

**PERMANENT POSITIONS**

**Department: Economic Development**  
**Branch: Economic Policy and Planning**  
**Deputy Director: Targeted Sector**  
**Strategy Development**  
**Salary Range: R41 493.20 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience:**

- B degree in Economics, Development Studies or a Business related qualification / NQF level 7.
- A post graduate qualification in Economics with specialization in Economic Planning or Industrial Economics would be an added advantage.
- At least six (6) years' experience in policy research and sector economic research in academia or the Public Services.
- At least three (3) years' experience in managing research projects and proven track record of successful completion of such projects.
- Experience in setting up and managing monitoring and evaluation systems for the Public Sector will be an added advantage.
- Management skills in particular in relation to coaching and mentoring subordinates.
- Proven experience in working with research institutes, Civil Society Organizations, academia and Government Departments in the Economic Cluster.
- Experience in monitoring and evaluation techniques.
- Communication (verbal and written).
- Knowledge of current political and economic affairs.
- Knowledge of Government policies and funding sources.

**Job Description:**

To support, manage and facilitate the formulation of sector and industry development strategies to foster economic growth in line with the City's strategic objectives and economic strategy.

**Contact Person: Takalani Phalannwa**  
**E-Mail: TakalaniP@joburg.org.za**  
**Tel No: (011) 703 5515**  
**Workplace: Jorissen Place, 66 Jorissen Street, Braamfontein**

**Department: Group Finance**  
**Branch: Valuation Services**  
**Senior Valuation Manager X 5**

**Salary Range: R36 079.66 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience:**

- National Diploma / NQF level 7 in Real Estate: Property Valuation or qualification recognized by the SA Council for the Property Valuers Profession.
- Five (5) years' Property Valuation experience.
- Managerial experience.
- Broad experience and understanding of Legislative and developmental aspects of property in a Municipal environment.
- Demonstrated experience in project development and management.
- Have extensive experience in property valuation / negotiations of a complex nature.
- Computer literate preferably with spreadsheets and word processing.
- Registered as Professional Associated or Professional Valuer.

**Job Description:**

Lead, direct, plan, develop and manage Property Valuations in the designated regions within the City of Johannesburg with regard to compilation and maintenance of Valuation Rolls to fulfil the objectives of the City's IDP, policies, programs and all legislative requirements. Comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004. Manage, supervise and perform valuations for ad-hoc purposes.

**Contact Person: Pearl Fambe**  
**E-Mail: pearl@joburg.org.za**  
**Tel No:(011) 358 3279**  
**Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein**

**Department: Community Development**  
**Branch: Arts, Culture and Heritage – Museums and Galleries**  
**Curator: Cultural History**  
**Salary Range: R22 707.97 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience:**

- BA Degree / NQF level 7 preferably with Anthropology or History.
- Two (2) – five (5) years relevant experience.
- Computer literate skills required.

**Job Description:**

The incumbent will be responsible to collect objects reflecting the traditional culture of the indigenous people of Southern Africa in order to provide a wide-ranging, in depth museum collection that is both information-rich and aesthetically pleasing, and accessible to the public. Research and document new items added to the Cultural History collection in order to enhance their heritage and cultural value and to organise them so that they can be easily and usefully retrieved by those who wish to use them. Store, preserve, conserve and protect the Cultural History collection in order to protect the museum assets from deterioration or other loss and to preserve the nation's heritage for the future. Answer enquiries, prepare exhibitions and administer loans to make the collection accessible to the public, while at the same time protecting and preserving the items. Assist with marketing, publicity educational programmes and tours. Provide input to the budgeting process in order to care for collections and to enhance the collection by adding to it. Contribute to museum policy making in order to plan ahead to mitigate risks to the collection. Manage the curatorial assistant in order to look after the collection properly.

