Manager: Bulk Contributions
Salary Range: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- B Degree in Finance (NQF level 7);
- 5 years with at least three years supervisory experience;
- Knowledge of MFMA; and
- Must have a valid driver's license.

Primary Function: Manage and co-ordinate specific tasks and sequences relating to the effective collection of bulk engineering services fees in terms of ordinances on behalf of the Municipal owed entities.

Key Performance Areas: Coordinate procedural requirements associated with personnel development initiatives. Coordinate the recording and procedures of the Bulk Contribution section. Manage applications and sequences associated with recording adjustments and updating of the Municipality related transactions and accounts. Identify and define the short to medium term objectives and priorities of the section encapsulating collection procedures. Directs and control the KPI and outcomes of the personnel within the Bulk contributions section.

Leading Competencies: Ability to work under pressure, assertive and analytical thinking.

Core Competencies: Good interpersonal and stakeholder management skills required.

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

Contact Person: Sofiah Rahiman **E-Mail:** SofiahR@joburg.org.za
Tel No: (011) 407 6588
Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein

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5. **Department:** Environmental & Infrastructure Service Department
Branch: Impact Management
Designation: Sub Head: Impact Management
Salary Range: R41 114.59 – R55 929.54 – R70 748.38 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in the following: Environmental Management, Environmental Science, Conservation Managements, Urban and Regional Planning, and Environmental Law/NQF level 7;
- 6 – 8 years' previous experience with at least 1 years' experience of middle management within government regulatory, consulting or academic institution environment;
- Basic environmental knowledge including knowledge related to environmental legislation; policies, and impact management processes;
- Knowledge of development or urban planning processes; and
- Must have a driver's licence.

Primary function: Lead and direct the Impact Management sub-unit in establishing and managing processes and systems for evaluating development proposal applications submitted to the City in terms of various regulations and legislations. To ensure resource conservation and sustainability in a resilient and liveable City. Assist the Head in the development of regulatory tools (policies, principles and standards), which promote the protection of unique environmental assets in the City and minimize the impact on natural resources for future generations.

Key Performance Areas: Ensure full integration and mainstreaming of environmental issues to support resource conservation, protection and promote liveable environments. Address re-active inclusion of environmental issues in strategic projects and forums. Drive pro-active inclusion of environmental issues in strategic issues and projects in line with the GDS 2040. Ensure review of systems through annual updates in order to ensure continuous improvement and effectiveness of systems used for development applications. Manage and direct reporting staff in terms of the City's PMS and CoS. Provide input in the identification of the risks of the sub-unit so that liability is minimised and/or avoided.

Leading Competencies: Ability to organise multiple high level tasks simultaneously; Facilitate and direct consultation with external stakeholders to ensure strategic outcomes; Leadership; Project Management; Financial Management; Change Management, and Human Resource Management.

Core Competencies: Confidentiality; Ability to work under pressure and produce accurate reports within limited timeframes; Ability to produce documents of a high quality; Advance skills in computer literacy (Microsoft Word and Excel).

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

Contact Person: Mashaka Madia **E-Mail:** EISDRrecruitment@joburg.org.za
Tel No: (011) 587 4327
Workplace: Traduna House, 118 Jorissen Street, Braamfontein

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VACANCY CIRCULAR: 049/2019

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6. **Department:** Group Corporate & Shared Services
Branch: Group Human Capital Management
Designation: Executive Secretary
Salary: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 and a Secretarial Diploma/Office administration related qualification/NQF level 6;
- Computer literacy with all MS packages, particularly Excel, Word and Powerpoint; and
- Minimum of 3 years' experience in a secretarial environment, with a high degree of work output expected.

Primary Function: Coordinate activities and requirements associated with the Office of the Group Head through the application of administrative and secretarial procedures and the execution of sequences associated with the communication, planning, prioritization and organization of confidential and important appointments, events and meetings.

Key Performance Areas: Execute specific instructions and apply laid down procedures with respect to coordinating the Group Head's diary and events. Perform specific tasks and activities associated with the provision of administration and secretarial support. Maintain correspondence/information and record keeping systems and access records of discussions, instructions and correspondence. Effectively liaise and support the Group Head in ensuring qualitative communication, service delivery in achieving the said Audit and Risk Management objectives.

Leading Competencies: Ability to function under pressure and produce accurate reports within limited time frames; Time management; High level of confidentiality, professionalism and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.

Core Competencies: Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Advanced communication skills; Verbal and written reporting.

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

Contact Person: Boitumelo Makgoba **E-Mail:** BoitumeloMak@joburg.org.za
Tel No: (011) 407 6076
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 15 NOVEMBER 2019

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VACANCY CIRCULAR: 049/2019

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinics and Substance Abuse

7. **Department:** Health
Branch: Environmental Health
Designation: Pest Control Operator
Salary Range: R9 029.85 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 10/NQF level 2;
- Registration/Certification as pest control operator;
- Entry post, thus no experience required;
- Basic knowledge in Pest Control and Basic Customer Care; and
- Basic command of English.

Primary Function: Performs tasks/activities associated with vector control using hand held equipment for spraying of poisons and placing of rodenticides and rodent traps and other appropriate measures to curb and control risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Regions of the City of Johannesburg.

Key Performance Areas: Conduct inspections of residential, commercial or other premises and/or open spaces and/or public facilities to determine compliance to By-laws and statutory legislation.

Leading Competencies: Collaborative Teamwork.

Core Competencies: Ability to work independently; Customer and Service Delivery; (Batho Pele) Ethics, Integrity and Professionalism.

