



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: 075/2021

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, 13 OCTOBER 2021

CLOSING DATE: TUESDAY, 26 OCTOBER 2021

PUBLICATION DATE 13 OCTOBER 2021

CLOSING DATE: 26 OCTOBER 2021

VACANCY CIRCULAR: 075/2021

PERMANENT POSITIONS

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

1. **Department:** Transport
Branch: Transport Transformation
Designation: Director: Transport Transformation
Salary Range: R64 464.10 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor 's degree in Transport Economics or associated discipline (NQF level 7).
- A minimum of ten (10) years relevant experience of which five (5) years must have been at senior management level in a public transport environment.
- Knowledge of public transport legislation including but not limited to the NLTA, policies and procedures.

Primary Function: Manages the key performance areas and result indicators associated with Transport Transformation (including green transport and conversions) and Public transport operations (including short, long distance and across boarder operations) within the Transport Department of the City of Johannesburg, through the strategic leadership and management of all transport transformation, services and public transport operations processes and tasks to accomplish immediate, short, medium and long term service delivery objectives of the Transport Department with the operational and performance criteria determined by Council and as informed by the legislation, policies, regulations, IDP and the city's short, medium and long term goals and objectives.

Key Performance Areas Ensure that appropriate legislation, policy, regulations, and procedures are followed and complied with in decision making processes relating to Transport transformation unit's functions, mandate, duties, and responsibilities. Ensure that appropriate strategies, plans, and procedures are developed, approved, and communicated to the relevant stakeholders and implemented so that the Transport Department's, transport transformation objectives in line with the city's strategic goals and objectives are met. Direct and controls outcomes associated with utilization, productivity, and performance of personnel within the Transport transformation directorate/unit. Preparation of Transport transformation directorate/unit's budget, timeous submissions, and expenditure management.

Leading Competencies: Excellent Leadership skills; Ability to perform under pressure and adhere to unrealistic deadlines; ability to think strategically, effective and excellent decision making, and provide sound problem-solving skills and leadership; Knowledge of other business processes feeding into and those dependent on the skills development processes; successful experience in the areas of public transport, local government finance, procurement and transport transformation; statistical, analytical and computer related experience; Excellent ability to listen, consult and involves his/her staff and other key stakeholders in decision making.

Core Competencies: Understanding of transport legislation, policies, and procedure; Sound approach to transport transformational matters and processes; understanding of transport economics and public operations; Understanding of the of the City's broader transport strategy, aims and objectives and delivery agenda.

PUBLICATION DATE 13 OCTOBER 2021

CLOSING DATE: 26 OCTOBER 2021

VACANCY CIRCULAR: 075/2021

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

Contact Person: Humphrey Mphahlele
Tel No: (011) 021 8710
Workplace: Old Mutual Building, 75 Helen Joseph Street, Johannesburg

All applications will be through the website using this link:

https://share.hsforms.com/1VOZk29DYQLuJfzPUHvJ1_w469tl

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

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

2. **Department:** Housing
Branch: Public Housing Stock Management
Designation: Deputy Director: Stock Management X 5
Salary Range: R51 997.12 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's degree or B-degree in the Property Management/Built Environment/Commerce/Business Administration/Public Administration/Development Studies (NQF level 7);
- 7 – 8 years' experience in the Social Housing Sector or Municipal Rental Housing Sector or Private Rental Sector of which 4 years should be at Middle Management level; Knowledge on the local government environment, the City's IDP, prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques and tools and how they can be practically applied;
- Knowledge on Corporate Governance and principles and practices of municipal organization, administration and personnel management.

Primary Function: Manage a portfolio type of public rental stock, develop and implement an Annual Repairs and Maintenance Plan, according to allocated budgets and qualification requirements.

Key Performance Areas: Manage the implementation of policies, procedures and systems. Operations management. Customer and Stakeholder management. Maintenance of buildings. Risk management. Budgeting and reporting. Management of tenders and contracts, Tracking of management queries. Staff management. Stakeholder management. Manage operational assets and resources (materials and tools). Governance and risk management. Administrative management.

Leading Competencies: Confidentiality of staff personal information to be maintained at all times. Work under pressure. Work independently. Batho Pele Principles. HR and COJ values.

Core Competencies: Professionalism. Ability to make sound judgement /decision pertaining to day to day responsibilities.

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

Contact Person: Tshifiwa Ndou
Tel No: (011) 018 6661
Workplace: 222 Smit Street, Braamfontein

All applications will be through the website using this link:

https://share.hsforms.com/1yHvu2bALTJ2_RsEQ_N9i5A469tl

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

PUBLICATION DATE 13 OCTOBER 2021

CLOSING DATE: 26 OCTOBER 2021

VACANCY CIRCULAR: 075/2021