**Contact Person: Takalane Nephawe**  
**E-Mail: Vacancies-COMDEV@joburg.org.za**  
**Tel No: (011) 407-6553**  
**Workplace: Various Regions (A; B; C; D;E; F & G)**  
**Hand Delivery to Metropolitan Centre, 158 Civic Boulevard, Braamfontein 14th Floor A Block**

**Department: Office of the City Manager**  
**Branch: Group Legal and Contracts**  
**Senior Legal Advisor**  
**Salary Range: R36 079.66 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience"**

- Bachelor degree/ NQF level 7 in Law, e.g LLB and admission as an attorney or advocate to the bar.
- Three (3) – five (5) years practical legal experience and post admission (admitted attorney)
- Analytical ability, attention to detail, logical reasoning, sound judgement; writing ability skills required.
- Knowledge of administrative law and inter-governmental relations.
- Comprehensive knowledge of Development Planning and SPLUMA (Spatial Planning and land Use Management Act).

**Job Description:**

The incumbent will be responsible to render a comprehensive legal service to all department of the Council with the view to ensure that all the decisions of the Council and its committees, Heads of departments, Senior and Junior officials that have legal implications comply with the law; that potential of any legal claims against the council are minimised and that in all the documents signed on behalf of the Councils, the interests of the Council are legally protected.

**Contact Person: Reginah Hartely**  
**E-Mail: ReginaH@joburg.org.za**  
**Tel No: (011) 407 -7634**  
**Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein**

**Department: Group Corporate and Shared Services**  
**Branch: Group Human capital Management**  
**Manager Transactional Input**  
**Salary Range: R32 257.06 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience**

- Degree in Human Resources or relevant qualification at NQF level 7.

- Five (5) years' experience in Human Resources environment and exposure in a supervisory capacity will be an advantage.
- Ability to supervise a team.
- Exposure to the SAP Human Capital Management System.

**Job Description:**

Manage activities and tasks involved in the creation, generation, enhancement and management of an payroll support service to HCM Field Managers through implementations of HCM policies and practices to enhance the smooth operation of the SAP HCM System.

**Contact Person: Pateka Shumane**  
**E-Mail: patekas@joburg.org.za**  
**Tel No: (011) 407- 6658**  
**Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein**

**Department: Public Safety – Emergency Management Services**  
**Branch: Fire Safety**  
**Senior Inspector**  
**Salary Range: R22 707.97 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience:**

- Grade 12 / NQF level 4.
- Diploma in Fire Technology or National Diploma / NQF level 6.
- Fire Investigation certificate.
- Must have a valid driver's license Code B.
- Intermediate computer literacy in Word, Excel, PowerPoint.
- Two (2) years' experience within Fire Safety as an Inspector.
- Must not have a criminal record.

**Job Description:**

Ensure that an effective and efficient Fire Safety service as per statutory requirements is provided within the City and to ensure all the processes are maintained and incorporated into daily inspection as part of risk mitigation.

**Contact Person: Thula Sithole**  
**E-mail: thulas@joburg.org.za**  
**Tel No: (011) 758 5227**  
**Workplace: Inner City**

**Department: Group Finance**  
**Branch: Group Accounting**  
**Assistant Director: External Reporting**  
**Salary Range: R36 079.66 pm**  
**(basic salary excluding benefits)**

**Educational Requirements and Experience:**

- Compulsory National treasury minimum competency certificate (MFMA Certificate).
- Three (3) year National Diploma in Accounting (NQF level 7) in Finance or Management Accounting.
- Minimum of five (5) to six (6) years' experience in financial management or management accounting; of which three (3) years should be at management level.
- Knowledge of exposure of MFMA, GRAP and IFRS.

**Job Description:**

Ensure overall budget performance monitoring and compliance with the MFMA and DORA by gathering data and compiling monthly, quarterly and Annual reports to National Treasury, Statistics South Africa, National and Provincial Department responsible for Local government support the annual reporting and audit process as it relate to Budget Performance .

**Contact Person: Mkhuleko Shongwe**  
**E-Mail: MkhulekoS@joburg.org.za**  
**Tel No: (011) 358 3578**  
**Workplace: 66 Jorissen Place, Braamfontein**

**These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.**

**Closing date:13 March 2018**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the COJ's EE Policy.

An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. Applications must contain at least 3 referees. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.