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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **ASSISTANT RESEARCHER**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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ASSISTANT RESEARCHER

<u>DEPARTMENT:</u>	Human Settlements
<u>BRANCH:</u>	Public Housing Programme Support
<u>DESIGNATION:</u>	Assistant Researcher
<u>REMUNERATION:</u>	R24 119,71 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 plus a National Diploma in Development Studies, Economics, Built Environment, Law, Business Administration, Governance or Management Sciences or any other relevant/related qualification (NQF level 6);
- 1 – 3 years' working experience in conducting research.

Primary Function:

Assist in the effective provision of research and analysis support services to the Director: Housing Programme Support that inform/guide the Directorate's decisions and action in the exercise of its mandate of Human Settlement Delivery.

Key Performance Areas:


- Research and analytical support to the Directorate per budget cycle to ensure that the Director's Office achieves strategic goals by supporting the Director, Deputy Directors and Assistant Directors on the latest Human Settlement developmental literature and practice;
- Research, compilation and input facilitation in development of reports for the Directorate;
- Oversight visits to enhance the Directorate's developmental role;
- Facilitate learning events for the Directorate by Staff Attendance of Conferences, Seminars, Study Tours and Workshops;
- Planning, monitoring and evaluation and Content Support to the Directorate by supporting functions for Strategic Planning Sessions;
- Unscheduled and unplanned activities that form part of duties to accommodate unscheduled work instructions and to ensure that the coordination of share activities occur.

Leading Competencies:

- Analytical and report writing skills;
- Organisational management and communication skills;
- Some project management skills;
- Presentation and monitoring and evaluation skills;
- Computer literacy including MS Office Applications and SPSS;
- Assertiveness;
- High level of confidentiality;
- Time Management, working independently, under pressure and ability to prioritise.



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Core Competencies:

- Knowledge of research methodologies, software and people management;
- Some knowledge of relevant legislative and policy framework, such as MFMA, PFMA, MSA, etc.;
- Collaborative/Teamwork, Values 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.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1ustfpS1YRAW-sJpm0PcLHwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sanele Tasana
Tel No: 011 21 8100/7975/8021

CLOSING DATE: WEDNESDAY, 21 DECEMBER 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.