



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: 076/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attach all relevant documents.
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, 20 OCTOBER 2021**

**CLOSING DATE: WEDNESDAY, 03 NOVEMBER 2021**

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## PERMANENT POSITIONS

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

1. **Department:** Development Planning  
**Branch:** Land Use Development Management  
**Designation:** Manager: Technical Coordination  
**Salary Range:** R40 422.86 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 plus B Tech/BSc Degree or equivalent NQF Level 7 qualification in Civil Engineering at NQF Level 7;
- 5 - 7 years' experience in Town planning and/or regional planning, design and construction of civil engineering/municipal engineering works, of which 2 years should be at management level;
- Knowledge of the local, provincial and national political and legislative framework and dynamics;
- Knowledge of related policies and legislation governing the built environment management functions; and
- Must have a valid driver's license.

**Primary Function:** Manage the provision of professional engineering evaluation and coordination of Municipal Owned Entities (MOE's) comments to land use management in the process of accessing development applications to facilitate orderly urban development in the region.

**Key Performance Areas:** Manage the coordination of engineering comments for all new Townships, Rezoning, Subdivision, and Consent (land use) applications. Provide factual operational quality reports on the functions and performance within the area of responsibility which are accurate and complete; timely; and contributes to and supports the overall reporting requirements of the department. Management of policies and procedures. Manage the database and refine the electronic Town Planning Application System (TAS) and manage the Geotechnical Data Bank records/reports. Provide a professional advisory and facilitate service to stakeholders. Manage and coach staff in the Technical coordination Sub- Unit to ensure that all staff meet the departments objectives in the line with broader organizational objectives and requirements. Manage and monitor assets and resources of the Directorate. Control, consolidate, analyse and submit various reliable reports. Practice good governance and management of risk.

**Leading Competencies:** Must be able to work under pressure; Collaborative/Teamwork & Accountability; Innovative; Report writing skills; Project Management.

**Core Competencies:** Report writing; Computer Literacy on SAP; Computer Literacy – Microsoft Office Applications – Word, Excel, PowerPoint.

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

**Contact Person:** Nthabiseng Majara  
**Tel No:** (011) 407 6534  
**Workplace:** 158 Civic Boulevard, Metro Center, Braamfontein

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All applications will be through the website using this link:

Development Planning - Manager: Technical Coordination  
<https://share.hsforms.com/16WdzlfQPQhGa9gVTSsAEwA469tI>

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

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2. **Department:** Health  
**Branch:** Health  
**Designation:** Senior Secretary  
**Salary Range:** R17 617.84 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12/NQF level 4 plus Secretarial/Administration Certificate (NQF level 5);
- 6 – 12 months' experience in secretarial duties;
- Knowledge of administration and secretarial duties; and
- Skill required: good communication and computer literacy (MS Office).

**Primary Function:** Coordinate activities and requirements associated with the Director's office through the application of administrative and secretarial duties and execution of sequences associated with the communication, planning, prioritization of critical, confidential and important appointments/events/functions/meetings.

**Key Performance Areas:** Execute specific instructions and applicable laid down procedures with respect to coordinating the executive diary and specific events. Provide an efficient telephone service for the office. Maintain an efficient record keeping and retrieval system. Perform secretarial and administration duties. Communicate required information to management, staff and the public.

**Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organizational skills; Work independently; Work under pressure; Accountability; Ability to prioritize.

**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 according to City's protocols; Legislation and standards.

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

**Contact Person:** Thabang Mushwana  
**Tel No:** (011) 407 7436  
**Workplace:** Region B

All applications will be through the website using this link:

Health - Senior Secretary  
<https://share.hsforms.com/1ZBQ8rmkYRNeIRBo6L4lkqg469tl>

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3. **Department:** Health  
**Branch:** Environmental Health  
**Designation:** Pest Control Supervisor  
**Salary Range:** R17 617.84 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12/NQF level 4 plus NCPC Certificate;
- Registration with Department of Agriculture (Act 36 of 1947);
- 2 years' experience in application of pesticides and herbicides;
- Must have a valid driver's license Code EB; and
- Must have valid public drivers permit.

**Primary Function:** Control and supervise pest control operations in the quest to eradicate pests within a specified area and service other departments of the City of Joburg that require Pest control interventions, Do audit inspections, monitoring, evaluation reporting, enforcing compliance and disseminates information and/or advise on practices that negatively impact on the environment and take appropriate measures to curb pest control risk to ensure the provision of clean a and healthy environment conducive to and supporting a better quality of live through the City of Johannesburg.

**Key Performance Areas:** Coordinate, monitor and assist staff so that daily operations are successfully achieved by utilizing staff and equipment to their potential. Supervise, control and monitor staff daily control and direct the utilization of resources. Communicate with staff, Manager and the community on daily basis. Provide an after-hour vector control service in the event of an emergency.

