



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: 074/2021

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, 06 OCTOBER 2021

CLOSING DATE: TUESDAY, 19 OCTOBER 2021

PUBLICATION DATE 06 OCTOBER 2021

CLOSING DATE: 19 OCTOBER 2021

VACANCY CIRCULAR: 074/2021

PERMANENT POSITIONS

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

1. **Department:** Housing
Branch: Public Housing Programme
Designation: Officer: Community Facilitation
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements

- Grade 12 / NQF level 4 plus Diploma in Public Management, Programme/Project Management, Town Planning, Human Settlement at NQF Level 6
- 1 - 3 years' experience in Community work and/or Project Management in Local Government environment.

Primary Function: Coordinate and assist with facilitation effective community engagement in accordance with the National Housing Code (2009) to enhance relationship with all stakeholders in the development of enhance relationship with all stakeholders in the developments of Human Settlements projects implemented by the Housing Department within the City of Johannesburg.

Key Performance Areas: Assisting with the develop the Community Engagement Strategy in line with the relevant National, Provincial and City of Johannesburg strategy, policy and legislation. Support and assisting with community engagement / participation I the human settlements developments projects activities (Land Investigation, development of layout plan, Surveyor General, Engineering Services design, construction of engineering services, beneficiary management and security of tenure). Support and assist with arrangement of public meetings, street committees, block committees (creating awareness on human settlements Programmes e.g., UISP), Provide support or technical support (e.g compile reports and documents) of steering committees and community meeting and workshop to monitor human settlements projects and to account to communities and the City of Johannesburg.

Leading Competencies: Knowledge of Municipal environment-built environment and Human Settlement environment. Knowledge of relevant standards as well as the statutory and regulatory framework within which the human settlements developments are implemented.

Core Competencies: Computer Literacy (Microsoft Programmes). Group dynamics (and group management). Time Management skills. Facility Management skills. Dispute Resolution Skills. Coordinating skills. Communication and Stakeholders Engagement skills. Presentation skills (verbal and written). Conflict management. Listening skills.

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

Contact Person: Ndivhuwo Mphephu
Tel No: (011) 018 6661
Workplace: 222 Smith Street, Braamfontein
 All applications will be through the website using this link:

<https://share.hsforms.com/1lq896Ka4RmGOJyFpDm0k1w469tl>

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:** Housing
Branch: Public Housing Programme
Designation: Director: Public Housing Programme
Salary Range: R62 284.19 pm (basic salary excluding benefits)

Appointment Requirements:

- Professional Degree in Engineering or Building Environment (NQF level 7).
- Qualification in Project Management
- 10 years' experience in senior management as well as 5 years knowledge in the Built environment industry.

Primary Function: Taking overall charge of the Delivery of Housing implementation that are provided to the residents of the City of Johannesburg in order to ensure security of tenure in the City of Johannesburg. Strategic oversight and stewardship of housing programs through promotion of learning and collaboration. Taking overall charges of development and management of the implementation of housing projects with the jurisdiction of City of Johannesburg. Ensure collaboration with Public Housing Program about initiated projects, implementation and monitoring of integrated housing programs in a way that ensures that projects perform within the set time frames, according to allocated budgets and in accordance with the National housing Act and NHBRC Principles.

Key Performance Areas: Oversee and manage the implementation of projects in order to ensure adequate Housing Delivery for the City of Johannesburg. Ensure that all administrative matters are dealt with or on a strategic level. Project Implementation. Negotiating future developments Strategically manage the budgets and assets of the Unit.

Leading Competencies: Comprehensive knowledge of all Housing Legislation by-law; Management labour laws and Council policies and procedures. 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: Intermediate Computer Literacy (Microsoft Office package)

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

Contact Person: Tshifhiwa Ndou
Tel No: (011) 018 6661
Workplace: 222 Smith Street

All applications will be through the website using this link:

<https://share.hsforms.com/1biUMRBMdQduJc6CQvAATlw469tl>

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