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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- Driver
- Administrative Assistant
- Operational Manager – Housing Liaison
- Area Manager
- Administrative Assistant (BMS)

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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DRIVER

DEPARTMENT: Human Settlement
BRANCH: Public Housing Programme
DESIGNATION: Driver (Region G)
REMUNERATION: R11 458.23 pm (basic salary excluding benefits)
LOCATION: 222 Smith Street, Braamfontein

Minimum Requirements:

- Grade 10/NQF level 2;
- Must have a valid driver's license Code 8, with PDP (Public Driving Permit);
- 1-year relevant experience: and
- Knowledge of transport processes and procedures.

Primary Function:

Render an effective and efficient driver and internal and external Courier Service involving the transportation of equipment, material, documents and personnel by driving and safeguarding a Council leased motor vehicle in compliance with the City's vehicle utilization policies.

Key Performance Areas:

- Perform specific tasks/activities prior to and on completion of allocated assignments.
- Complete internal transaction documentation (e.g. schedules, log sheet, progress report, overtime compliance etc.) and related forms (vehicles checklist).
- Collect and deliver correspondence to and from various municipal facilities across the city. Transporting of goods and personnel.
- Compliance with the City's Fleet Policy.
- Deliver documentation to various venues as well as organizations and companies with which the region conducts business, as directed.
- Collect goods. Attend to mail from the post office and deposits/payments.
- Ensure that a council sponsored cellphone is available to receive calls.

Leading Competencies:

- Ability to work under pressure and overtime in order to meet deadlines.

Core Competencies:

- Good communication (verbal and written),
- Time management,
- Customer relation,
- Ability to prioritise and reorganize trips as and when the need arises.



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ENQUIRIES ONLY:

Contact Person: Tshifiwa Ndou
Tel No: (011) 021 8100 / 7815 / 7975

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

https://share-eu1.hsforms.com/1SSTDIUVTQPGreyU66_TVcwe554

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

CLOSING DATE: TUESDAY, 20 SEPTEMBER 2022

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ADMINISTRATIVE ASSISTANT

Department: Human Settlements
Branch: Public Housing Programme
Designation: Administrative Assistant (Region A – G)
Remuneration: R16 427.66 pm (basic salary excluding benefits)
Location: 222 Smith Street, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 is required; and
- 1 – 2 years relevant experience in administrative work environment.

Primary Function:

Perform administrative functions within the unit/department, which includes logistical support in terms of assets management, fleet services, management of telephones and cellular telephones, maintenance issues and general procurement duties.

Key Performance Areas:

- Render administrative and support services in Housing.
- Assist with the coordination and repairs and maintenance of telecommunication requirements.
- Assist with Asset inventories.
- Transport by hand of restricted documents dealing with all types of sensitive and confidential information.
- Manage and control all activities in the collection and delivery of stores issues.

Leading Competencies:


- Time Management;
- Coordinating Work under pressure;
- Work independently;
- Batho Pele Principles;
- HR and COJ values.

Core Competencies:

- Computer Literacy and Office applications.



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Region B - <https://share-eu1.hsforms.com/1dV1EorfCRFqCi1V1OC7dHwew554>

Region C - https://share-eu1.hsforms.com/1zXvwaZavS4K_Zuh9PPXDYQew554

Region D - <https://share-eu1.hsforms.com/1Op7OUCecRliHw00fSpx-xQew554>

Region E - <https://share-eu1.hsforms.com/12ccRx631Tum7F01uoRtBpQew554>

Region F - <https://share-eu1.hsforms.com/1rSkjDBMASQ-llu8evZPQpgew554>

Region G - https://share-eu1.hsforms.com/1v8H45kFmRE6W1_WXC4XV4Aew554

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OPERATIONAL MANAGER: HOUSING LIAISON

<u>Department:</u>	Human Settlements
<u>Branch:</u>	Public Housing Stock Management
<u>Designation:</u>	Operational Manager: Housing Liaison (Region A – G)
<u>Remuneration:</u>	R29 850.81 pm (basic salary excluding benefits)
<u>Location:</u>	222 Smith Street, Braamfontein

Minimum Requirements:

- Matric Certificate plus Diploma in Public Administration / Social Science / Property Management/ Built Environment at NQF level 6.
- 3 - 4 years' experience in Building / facilities management environment with Customer Services experience.
- Understanding of Public Services Act and Regulations as well as Department policies and procedures.
- Knowledge of Human Settlement policies and legislation.
- Project management and Public Sector.
- Knowledge on the local government environment.
- Knowledge of City's Strategy (IDP), prescribed methodologies, legislative, policy and regulatory framework.
- In depth knowledge of function principle, techniques, and tools and how they can be practically applied.
- Knowledge on Corporate Governance.
- Knowledge of principle and practices of municipal organization, administration, and personnel management

Primary Function:

Manage housing unit operation which aims to render effective and efficient housing programmes maintenance of existing houses, upgrading and management of informal settlements and co-ordinate provision of alternative settlements. Coordinate the initiation, planning, implementation of housing programmes and perform within time frames, according to allocated budget and according to quality requirements.