**Leading Competencies:** Must be able to work under pressure. Must be able to work independently. Ability to organize multiple high-level tasks simultaneously (mental resilience).

**Core Competencies:** Confidentiality and good listener.

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

**Contact Person:** Mathapelo Nare  
**Tel No:** (011) 407 6396  
**Workplace:** Region C

All applications will be through the website using this link:

Health - Pest Control Supervisor

<https://share.hsforms.com/14glYzAvMR4uWD3XEFbtMmQ469tl>

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

4. **Department:** Health  
**Branch:** Environmental Health  
**Designation:** Environmental Health Practitioner (Region B)  
**Salary Range:** R28 840.06 pm (basic salary excluding benefits)

**Appointment Requirements:**

- National Diploma in Environmental Health (NQF level 6);
- Registered with Health Professional Council of South Africa as an independent practitioner;
- Must be a qualified law enforcement officer;
- 1 – 3 years' relevant experience in an Environmental Health environment; and
- Must have a valid code 8 driver's license.

**Primary Function** Coordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impacts in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

**Key Performance Areas:** Conduct inspections and investigations of residential, commercial or other occupied premises and/or open spaces and or public facilities to determine compliance to by-law and statutory legislation. Enforce specific procedures and measures on residents, commercial and industrial business. Participate in the initiation, planning and identifying projects role plyers and target group in the provisions of awareness and educational programmes on environment approaches and healthy living to the community. Coordinate specific administrative and reporting requirement associated with key performance areas and results indicators. Management of Institutions.

**Leading Competencies:** Accountability. Must be able to work under pressure.

**Core Competencies:** Computer literacy, strong decision, time management, communication, conflict management and analytical thinking skills required.

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

**Contact Person:** Mathapelo Nare  
**Tel No:** (011) 407 6396  
**Workplace:** Region B

All applications will be through the website using this link:

Health - Environmental Health Practitioner (Region B)  
[https://share.hsforms.com/1WO\\_GO210S4C13irzzZbKhQ469tl](https://share.hsforms.com/1WO_GO210S4C13irzzZbKhQ469tl)

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

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5. **Department:** Health  
**Branch:** District Health Systems  
**Designation:** Environmental Health Practitioner (Region F)  
**Salary Range:** R28 840.06 pm (basic salary excluding benefits)

**Appointment Requirements:**

- National Diploma in Environmental Health (NQF level 6);
- Registered with Health Professional Council of South Africa as an independent practitioner;
- Must be a qualified law enforcement officer;
- 1 – 3 years' relevant experience in an Environmental Health environment; and
- Must have a valid code 8 driver's license.

**Primary Function** Coordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impacts in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

**Key Performance Areas:** Conduct inspections and investigations of residential, commercial or other occupied premises and/or open spaces and or public facilities to determine compliance to by-law and statutory legislation. Enforce specific procedures and measures on residents, commercial and industrial business. Participate in the initiation, planning and identifying projects role players and target group in the provisions of awareness and educational programmes on environment approaches and healthy living to the community. Coordinate specific administrative and reporting requirement associated with key performance areas and results indicators. Management of Institutions.

**Leading Competencies:** Accountability. Must be able to work under pressure.

**Core Competencies:** Computer literacy, strong decision, time management, communication, conflict management and analytical thinking skills required.

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

**Contact Person:** Thabang Mushwana  
**Tel No:** (011) 407 7436  
**Workplace:** Region F

All applications will be through the website using this link:

Health - Environmental Health Practitioner (Region F)  
<https://share.hsforms.com/1CkHq5FWARnuZ7sa1JK36QQ469tl>

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6. **Department:** Health  
**Branch:** Public Health  
**Designation:** Deputy Director: Child Health, EPI, EPR & Communicable Disease Control  
**Salary Range:** R70 731.82 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 plus Basic Professional qualification in Nursing, Health and/or Social Sciences (NQF level 67);
- Post Basic Diploma/Degree in Public Health/Community Nursing Science/Social Sciences or equivalent at NQF level 7/8;
- Master's Degree in the related field (including epidemiology) at NQF level 9;
- Doctoral Degree in Public Health/Epidemiology/Demography will be an added advantage; and
- 7 - 9 years' experience in a specialist/managerial position within a Health environment/PHC setting of which 3 years relate to Child Health, Expanded Programme of Immunisation (EPI) and/or Epidemic Preparedness Response (EPR).

**Primary Function:** Leading, developing, directing, managing and overseeing the implementation, monitoring and evaluation of the National Epidemic Preparedness Response (EPR), Child Health, Expanded Programme of Immunization (EPI), Integrated Management of Childhood Illness (IMCI), Growth Monitoring and Promotion (GMP), Paediatric HIV, Youth Friendly Services and Communicable Diseases Control, citywide to ensure the prevention, control and monitoring of infectious diseases. Providing the technical and specialized support; initiating and providing guidance and advice regarding the management of communicable diseases to ensure that outbreaks are contained, patients are effectively treated and children and others are adequately vaccinated.

