

VACANCY BULLETIN: STC 018/2018

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, Group Corporate and Shared Services Department has the following short term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

- 1. Department:** Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Employment Equity and Diversity Officer
Salary Range: R19 632.61 per month (all-inclusive basic salary)

Experience/Skills/Educational Requirements

- Grade 12 / NQF level 4 plus Diploma in Human Resource Management (NQF level 6) or any other relevant qualification.
- One (1) years' experience in the Human Resource Management Field.
- Computer Literacy (MS office package), interpersonal, problem solving, good presentation, coordinating; good communication (verbal and written) and time management skill required.
- Knowledge of Human Resources Management concepts and functions.
- Knowledge of related policies and legislation governing the Human Resources Management functions.

Job Description:

The incumbent will be assisting with the coordination, implementation and evaluation of Employment Equity Gender mainstreaming, Disability and Diversity Management in the Core Administration of the City of Johannesburg (COJ) as well as provide both administrative and technical support to enable departments and consultative structure to comply with all EE and Diversity transformational requirements.

For further information relating to Job Specification and Description, interested applicants can contact Mashudu Rasalanavho at (011) 407 6322. An application letter and a comprehensive CV can be emailed to mashudurasa@joburg.org.za

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SERENA PIENAAR
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GROUP CORPORATE AND SHARED SERVICES