



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

VACANCY BULLETIN: STC 023/2021

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Group Corporate and Shared Services Department has the following short - term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

1. **Department:** Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Officer: Performance Management
Salary Range: R22 215.52 pm (all-inclusive cost to company)

Appointment Requirements:

- Grade 12 / NQF level 4 plus National diploma in Human Resource Management and or any related qualification (NQF level 6).
- 1 - 3 years relevant experience in Human Resources.
- Computer Literacy – MS Office Applications.
- Knowledge of HR Policies and Procedures and HR relevant Acts.
- Written, verbal skills and good communication skills.

Primary Function: Provide administration support through communication with internal stakeholder on Individual Performance Management matters, secretarial support and other general administration support to the performance management unit in order to assist the COJ department and employees to implements the performance management system effectively.

Key Performance Areas: Provide administrative support in relation to the unit and PMS forum meetings proceedings. Provide leave management administrative support to the Assistant Director. Coordinate Performance Management awareness training within COJ department. Perform quality assurance and data capturing of PMS review information received information from COJ departments. Stakeholders Relations and Communications. Follow guidance and advice on procedural processes of the Sections functions. Monitoring and reporting. Asset and Resource Management. Ensure effective and efficient operations in the branch and City.

Leading Competencies: Attention to detail and diligence.

Core Competencies: Batho Pele Principle Ethics, Professionalism; HR and COJ values

PUBLICATION DATE: 07 OCTOBER 2021

CLOSING DATE: 20 OCTOBER 2021

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

Contact Person: Thandeka Nkabinde
Tel No: (011) 407 6927
Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1U3SsLaUGRtm4mDTJRXPaMA469tl>

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

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