**Key Performance Areas:** Direct the implementation, monitoring and evaluation of Child Health, EPI, EPR & Communicable Diseases Programmes in the City. Lead and support training and strengthen the capacity of managers and operational staff in relation to Child Health, EPI, EPR & Communicable Diseases Programmes. Coordinate and control Child Health, EPI, EPR & Communicable Diseases Programmes tasks and activities associated with personnel performance. Formulate and facilitate implementation of standard operating procedures and protocols. Identify and define the immediate, short and long term objectives and plans associated with communicable disease programmes. Conduct surveillance and develop and implementation of Surveillance Supplements. Lead, support and control the financial management, budgeting and forecasting. Lead, support, control and participate in the implementation of specific procedures, systems and controls associated with a supportive and motivating climate for the incumbents in the sub unit to develop and perform optimally.

**Leading Competencies:** Strategic Direction and Leadership, People Management, Financial Management, Change Leadership, Conflict Management, Programmes and Projects Management. Ability to organise multiple high level tasks simultaneously. Facilitate and direct consultation with external stakeholders to ensure strategic outcomes. Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism, Impact & Influence and Confidentiality. Sound judgement.

**Core Competencies:** Basic knowledge of Primary Health Care, Public Health and Human Resources (HR) concepts and functions. Knowledge of Training processes. Knowledge or understanding of District Health Information and Surveillance Systems. Advanced computer skills in order to compile reports,

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maintain the database, manipulate and analyse data, present at meetings/training session/workshops.

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

**Contact Person:** Sam Ndou  
**Tel No:** (011) 407 7062  
**Workplace:** Health Department

All applications will be through the website using this link:

Health - Deputy Director: Child Health, EPI, EPR & Communicable Disease Control  
[https://share.hsforms.com/1eoT51xELT5uOESJ1\\_PM7BQ469t](https://share.hsforms.com/1eoT51xELT5uOESJ1_PM7BQ469t)

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

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7. **Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Leader of Executive Business (LOEB)  
**Designation:** Specialist: Monitoring & Evaluation  
**Salary Range:** R28 456.44 pm (basic salary excluding benefits)

**Appointment Requirements:**

- National Diploma in Business Administration, Public Administration, Business Management or related qualification (NQF level 6);
- 3 - 4 years' relevant experience;
- Knowledge of various governmental spheres;
- Sound judgement and high decision-making ability; and
- Must have a valid driver's license.

**Primary Function:** To systematically monitor programmes/projects presented to Council and cluster committees by COJ departments for decision making on behalf of Leader of Executive Business and measure the implementation of these programmes/projects in terms of efficiency, effectiveness, compliance and quality for accurate project reporting.

**Key Performance Areas:** Render and efficient and effective monitoring, evaluation, reporting and flow of the work of Executive through to Council processes. Render adequate executive business support to Council and Committees. Manage stakeholder relationships. Conduct market research to ensure practices in Monitoring & Evaluation.

**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:** 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 Indian/White Males and Indian/White Females, including people with disabilities***

**Contact Person:** George Mphasi  
**Tel No:** (011) 407 7644  
**Workplace:** 158 Civic Boulevard, Metro Centre, Braamfontein

All applications will be through the website using this link:

Private Office of the Executive Mayor (POEM) - Specialist: Monitoring & Evaluation  
<https://share.hsforms.com/1TVsWybhZQXmspiWvya7tYq469tl>

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

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8. **Department:** Social Development  
**Branch:** Targeted Beneficiaries Unit  
**Designation:** General Worker x 5  
**Salary Range:** R8 620.79 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 8/N1 is required;
- 1 - 3 months experience in performing multipurpose duties;
- Must be able to read, communicate and carry out instructions; and
- General housekeeping and basic cleaning skills.

**Primary Function:** General cleaning of facilities. The primary function of this position is cleaning of facilities and surroundings as well as upkeeping of those facilities in terms of repairs and maintenance of those facilities.

**Key Performance Areas:** Cleaning and maintenance of hygienic workplace. To maintain a clean and neat facility in accordance with hygienic protocol at all times, both inside and outside. Preparation of facilities for groups by following the booking schedule/timetable and arranging furniture.

**Leading Competencies:** Teamwork. Work in all weather conditions. Must have knowledge of cleaning materials and chemicals sufficient to maintain a clean facility. Knowledge of safety hazards as well as precautionary measures.

**Core Competencies:** Follow instructions and good communicator. Fit and healthy to move and set up equipment. Organising skills in respect of cleaning in general.

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

**Contact Person:** Johannes Mofokeng  
**Tel No:** (011) 407 6789  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

All applications will be through the website using this link:

Social Development - General Worker x 5  
<https://share.hsforms.com/1oHIGwX0TNi1iPXqwZ7S5w469tI>

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