



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

CITY OF JOHANNESBURG

CIRCULAR: 048/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: FRIDAY, 16 JULY 2021

CLOSING DATE: THURSDAY, 29 JULY 2021

PUBLICATION DATE: 16 JULY 2021

CLOSING DATE: 29 JULY 2021

VACANCY CIRCULAR: 048/2021

PERMANENT POSITIONS

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

1. **Department:** Legislature
Branch: Legislative and Oversight
Designation: Messenger
Salary Range: R10 553.63 pm (basic salary excluding benefits)

Appointment Requirements

- Grade 10;
- 1 years or unless the incumbent can demonstrate the ability to carry out the duties of the post.

Primary Function: Pick up and deliver documents and parcels/packages for Council and Committee Services section so that items reach their destination within the stipulated time.

Key Performance Areas: Ensure Councilors and Officials receive documents in time. Accurate record of deliveries is kept. Provide office assistance.

Leading Competencies: Basic duties of the post.

Core Competencies: Ability to work within the team. Ability to communicate well.

This is an employment equity targeted position and preference will be given to Colored/Indian/White Males, African/Colored/Indian/White Females, CoJ Interns, including People with Disabilities.

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: (011) 407 6294/6814
Workplace: Metro Centre

All applications will be through the website using this link:

<https://share.hsforms.com/1FjjQ-Mb0SZCqhJrVlqma2g469tl>

Or visit www.joburg.org.za and click on Vacancies.

PUBLICATION DATE: 16 JULY 2021

CLOSING DATE: 29 JULY 2021

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

2. **Department:** Legislature
Branch: Legislative and Oversight
Designation: Administration Assistant
Salary Range: R15 130.73 pm (basic salary excluding benefits)

Appointment Requirements

- Matric/Grade 12 (NQF level 4)
- 1 year experience or unless the incumbent demonstrates the ability to perform the duties of the post.

Primary Function: To provide efficient and effective administration support so that all Council & Committee document are processed, and printed documents are received. Provide assistance with electronic equipment in council chamber and distribution photocopy of documents during council and committee meetings.

Key Performance Areas: Provide administration support for Council & 18 Section 79 committees meetings. Provide Logistical support. Record keeping of council and committee documents. Assist in queries from departments regarding decisions and submissions of items in agendas.

Leading Competencies: Basic duties of the post.

Core Competencies: Ability to communicate well. Ability to work within the team.

This is an employment equity targeted position and preference will be given to African/Colored/Indian/White Males, African/Indian/White Females, CoJ Interns, including People with Disabilities.

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: (011) 407 6294/6814
Workplace: Metro Centre

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3. **Department:** Legislature
Branch: Legislative and Oversight
Designation: Senior Secretary
Salary Range: R17 002.07 pm (basic salary excluding benefits)

Appointment Requirements

- Matric certificate
- Secretarial certificate (NQF Level 4) or any other relevant or equivalent qualification and experience and/or unless the incumbent can demonstrate the ability to perform the duties of the post.
- Minimum 1 years' related work experience or unless the incumbent can demonstrate the ability to perform the duties of the post

Primary Function: Provide administrative and secretarial support services to the Deputy Director: Council & Committees so that efficient and effective administration is provided within the required policies and procedures.

Key Performance Areas: Provide general office administration to the Deputy Director and Council & Committee Sub Directorate. Provide administrative support to the Unit. Manage documents in the Office of the Deputy Director

Leading Competencies: Good Governance.

Core Competencies: Computer Literacy (Microsoft Word and Excel). Good communication. Ability to prioritise and plan effectively. Time management. Coordinating

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: (011) 407 6294/6814
Workplace: Metro Centre

All applications will be through the website using this link:

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4. **Department:** Legislature
Branch: Legislative and Oversight
Designation: Manager: Petitions
Salary Range: R39 055.92 (Basic salary excluding benefits)

Appointment Requirements

- Matric certificate
- Bachelor's Degree in Public Administration or equivalent qualification and/or experience in Public Sector/Local Government Processes and Political environment/NQF Level 7
- A driver's license for a normal passenger vehicle
- Minimum of 5 years' managerial experience

Primary Function: To provide effective management of the staff to ensure the implementation of the procedural requirements of the petitions process in line City's Petitions Policy and to manage the liaison with both internal and external stakeholders such as the Gauteng Provincial Legislature on process of petitions.

