






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Secretary (Sports & Recreation)

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

SECRETARY (SPORTS AND RECREATION)

<u>DEPARTMENT:</u>	Community Development
<u>BRANCH:</u>	Sports & Recreation
<u>DESIGNATION:</u>	Secretary
<u>REMUNERATION:</u>	R16 427,66 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Johannesburg Stadium, 124 Van Beek Street, New Doornfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus a Diploma (NQF level 6) in Secretarial or relevant office Management qualification;
- 1-year relevant experience;
- Language proficiency (reading and writing) in English;
- Knowledge of Information management.

Primary Function:

To ensure an effective and efficient secretarial service is rendered in the office of the Manager Sports and Recreation, thereby enhancing service delivery in the Region.

Key Performance Areas:

- Provide an efficient telephone for the Regional office;
- Maintain an efficient record keeping and retrieval system;
- Perform secretarial and administrative duties;
- Communicate required information to management, staff and Public;
- Keep recreation facility/activity programme updated;
- Receive and Make functions/hall bookings;
- Assist Manager/Office with programme implementation.

Leading Competencies:


- Batho Pele Principles;
- Decision making;
- Attention to detail;
- Customer service;

Core Competencies:

- Computer Literacy and Office Application;
- Good communication (verbal and written);
- Literacy;
- Numeracy.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

“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/1xG98EkR0Roy1mkcnly6stAew554>

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

ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: (011) 407 7198

CLOSING DATE: TUESDAY, 06 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.