Key Performance Areas:

- Operationally coordinate and manage the implementation of directives from the Local, Provincial and National Government regarding the management of council owned stock. Assist in the execution and project management as required from time to time through the implementation of special programmes as and when they arise.
- Manage Old Age Homes, Flats, Hostels, Informal Settlements, and other related council owned units at an operational level by assisting in the development of innovative strategies which will enhance and advance departmental objectives in line with vision / mission.
- Manage and maintain Council Stock in compliance with applicable polices, legislation and departmental procedures, rules, and regulations with a view to achieve departmental goals and objectives.
- Consolidate reports on all Management of Council owned stock cases.



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- Assist in overseeing continued strong relations with internal and external business units, entities, key stakeholders, and peers to ensure the correct focus and support around housing.
- Execute activities associated with management and control of the assets and resources.
- Execute specific activities to ensure effective governance and risk management.
- Execute specific activities to ensure effective Stakeholder Relations and Communication.
- Execute activities to ensure financial management and control.
- Adhere to approved guidelines and regulations of the City of Johannesburg to address all issues pertaining to Management of council owned stock / informal settlements / hostels, etc.

Leading Competencies:

- Teamwork;
- Project management;
- Governance and Risk;
- Asset and Resources;
- Information Management;
- Innovation and Creativity;
- Confidentiality; and
- Problem solving

Core Competencies:

- Analytical; SAP System;
- Computer Literacy (Microsoft Word, Excel, PowerPoint and Outlook);
- Good communication;
- Coordination,
- Good management,
- Customer Care,
- Conflict management,
- Good facilitation and influencing skills; and
- Critical thinking skills.

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Region B - <https://share-eu1.hsforms.com/1Ts8-pVa1Q3GpWml9OYZomAew554>

Region C - <https://share-eu1.hsforms.com/19seb2xFMSByvi2vBU37YEwew554>

Region D - <https://share-eu1.hsforms.com/1HW3uEW2ETJmaXd07PNVljgew554>

Region E - https://share-eu1.hsforms.com/1CvzbdMnkS5uRflajEOZ_sgew554

Region F - <https://share-eu1.hsforms.com/1E50l8zWHS5-MkitNKjrOFwew554>

Region G - <https://share-eu1.hsforms.com/1ULGOS5JXQJeeloX69Vk-bwew554>

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AREA MANAGER

Department: Human Settlement
Branch: Public Housing Programme
Designation: Area Manager (Region A - G)
Remuneration: R24 119.71 pm (basic salary, excluding benefits)
Location: 222 Smith Street, Braamfontein

Minimum Requirements:

- Matric Certificate plus Diploma in Property Management / Public Management / Human Settlement and any Built environment related qualifications at NQF level 6.
- 1 - 3 years' relevant experience Human Settlement.
- Knowledge of housing programs and property management concept and functions.
- Knowledge of building related processes;

Primary Function:

Responsible for day-to-day administration and management within public stock (raw houses, flats, old age homes and hostels). Initiate upgrade interventions within informal settlements in line with City's objectives and the upgrading of informal Settlement Programme as contained in the Housing Code 2009

Key Performance Areas:

- Ensure settlements are maintained and cleaned with support of ME's.
- Upgrade interventions;
- Generic administrative duties to ensure that effective support and reporting.

Leading Competencies:


- Teamwork;
- Project management;
- Asset and Resources;
- Information Management;
- Innovation and Creative;
- Confidentiality; and
- Problem solving

Core Competencies:

- Computer Literacy (Microsoft Word, Excel);
- Good communication;
- Coordinating and facilitation skills,
- Critical thinking skills.



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Region B - https://share-eu1.hsforms.com/1Ps-U4lqiRBWlbKPpc_rRUQew554

Region C - <https://share-eu1.hsforms.com/1l-tPvqkCTiuv28Ei9tlujgew554>

Region D - <https://share-eu1.hsforms.com/1GeQW8ljsSWSd5hlsH5CQdwew554>

Region E - <https://share-eu1.hsforms.com/1dlk8Cu43SUKScKLei9cwoAew554>

Region F - https://share-eu1.hsforms.com/1BzJqrhRXSRO_uuyQEG2JQAew554

Region G - <https://share-eu1.hsforms.com/1WOztIGFLSSeL3I7PBbX9lwew554>

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ADMINISTRATIVE ASSISTANT

<u>Department:</u>	Human Settlement
<u>Branch:</u>	Business Management Support
<u>Designation:</u>	Administrative Assistant
<u>Remuneration:</u>	R16 427.66 pm (basic salary excluding benefits)
<u>Location:</u>	222 Smith Street, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 is required; and
- 1- 2 years relevant experience in administrative work environment.
- Computer Literacy and Office Applications;
- Language proficiency (reading and writing) in English.
- Knowledge of Councils standard processes and procedures relating to providing administrative support;

Primary Function:

Provide general administrative service to the Business Management Support unit/ sub-directorate.

Key Performance Areas:

- Render administrative and support services to the Business Management Support unit of the Housing department;
- Requisition of assets and Stationery for the Business Management Support unit;
- Delivery / submissions by hand / email of restricted documents to the relevant departments within the City.

Leading Competencies:


- Flexibility / adaptability
- Ability to make decision and solve problems;
- Attention to detail
- Self-confidence;
- Creativity;
- Strong work ethic;


Core Competencies:

- Organisational Skills
- Communication skills (listening, speaking and written)
- Analytical and Research;
- Interpersonal abilities;
- Ability to plan, organize and prioritise work;
- Numeracy.



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