VACANCY BULLETIN: STC 012/2018

SHORT TERM CONTRACT EMPLOYMENT (STC)

The City of Johannesburg (CoJ), “Office of the Ombudsman” has the following short term contract opportunity for a period NOT exceeding twelve (12) months.

The details are as follows:

1. **Department:** Office of the Ombudsman  
   **Designation:** Project Manager  
   **Salary:** R51 441.74pm (basic salary), subject to 2018/19 cost of living adjustment

**Educational Requirements and Experience**
- National Diploma/NQF level 6 in Business Administration/Management or Public Administration.
- Proven track record in keeping abreast of the changing legislative environment affecting Local Government.
- Minimum of five (5) years’ experience in Business Administration/Management or Public Administration and project management.
- At least two (2) years’ experience at middle/senior management with some level of strategic influence in a large enterprise.
- Inherent prerequisite of the job necessitates a valid driver’s license and own transport.

**Job Description:**
Lead and assist in the planning and implementation of the site and facilities project for the Office of the Ombudsman. Responsible for significant budgeting, focused on meeting project commitments, including communications with sponsors, stakeholders etc. Spends majority of time on project management responsibilities.

**Contact Person:** Fola Selubana  
**Email:** hr@joburgombudsman.org.za  
**Tel No:** (010) 288 2800  
**Workplace:** Office of the Ombudsman

**SERENA PIENAAR**  
**ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT**

**PUBLICATION DATE:** 03 JULY 2018  
**CLOSING DATE:** 05 JULY 2018  
**VACANCY BULLETIN:** 012/2018