



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](http://www.joburg.org.za)

## CITY OF JOHANNESBURG CIRCULAR: 050/2021

### **WITHDRAWAL AND RE-ISSUING OF CERTAIN POSITIONS FROM 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: WEDNESDAY, 21 JULY 2021**

**CLOSING DATE: TUESDAY, 03 AUGUST 2021**

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## PERMANENT POSITIONS

### WITHDRAWAL AND RE-ISSUING OF CERTAIN POSITIONS FROM CIRCULAR 048/2021

**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 year's experience

**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:

Legislature\_Messenger: [https://share.hsforms.com/1li6nJfEPTtOVpOIH\\_OjfNw469tl](https://share.hsforms.com/1li6nJfEPTtOVpOIH_OjfNw469tl)

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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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's experience

**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

All applications will be through the website using this link:

Legislature\_Administration Assistant: <https://share.hsforms.com/1HxAxUBcCRJCI5-UNg7kSw469tl>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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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
- Minimum 1 year's related work experience

**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:

Legislature\_Senior Secretary: [https://share.hsforms.com/1-zqULAzTSIKg8Wuo\\_CAI0A469t1](https://share.hsforms.com/1-zqULAzTSIKg8Wuo_CAI0A469t1)

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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

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 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:

Legislature\_Manager: Petitions: <https://share.hsforms.com/1id4y2YoTTyOEE1d8SEZQCg469tl>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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