CITY OF JOHANNESBURG

VACANCY CIRCULAR: 033/2018

1. Interested applicants are invited to apply for the positions listed in the circular.

2. If hand delivering applications, please liaise with relevant contact person for the physical address (address list attached). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).

3. Only applications from employees of the City of Johannesburg will be considered, unless otherwise indicated.

4. The City of Johannesburg reserves the right not to make an appointment.

5. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.

6. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

7. The City of Johannesburg is an equal opportunity employer.

8. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 27 JUNE 2018

CLOSING DATE: TUESDAY, 10 JULY 2018

SERENA PIENAAR
A/GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT
PERMANENT POSITIONS

This Vacancy is ONLY open to Employees of the City of Johannesburg

1. **Department:** Community Development  
   **Branch:** Facilities Enhancement Unit  
   **Designation:** Officer  
   **Salary Range:** R18 348.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Matric plus Post matric Certificate / NQF level 5.  
- NQF level 6 or 7 Project Management Qualification.  
- Experience of Construction Projects.  
- Computer literacy.

**Job Description:**
Provide administrative and project support and act as a Project Coordinator on all Community Development projects implemented by the Facilities Enhancement Unit within the City of Johannesburg.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Naiwa Ramalobela  
**Tel No:** (011) 407 6553  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**email:** VacanciesCOMDEV@joburg.org.za

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2. **Department:** Community Development  
   **Branch:** Facilities Enhancement Unit  
   **Designation:** Project Manager  
   **Salary Range:** R32 257.06 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Degree in Project Management, Construction Management or related NQF level 7.
- Six (6) years’ experience in Operational Management.
- Understanding of local government policies and procedures will be an added advantage.
- Valid Driver’s license.

**Job Description:**
Develop the project plan in line with the approved business case and manage the implementation of projects in order to ensure that goals and objectives of the projects are accomplished within specified timeframes and within budget by utilizing allocated resources effectively in order to achieve agreed performance levels.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Naiwa Ramalobela  
**Tel No:** (011) 407 6553  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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3. **Department:** Development Planning  
   **Branch:** City Transformation & Spatial Planning  
   **Designation:** Executive Secretary  
   **Salary:** R18 348.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**  
- Secretarial qualification is required (NQF level 6).
- Minimum of three (3) years’ experience as a Secretary / Office Administration to a Manager
- Experience working in a municipal/political environment.

**Job Description:**  
Provide a professional and executive office management, administrative, secretarial and personal assistance service of a highly responsive and confidential nature to the Director: Development Management so that the Director has all necessary support and systems to execute his / her duties and mandates at all times, as well as to ensure that the Office of the Director is run effectively. This includes extensive contact with and handling of senior level internal and external people and regular exposure to confidential information.

*This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.*

**Contact Person:** Nthabiseng Majara  
**Tel No:** 011 407 6534  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein  
*Hand deliveries to Human Resources, 12th floor, A Block, Metropolitan Centre, Braamfontein*

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4. **Department:** Development Planning  
**Branch:** Building Development Management  
**Designation:** Operational Manager: Records and Archiving  
**Salary Range:** R22 707.97 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Post matric qualification or equivalent NQF level 5 in Public Administration / Local Government / Records Management.
- Three (3) years' working experience in the administration environment, of which one (1) year should be at supervisory level.
- Ability to work under pressure.
- Computer literacy including MS Word, Excel, Powerpoint, Internet and Outlook.
- Sound customer relations and communication skills including report writing.
- Knowledge and understanding of applicable legislation, regulations and policies.

**Job Description:**
Manage day to day operations of the Records and Archiving Unit to ensure the provision of effective document and information management system in accordance to the national Archives Act No. 43 of 1996, as well as other legislative requirements and good practices.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities

**Contact Person:** Sofiah Rahiman  
**Tel No:** (011) 407 6450  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

**E-Mail:** Sofiahr@joburg.org.za

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5. **Department:** Economic Development  
**Branch:** Strategic Management Support  
**Designation:** Executive Secretary  
**Salary:** R18 348.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Grade 12 / NQF level 4 plus Diploma in Secretarial, Office Administration or Public relations / NQF level 5.
- Three (3) – five (5) years’ experience of administrative support and secretarial duties with senior level.
- Computer literacy.

**Job Description:**
Coordinates activities and requirements associated with Directors office through the application of secretarial procedures and, execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointment, events / functions and meetings.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Rirhandzu Maluleke  
**Tel No:** (011) 703 5262  
**Workplace:** 66 Jorissen Place, Braamfontein

**E-Mail:** rirhandzum@joburg.org.za

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**PUBLICATION DATE:** 27 JUNE 2017  
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**VACANCY CIRCULAR:** 033/2018
This Vacancy is ONLY open to Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours

6. Department: Health
   Branch: Region F
   Designation: Secretary
   Salary: R12 496.77 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Grade 12 / NQF level 4 plus Secretarial Diploma.
- Three (3) years’ experience in secretarial duties.
- Skill required: good communication and computer literacy (MS Office).

Job Description:
Provide professional secretarial duties and administrative support to the office of the Regional Manager.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Kgomotso Mogotsi
Tel No: (011) 407 6396
Workplace: Eureka House

E-Mail: kgomotsomogo@joburg.org.za

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This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours

7. **Department:** Health  
   **Branch:** IPPR Unit  
   **Designation:** Technical Assistant  
   **Salary:** R12 496.77pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Grade 12 / NQF level 4.
- Two (2) years’ experience in supporting users in the operation and use of advanced IT applications.
- Knowledge of desktop / laptop PCs, peripherals, networks and the corporate web computing environment.
- Knowledge of Training processes.
- Knowledge of business and system analysis.
- Skill required: good communication and computer literacy (MS Office).
- Must have a valid driver’s licence.

**Job Description:**
Coordinate sequences associated with Administrative activities in terms of conditions, standards and procedures in relation to documentation and record-keeping (electronic and manual).

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Promise Mbedzi  
**Tel No:** (011) 407 7048  
**Workplace:** Health Department  
*Hand deliveries to Human Resources, 5th floor, B Block, Metropolitan Centre, Braamfontein*

**PUBLICATION DATE:** 27 JUNE 2017  
**CLOSING DATE:** 10 JULY 2018  
**VACANCY CIRCULAR:** 033/2018
8. **Department:** Social Development  
**Branch:** Targeted Beneficiaries Unit  
**Designation:** Asset Officer  
**Salary Range:** R18 348.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**  
- Grade 12 (NQF level 4).  
- One (1) to two (2) years working experience.  
- Computer literacy, accuracy, confidentiality and honesty are essential skills required.

**Job Description:**  
Provide a comprehensive procurement of assets to various Regions by ensuring that there is transparent system of procuring goods and services in line with Council’s procurement procedures.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Nokulunga Vezi  
**Tel No:** (011) 407 6736 / 6532  
**Workplace:** Various Regions  
*Hand deliveries at Ground Floor, A Block Entrance, Metropolitan Centre, Braamfontein*

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