



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: 077/2021

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, 27 OCTOBER 2021

CLOSING DATE: WEDNESDAY, 10 NOVEMBER 2021

PUBLICATION DATE: 27 OCTOBER 2021

CLOSING DATE: 10 NOVEMBER 2021

VACANCY CIRCULAR: 077/2021

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

1. **Department:** Community Development
Branch: Library and Information Services
Designation: Head: Bibliographic Information Service
Salary Range: R51 997.12 pm (basic salary excluding benefits)

Appointment Requirements:

- 4-year tertiary qualification in Library Science: B.Bibl/B. Info or Post Graduate Diploma in Library and Information Science (PGDLIS) at NQF level 7;
- 7 - 9 years' experience in senior management positions, as well as 5 years professional experience relating to Bibliographic Services in an automated library environment covering a substantial network of libraries/service points; and
- Working knowledge of Bibliographic (cataloguing and classification), and Acquisitions processes, and Integrated Library Systems.

Primary Function. Plan, lead, direct, control and monitor the city-wide Bibliographic and Distribution Services (BIDS) function within Library and Information Services (LIS) using in depth knowledge of the complexities associated with the function to align and design policies, strategies and procedures with the City' objectives, International bibliographic standards and best practices and provide strategic advice to the Unit Head: Library and Information Services (LIS) with regard to the function to ensure that the City's vision, key performance areas and service delivery objectives are supported.

Key Performance Areas: Provide strategic direction to BIDS. Undertake to leadership responsibility for BIDS. Direct and control outcomes associated with utilization, productivity and performance of staff within the BIDS sub-directorate. Contribute towards the capital and operating estimates and controls expenditure against approved budget allocations for BIDS. Liaise with internal and external contacts. Apply specialist skills gained through experience. Contribute to the improvement in service delivery to library service points in the City of Johannesburg staff and the users of LIS. Plan, propose, direct and manage projects undertaken by the BIDS.

Leading Competencies: Strategic Policy Planning; Management; Staff Management; Finance and Contract Management; Liaison and Communication; Professional Support; Consultation and Planning; and Project Management.

Core Competencies: Interpersonal skills. Strategic thinking skills. Financial management skills (MFMA OR PMFA). Report writing skills. Technical skills. Conceptual skills. Decision-making skills. Conflict management skills. Project management skills. Time management skills.

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: Thato Sepuru
Tel No: (011) 407 7198
Workplace: 222 Solomon Street

All applications will be through the website using this link:

PUBLICATION DATE: 27 OCTOBER 2021

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Community Development - Head: Bibliographic Information Service

<https://share.hsforms.com/1Vqjk3W3BSbmA8r2IsZZNPg469tl>

Or visit 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:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: COID Specialist
Salary Range: R22 993.05 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus a National Diploma in Public Administration/Business Management/NQF Level 6;
- Formal intermediate level computer training in Microsoft Word/Excel; and
- 1 years' experience handling insurance-type claims, data entry using sophisticated software, irate client's queries, legal aspects and Council systems and structures.

Primary Function: Implement and coordinate the City of Johannesburg's Health and Safety Program with the purpose of accident and loss reduction and ensure legal compliance with the Occupational Health and Safety Act, the Compensation for Occupational Injuries and Diseases Act and other related legislation

Key Performance Areas: Coordinate the City's Compensation for Occupational Injuries and Diseases (COID) function. Advise regarding all related policies and legislation/procedures to receive treatment for an injury/reporting an injury/lodge a claim/payment status etc. Liaise with hospitals and other service providers, the Compensation Commissioner, Line Management and COID pensioners. Control and initiate timeous payment of service providers, refunds pension payments, changes to tariff rates, statutory changes to pensions, awards as per Commissioner's prescripts for disablement, rebates and assessment rates. Continuously manage current claims/case files; COID pensioners files and entitlements; rehabilitation of injured employees; pension entitlement of minor dependents of COID pensioners. Timeously and effectively respond to queries from Service Providers/Line functions/COID Commissioner/Department of Labour/Pensioners/Employees/Road Accident Fund. Capture all transactions on the COID Claims Management Software programme.

Leading Competencies: Desire to keep abreast with new development within the discipline; Drive for self-improvement; Collaborative/Teamwork & Accountability.

