



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](http://www.joburg.org.za)

## PERMANENT POSITIONS

# CITY OF JOHANNESBURG

## VACANCY CIRCULAR: 016/2022

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, 02 MARCH 2022**

**CLOSING DATE: TUESDAY, 15 MARCH 2022**

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

1. **Department:** Citizen Relationship & Urban Management  
**Branch:** **Regional Citizen Relationship Management (Region B)**  
**Designation:** **Senior Secretary**  
**Salary:** R17 617.84 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12/NQF level 4 is required;
- Secretarial/Administration Certificate or equivalent/NQF level 5;
- 1 - 2 years' experience;
- Computer literacy in Microsoft Office; Outlook; and
- Good communication skills.

**Primary Function:** Provide secretarial support to the relevant Deputy Director. Assist with the administration of the records, collecting and forwarding correct information and assist with Deputy Director, Drivers, General Cleaners and Filing Clerk's daily tasks and providing information to the public and officials. Collect and forward correct information to the Deputy Director.

**Key Performance Areas:** Execute specific tasks relating to budget control. Perform specific tasks and activities associated with administrative and secretarial support. Provide administrative services for Deputy Director such as inventory control, IT liaison support, typing services, arranging and minute taking during meetings, general administration, supervising the general cleaner, provide communication services to the Deputy Director and providing a data system for the same.

**Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organisational skills; Sound knowledge of office management; Ability to comprehend the varied activities of a large complex department sufficiently to handle the mass of items passing through the Regional Director's office.

**Core Competencies:** Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Impact and Influence.

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

**Contact Person:** Ronewa Malisha  
**Tel No:** (011) 022 9209  
**Workplace:** Auckland Park, Aca Krans Building

All applications will be through the website using this link:

016/2022\_Citizen Relationship & Urban Management\_Senior Secretary  
<https://share.hsforms.com/156sOEcY8RBOYjMxVvETiYQ469tl>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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**APPLICANTS WHO PREVIOUSLY APPLIED FOR THIS POSITION ARE ENCOURAGED TO RE-APPLY**

2. **Department:** Community Development  
**Branch:** Library & Information Services  
**Designation:** Library Assistant  
**Salary Range:** R12 889.14 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12/NQF level 4;
- Required standard of literacy, numeracy and general knowledge; and
- 6 - 12 months' experience in a library environment required.

**Primary Function:** The position will assist the Librarian in rendering a direct Library and Information Service to the public. It will assist with all administrative operations of the library and partake Outreach Programmes by actively helping and conducting Story Sessions and reading competitions and programmes. It will further partake in personnel and staff skills development and also adhere to library financial procedures.

**Key Performance Areas:** Assist with daily administrative and operational tasks of the library. Adhere to library financial procedures. Partake in personal staff skills development and outreach programmes

**Leading Competencies:** Ability to work in a team; time management; interpersonal people and communication skills.

**Core Competencies:** Collaborative/Teamwork; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics and Confidentiality.

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

**Contact Person:** Nonjabulo Sibiyi  
**Tel No:** (011) 407 6039  
**Workplace:** Region A - G

All applications will be through the website using this link:

016/2022\_Community Development\_Library Assistant  
<https://share.hsforms.com/1UYtt2iLcS7SVnRWkptlbfq469t>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

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