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

Contact Person: Morne Swart **Email:** Sindiswen@joburg.org.za
Tel No: (011) 718 9641 / 9657
Workplace: Region B

Contact Person: Carolina Raath **Email:** carolinar@joburg.org.za
Tel No: (011) 761 0206
Workplace: Region C

Hand deliveries to 100 Christiaan de Wet Rd, Roodepoort

Contact Person: Nontsikelelo Letsosa **Email:** nontsikelelol@joburg.org.za
Tel No: (011) 986 0106
Workplace: Region D

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VACANCY CIRCULAR: 049/2019

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinic and Substance Abuse

8. **Department:** Health
Branch: Region D
Designation: Manager: Administration
Salary Range: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree/NQF level 7 in Administration;
- 5 – 7 years' experience in the middle management;
- Knowledge of Local Government Policies and MFMA;
- Computer literate;
- Must be able to work extended hours and be on standby; and
- Must have a valid driver's licence.

Primary Function: Provide overall management with regards the initiation, development, oversee implementation, coordination, monitoring, analyzing and evaluation of all administrative policies and systems development issues as it relates to contracts, records management, OHASA, logistics and human resources issues, thus ensuring good governance and a well-managed department.

Key Performance Areas: Control the administrative requirements associated with the department. Manage and control outcomes associated with utilization, productivity and performance of personnel within the section. Monitor, coordinate and manage the implementation of financial control procedures and provide information to support financial planning sequences. Ensure that appropriate strategies, plans, policies and procedures are developed, approved and communicated to the relevant stakeholders and implemented so that the imperatives of the department are met. Coordinate, support and oversee implementation of a security system for the department. Coordinate, develop, monitor and oversee implementation of policies, procedures regarding Human Resources issue within the region. Coordinate and monitor implementation of activities relating to OHASA. Manage and oversee the management of fleet services within the region through development and implementation of a plan to monitor expenditure and misuse of vehicles and institute remedial action. Manage and coordinate the networking and liaison processes with internal and external service providers in health and other business units and with all relevant external stakeholders.

Leading Competencies: Collaborative Teamwork; Management & Accountability.

Core Competencies: Attention to detail and high level of accuracy in the recording and capturing of information; Ability to work independently; High level of communication skills required to work with people; 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 African Males, Indian Males, White Males including people with disabilities.

Contact Person: Sibongile Maloka
Tel No: (011) 986 0271/0164
Workplace: Region D
Hand deliveries to: 1 Koma Road, Jabulani Civic Centre, Soweto

PUBLICATION DATE: 15 NOVEMBER 2019

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VACANCY CIRCULAR: 049/2019

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

9. **Department:** Social Development
Branch: Management Support Unit
Designation: Receptionist
Salary Range: R11 720 74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 is required;
- Previous experience operating within a similar high impact environment, e.g. Government office;
- 1 – 2 years' experience in an office environment;
- Knowledge of MS Office (Word, Excel, PowerPoint, Internet and e-mail), filing and general office administration.

Primary Function: To ensure frontline service and administration support for the Management Support Unit. Manage all incoming telephone calls, faxes and emails. Welcome all visitors to the Management Support Unit and direct them to the office of officials they are visiting.

Key Performance Areas: Manage electronic communication and systems, Work improvements, Administrative Support, Secretarial Functions and Record Keeping, PR/Liaison/Customer service.

Leading Competencies: Confidential; Multi-skilled; Collaborative/Teamwork & Accountability.

Core Competencies: Computer literacy in MS Office, Lotus Notes and Internet; Office administration procedures; Basic international protocol; Communication/Liaison knowledge; Assertive, initiative in handling activities; achieve results, friendly, extremely organized and helpful; 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 African Males, Colored Males, Indian Males, White Males, Colored Females, Indian Females, White Females, including people with disabilities.

Contact Person: Refilwe Mokgako **E-Mail:** RefilweM@joburg.org.za
Tel No: (011) 407 7472
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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VACANCY CIRCULAR: 049/2019

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

10. **Department:** Social Development
Branch: Substance Abuse Unit
Designation: Unit Head (Project Manager): Substance Abuse
Salary Range: R58 620.46 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree/NQF level 7 in Humanities or Medicine;
- Registered with recognized and relevant regulatory councils/bodies;
- More than 6 years' practical experience in the substance abuse field, of which 4 years in managerial field;
- Understanding and application of legislation related to the substance abuse field;
- Experience with Transformation and diverse management skills; and
- Leadership and experience in community development and public speaking.

Primary Function: Provide expertise in the field of substance abuse by leading, planning and managing key performance and impact driven indicators associated with the provision of integrated substance abuse response to local communities, stakeholders, civil society partners through the development of a multidisciplinary approach aimed at long term, sustainable programs in the city, coordination and implementation of business planning processes, performance management, monitoring and evaluation mechanisms with regard to the development and implementation of policies and strategies for the related programs.

Key Performance Areas: Set up a substance abuse project compliance office. Formulate unit's business plan and facilitate the implementation of deliverables in relation to unit's key performance areas. Develop and implement of COJ Integrated Substance Abuse strategy. Stakeholder Management. Research. Performance Management Training and Development. Administration. Human Resource Management.

Leading Competencies: Leadership; People Management; Project Management; Financial Management; Change Management and Human Resource Management.

Core Competencies: Advance skills in computer literacy; interpersonal; report writing at Senior Management level.

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

Contact Person: Johannes Mofokeng
Tel No: (011) 407 7431/6736
Workplace: Various Regions

E-Mail: JohanMofo@joburg.org.za

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