**City of Johannesburg Vacancies**

**Senior Administration Clerk (Vacancies)**

**Appointment Requirements:**
- Bachelor's degree in Business Administration, Public Management or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R50 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Entrepreneurial Development**

**Appointment Requirements:**
- Bachelor's degree in Private Sector Development, Business Administration, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R30 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Business Development**

**Appointment Requirements:**
- Bachelor's degree in Business Administration, Public Management or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Fiscal Management**

**Appointment Requirements:**
- Bachelor's degree in Accounting, Business Administration, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Information Technology**

**Appointment Requirements:**
- Bachelor's degree in Information Technology, Computer Science, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Human Resources**

**Appointment Requirements:**
- Bachelor's degree in Human Resources, Business Administration, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Internal Audit**

**Appointment Requirements:**
- Bachelor's degree in Accounting, Business Administration, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Municipal Planning**

**Appointment Requirements:**
- Bachelor's degree in Town Planning, Urban Planning, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Operations**

**Appointment Requirements:**
- Bachelor's degree in Business Administration, Public Management or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Project Management**

**Appointment Requirements:**
- Bachelor's degree in Project Management, Business Administration, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Technical Services**

**Appointment Requirements:**
- Bachelor's degree in Technical Services, Business Administration, or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.

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**Assistant Director: Transformation**

**Appointment Requirements:**
- Bachelor's degree in Business Administration, Public Management or equivalent.
- At least five years of relevant work experience in a similar role.
- Experience in project management, strategic planning, and administrative management.
- Experience in managing a team and working with stakeholders.
- Good understanding of corporate governance and compliance requirements.
- Proficiency in Microsoft Office applications.

**Primary Functions:**
- Manage the day-to-day operations of the office.
- Coordinate the work of the team.
- Ensure compliance with policies and procedures.
- Manage the budget and financial planning of the office.

**Salary Range:**
- R25 005.39 pm (basic salary excluding benefits).

**Application Deadline:**
- 28 February 2019.