Key Performance Areas: Monitoring daily activities of the staff so that they meet the procedural requirements set in the Petitions Policy. To liaise with relevant internal and external stakeholders on progress of petitions. Manage the general staff activities. Manage the daily staff activities. Manage the vertical and horizontal alignment of petitions through strengthening the petitions value chain. Manage all financial aspects of the Petitions Committee and Petitions Unit, including asset management of the support staff. Prepare and manage the annual operating budget of Unit. Motivate budget of the Unit and Committee to the Assistant Director: Petitions for approval. Manage all staff in the Petitions Unit.

Leading Competencies: Knowledge of the petitions process in Local, Provincial or National Government. Knowledge of Legislation applicable to petitions system. Knowledge and Interpretation of the Standing Rules and Orders of Council.

Core Competencies: Computer Literacy (Microsoft Word and Excel). Good communication skills. Time management. Ability to prioritize and plan effectively. Managerial skills. Coordinating skills.

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: (011) 407 6294/6814
Workplace: Metro Centre

All applications will be through the website using this link:

<https://share.hsforms.com/1pdbl5ixOSeOV65TDEC791g469tl>

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5. **Department:** Legislature
Branch: Legislative and Oversight
Designation: Assistant Director: Council
Salary Range: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in or NQF Level 7 in Public Administration, Political Science, Business Administration, Social Sciences, Governance or Management Sciences or any other equivalent and related qualification
- Minimum 6 years of experience in Local Government or Political Environment.
- 6-8 years' experience preferred in leadership/management, of which 4 years must be at middle management level or above

Primary Function: To manage the cluster of committees and council in reaching the strategic, operational and functional obligations. To assist the Legislature and executive management team in achieving the strategic objectives, financial obligations and operational requirements of the directorate and unit.

Key Performance Areas: Overseeing, reporting and managing the cluster of allocated committees and council in the achievement of the operational goals of each committee and Council. Manage all financial aspects of the cluster of committees and council including asset management of the support staff of the relevant cluster of committees and Council. Prepare and manage the annual operating budget of Council and the cluster of Section 79 committees. Motivate budget and budget amendments to the Deputy Director Council and Committees for approval. Manage all staff related to Council and the cluster of committees, inclusive of leave management, asset management, attendance and discipline management. Procedural support to the Council and Committee Support Staff and Chairpersons of the Portfolio and Standing Committees. Providing reports to and from management, Council and the cluster of committees; providing management support to the department and cluster of committees.

Leading Competencies: Understanding of local government environment and functioning. Understanding of MFMA, PAIA, Municipal Structures & Systems Acts and Standing Rules and Orders of Council.

Core Competencies: Computer Literacy (all Microsoft programs). Presentation skills. Time management. Organisational planning. Communication and writing skills. Project management.

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: (011) 407 6294/6814
Workplace: Metro Centre

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6. **Department:** Legislature
Branch: Legislative and Oversight
Designation: Deputy Director: Council & Committees
Salary Range: R50 238.79 pm (basic salary excluding benefits)

Appointment Requirements

- Matric
- Degree in Public Administration, Political Science, or Business Administration (NQF Level 7)
- 7 - 8 years' experience in the Legislative Sector, Local Government system/Public Sector, or Provincial and National Governments with at least 2 years management experience.

Primary Function To lead and direct, manage and control the Council and Committees Unit so that the Legislative Arm of the City of Johannesburg is provided with efficient and effective support in relation to strategic direction associated policies, National and Provincial legislation, and meets best international practice/benchmarks with respect to legislative support, the provision of records and language service, the Implementation of the petitions policy of the City and the associated principles of good governance in the City of Johannesburg.

Key Performance Areas: Provide support to the Speaker with regard to effective functioning of Council and its Section 79 Committees. Identify, establish, develop, manage and maintain relations with relevant Institutions and networks. Direct and manage the implementation of financial controls or procedures and provide information to support financial planning sequences. Identify and define immediate, short and long term objectives and plans associated with the provision of a comprehensive and effective administrative and secretariat support. Direct and control outcomes associated with productivity and performance management of human capital within the Council and Committees Unit. Manage the Council and Committees Unit operations.

Leading Competencies: Knowledge of the South African Local Government system, South African Government and Governance System. Knowledge of Council and Parliamentary committee oversight

Core Competencies: Computer Literacy (Microsoft Word and Excel). Good communication Skills (Writing and Verbal). Monitoring and Evaluation. Ability to prioritize. Time management. Analytical skills.

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: (011) 407 6294/6814
Workplace: Metro Centre

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