CITY OF JOHANNESBURG

VACANCY CIRCULAR: 058/2018

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, 07 NOVEMBER 2018

CLOSING DATE: WEDNESDAY, 21 NOVEMBER 2018

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

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Community Development  
   **Branch:** Facilities Enhancement Unit  
   **Designation:** Officer  
   **Salary Range:** R19 632.61 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 in 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:** Kgabele Puleng  
**Tel No:** (011) 407 6553  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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**Publication Date:** 07 November 2018  
**Closing Date:** 21 November 2018  
**Vacancy Circular:** 058/2018
This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

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

2. **Department:** Health
   **Branch:** Region A
   **Designation:** Secretary
   **Salary:** R13 371.55 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).
- Basic knowledge of the City’s processes, best practices and policies and procedures on Health issues.

**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:** Maggie Sibiya
**Tel No:** (011) 237 8023
**Workplace:** Region A

*Hand deliveries to 875 16th Road Randjespark Midrand*

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