Core Competencies: People Management; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality; Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

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: Sydney Kuduza
Tel No: (011) 407 7139
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

All applications will be through the website using this link:

Group Corporate & Shared Services - COID Specialist
https://share.hsforms.com/1dYkSBBcGQHGXOsrMysV_Gg469tl

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3. **Department:** Group Corporate & Shared Services
Branch: Group SHELA and FCM
Designation: Manager: Printing Planning
Salary Range: R40 422.86 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus Tertiary related management Diploma, TT1, TT2, TT3 and Printers' certificate or diploma from PIFSA recognized institution;
- 5 years' minimum experience
- Advanced knowledge of printing presses, processes and procedures;
- High level of proficiency in Computer literacy; and
- Interpersonal and communication skills required.

Primary Function: Manage the key performance areas and result indicators associated with the provision of an effective printing service to core service delivery functions by amending, adjusting and reviewing policies and procedures against City of Joburg CI guidelines. Supply and manage a professional and efficient printing service to the City of Joburg and to maintain less than 5% rejections on printed work. .

Key Performance Areas: Identify and define the immediate, short and long-term objectives/plans associated with the provision of administrative support to the Printing Department. Direct the implementation of specific procedures, systems and controls associated with key functional areas within the Printing Department. Direct and control the outcomes associated with utilization, productivity and performance of personnel within the Printing and Administration Department. Manage the implementation of financial controls/procedures and provide information to support financial planning sequences. Manage the implementation of procedures associated with controlling document flow and quality systems/statutory and Audit requirements regulating record keeping.

Leading Competencies: Honesty/Teamwork & Accountability. Ability to function under stress; Time management; Organisational skills.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence. Ability to work independently. Attention to detail and high level of accuracy in recording and capturing information. High level confidentiality. Value and Integrity. Attention to detail and quality focused.

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: Samuel Masonono
Tel No: (011) 407 6939
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

All applications will be through the website using this link:

Group Corporate & Shared Services - Manager: Printing Planning
<https://share.hsforms.com/1mwvVCP7qRjmu34jEkZ8Wjw469tl>

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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: R40 422.86 (Basic salary excluding benefits)

Appointment Requirements

- Matric certificate plus a 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; and
- 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/Indian/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/11CKxBliPTueGS0ZQ2WnG6g469tl>

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5. **Department:** Social Development
Branch: Integrated Policy, Planning & Research Unit
Designation: Sub Unit Head: IGR and Partnerships
Salary Range: R51 997.12 pm (basic salary excluding benefits)

Appointment Requirements

- BA Degree/NQF level 7 in Social Science;
- 7 - 8 years' experience in development of Strategic Partnerships and IGR, on managerial level;
- Knowledge and experience must be extensive in Strategic Partnership and IGR development, and standards methodologies;
- Proven track record on Strategic Partnership and IGR development, and standards on latest projects and involvement thereof;
- Demonstrate experience in Project Management; and
- Must have a valid driver's license.

Primary Function: Direct and manage the Sub Unit with regard to the department, directing and implementation of intergovernmental relations, strategic partnerships, and networking mechanisms in the Social Development Department.

Key Performance Areas: Lead, Identifies and defines the immediate, short and long term objects/plans associated with the provision of Strategic Partnerships and Inter Governmental relationships (IGR) services to the Department. Manages and monitors outcomes associated with management and performance of personnel within the IGR and Strategic Partnership sub-unit. Direct, defines and develop strategies, objectives and plans to coordinate IGR. To direct, plan and develop objectives to ensure the identification and engagement of strategic partners to enhance the programmes and objectives of the Department. Establish, direct, lead, organize and control research activities in the field of Strategic Partnerships and IGR in order to determine trends and best practices within the various disciplines, locally, Nationally and Internationally and develop objectives to coordinate the development of research strategies in the Partnerships and IGR sub-unit. Manages the implementation of financial controls/procedures and provides information to support financial planning processes in the sub-unit. Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/statutory and audit requirements regulating record keeping in the Sub Unit. Strategically manage the budget and assets of the Sub Unit.

Leading Competencies: Demonstrate knowledge of Social Development legislation, and environment and Council policies and procedures. Comprehensive knowledge of Partnership development and procedures, National Legislation governing Partnerships and IGR development.

Core Competencies: Extensive Computer Literacy levels into Word and Excel and PowerPoint.

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: Refilwe Mokgako
Tel No: (011) 407 6736/7636/6789
Workplace: 158 Civic Boulevard Metropolitan Centre

PUBLICATION DATE: 27 OCTOBER 2021

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All applications will be through the website using this link:

Social Development – Sub Unit Head: IGR and Partnerships
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