CITY OF JOHANNESBURG VACANCIES

PERMANENT POSITIONS

Department: Development Planning Branch: Building Development Management Information Management Officer Salary Range: R18 348.23 pm (basic salary excluding benefits)

Educational Requirements and Experience
- NQF level 6 in Information Technology/Computer Science/GIS.
- Experience in ICT Business Processes.
- Four (4) years’ working experience in system administration/development.
- Minimum of one (1) year within municipal system development or planning environment will be an added advantage.
- Analytical skills, sound judgement and high decision making ability.
- Ability to adapt to innovative technological advances.

Job Description:
- Provide strategic guidance for the policy setting and decision making linked to trends generated from the system reports. Overall administration of BAS and other Oﬃce Management systems for the purpose of eﬃcient and eﬀective management of the systems.
- Provide technical and administrative input and support to the City’s BDP, business plans, trend analyses and information extraction and retention processes.
- Ensure that area based planning processes (priority area, fee spots and law enforcement focus area) incorporate priority interventions required for departmental development objectives. Updating and enhancement of Building Plan Applications System, Land Information System and the Database and engine of GIS. Database with Building Plan Applications and Building Development Management Contingency Processes. Manage the processes for electronic submission of development processes.

Contact Person: Sofiah Rahman
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Workplace: Metropolitan Centre 158 Civic Boulevard, Braamfontein

Requirements:
- Three years in the field of Information Technology with Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Framework, and related policies.
- Minimum of one (1) year relevant experience in an Employee Health and Wellness environment or human resources management-related field.
- Monitor and evaluate employee’s health and wellness benefits.
- Ensure that all duties are performed in accordance with all policies and procedures.
- Develops and revises program guidelines and procedures in consultation with stakeholders.
- Must be in possession of a valid Driver’s Licence.
- Must be able to work on a shift basis.
- Must be able to travel within the province.
- Must be able to work weekends.
- Must be able to work on a shift basis.
- Must be able to type at least 40 wpm.
- Must have a valid Driver’s Licence.
- Must know and understand the relevant Department’s Procurement Policy.

Closing date: 17 April 2018

Applications and questions must be forwarded to the City of Johannesburg Human Resources Management Branch, 3rd Floor, 22098 Building, 327 Parktown Road, Parktown. The City of Johannesburg is an equal opportunity employer and reserves the right not to advertise an application if an application is received after the closing date or not in accordance with the requirements stated above. Applicants must contact us at least 3 times, failing which they will be disqualified. Applicants not shortlisted will not be contacted. All applications and resumes are treated with the utmost confidentiality. The City of Johannesburg reserves the right to make changes and substitutions without notice. E-waves of the closing date, please contact our application line 0860 110 110.