### PERMANENT POSITIONS

**Department:** Community Development  
**Branch:** Various  
**General Workers x 12**  
**Salary Range:** R7 546.71 pm (basic salary excluding benefits)

**Educational Requirements and Experience**  
- Grade 10 / NQF level 2 is required.
- Three (3) months in cleaning industry or related field.
- Must have knowledge of cleaning material and chemicals sufficient to maintain clean facilities.
- Knowledge of safety hazards and precautions.
- Knowledge of lifting techniques.

**Job Description:**  
Cleaning and maintenance of the facility and surrounds according to safety standards. Assist with setting up venues. Responsible for operating grass cutting equipment and machinery. Assist with the performance of minor maintenance duties. Report building defects.

**Contact Person:** Julia Matshalene  
Email: juliamat@joburg.org.za  
Tel No: (011) 358 3391  
Workplace: 66 Jorissen Street, Braamfontein

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**Department:** Group Finance  
**Branch:** Property Branch  
**Driver/Messenger**  
**Salary Range:** R8 716.45 pm (basic salary excluding benefits)

**Educational Requirements and Experience**  
- Grade 12 or equivalent / NQF level 4.
- Valid code 8/10 driver's license and advanced defensive driving certificate.

**Job Description:**  
Provide a shared driver service within the Finance Property Unit to undertake tasks associated with the collection, batching and delivery of mail, documents, stationery, building plans, parcels, equipment and passengers are collected and delivered where required. Undertake tasks associated with the collection, batching and distribution of mail and other related administrative support services.

**Contact Person:** Nonjabulo Sibiya  
Email: nonjabulos@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**

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**Department:** Targeted Beneficiaries Unit  
**Branch:** Social Development  
**Programme Coordinator - Youth X 2**  
**Salary:** R18 348.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**  
- Grade 12 / NQF level 4 plus Youth or Community Development certificate.
- Three (3) years' experience in Youth Development work.
- Must have a valid driver's license

**Job Description:**  
To coordinate skills and development intervention and workshops to youth forums, youth formation and unorganized youth. Assist with the performance of minor maintenance duties. Ensure implementation of programmes within the youth advisory centres.

**Contact Person:** Violet Sidi  
Email: VioletS@joburg.org.za  
Tel No: (011) 407 6814  
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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**Department:** Legislature  
**Branch:** Legislation & Oversight  
**Deputy Director: Research**  
**Salary Range:** R41 493.20 pm (basic salary excluding benefits)

**Educational Requirements and Experience**  
- Masters degree (NQF level 9) in Public Administration, Political Science or Social Science.
- Five (5) years' research experience in the Legislative Sector, local Government, Provincial and National Governments with at least three (3) years' experience at Senior Management level.
- Knowledge of the South African Local Government System.

**Job Description:**  
Direct and manage the Legislature’s Research Services Unit by developing and implementing effective research strategy by aligning it with the GDS and IDP.

This is an employment equity targeted position and preference will be given to White Male; African Female; White Female, including people with disabilities.

**Contact Person:** Katlego Legwale  
Tel No: (011) 407 6235  
Workplace: 66 Jorissen Street, Braamfontein

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

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 City of Johannesburg’s Employment Equity 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.

**Closing date:** 12 June 2018

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"Build, cultivate, and utilize your network of contacts. For the vast majority of job-seekers, a large and strong network of contacts of people who know you and want to help you uncover job leads, results in more job opportunities. Networking, in person and online, is essential to your job-search success. Continually seek out new people to add to your network."