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**CITY OF JOHANNESBURG VACANCIES**

**050/2018**

**PERMANENT POSITIONS**  
**Department: Health - Branch: Environmental Health**  
**Pest Control Operator**  
**Salary Range: R8 478.73 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • Grade 10 / NQF level 4 • Registration/Certification as pest control operator would be preferable • Entry post, thus no experience required • Basic knowledge in Pest Control and Basic Customer Care • Basic command of English.  
**Job description:** Performs tasks/activities associated with vector control using hand held equipment for spraying of poisons and placing of rodenticides and rodent traps and other appropriate measures to curb and control risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Regions of the City of Johannesburg.  
**Contact Person:** Maggie Sibiya. Tel No: (011) 237 8023. Fax No.: (011) 314 1716. **Workplace:** Region A. *Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.*  
**Contact Person:** Sindisiwe Nguneni. Tel No: (011) 718 9657. Fax No.: (011) 718 9761. **Workplace:** Environmental Health Region B. *Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).*  
**Contact Person:** Fatima Cordon. Tel No: (011) 211 8932. Fax No.: (011) 211 8934. **Workplace:** Environmental Health Region G. *Hand deliveries to Ennerdale Ext 9 Civic, 1 Katz & Smith Walk, Ennerdale Ext 9.*

**Branch: District Health Services**  
**Health Promoter**  
**Salary Range: R13 371.55 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • Grade 12/NQF level 4 plus Certificate in Health Promotion or equivalent/NQF level 5 • Two (2) years' experience in health promotion within communities • Must have a valid driver's licence.  
**Job description:** Assist in the implementation, monitoring and control of community developmental programmes aimed at empowering communities to take responsibility in improving their overall health status. This includes health promotion and education, clinical support and administration.  
**Contact Person:** Sibongile Maloka. Tel No: (011) 986 0164. Fax No.: (011) 986 0165. **Workplace:** Region D.

**Operational Manager: Clinics**  
**Salary Range: R24 190.92 - R27 455.49 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • Diploma/Degree in General Nursing, Midwifery and Community Sciences Post basic / NQF level 7 • Clinical Nursing Science, Health Assessment, Treatment and Care • Five (5) years' experience in a clinic that provides comprehensive health care services • Computer literacy • Must have a valid driver's licence • Communication and management skills.  
**Job description:** Initiate, implement, manage, monitor and control Primary Health Care Services and the key service delivery objectives in accordance with the District Health Model, the Primary Health Care Approach and other health related statutory requirements, in order to meet the needs of the community.  
**Contact Person:** Kgomo Mmogotsi. Tel No: (011) 407 6396. **Workplace:** Region F. *Hand delivery to Eureka House, 92 Marlborough Road Rosettenville.*

**Department: Group Information, Communication, Technology & Infrastructure Management**  
**Branch: Infrastructure and Telecommunication Operations**  
**Director: Infrastructure & Telecommunication Operations**  
**Salary: R55 042.66 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • University degree in Computer Science (NQF level 7) and 10 years' equivalent work experience • Certification in TOGAF v9.1; ITIL v5, ISO/IEC 27002 and COBIT • 10 years' experience of which 5 years' managing and delivering infrastructure design and operational excellence • 5 years successful leadership of an infrastructure team • Hands on experience in troubleshooting hardware • Knowledge of current protocols and standards, including ISO/IEC and COBIT • Conversant with programming languages such as C++, C- sharp, Visual Studio, etc • Infrastructure related application support experience • Experience in interpreting the applicability of regulatory framework to company operations • Basic knowledge of Local Government • Knowledge of related policies and legislation governing the distribution functions • Knowledge of the City's strategic business planning and performance management processes • Good planning, organising and project management skills.  
**Job description:** Plan, organise and manage staff and overall operations to ensure stable operation of the organisation's IT Infrastructure. Develop, maintain, support and optimise key functional areas, particularly network infrastructure, server infrastructure data communication and telecommunication systems. Schedule and direct activities to resolve hardware and software problems in a timely and accurate fashion. Work closely with the IT executive staff and decision makers in other departments to identify, recommend, develop, implement and support cost-effective infrastructure solutions for all aspects of the organisation.  
**Branch: Service Relationship Management**

**Director: Service Relationship Management (SRM)**  
**Salary: R55 042.66 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • University degree in the field of Business Administration, Computer Science, Finance or Information Systems (NQF level 7) and more than 5 years related work experience preferably in a large multifaceted service organisation • Excellent understanding of the organisation's goals and objectives • Demonstrated knowledge of the organisation's core business processes and operations, along with the strategic use of technology to grow a business • Proven experience with business and technical requirements analyses, elicitation, modeling, verification and methodology development • Proven experience in IT • Demonstrated project portfolio management skills, including project planning, budgeting and controlling processes and valuing IT investments • Understanding of application development and software development life cycle concepts • Ability to understand and communicate/present detailed and advanced business solutions • Basic knowledge of Local Government related policies and legislation governing the distribution functions • Knowledge of the City's strategic business planning and performance management processes • Good planning, organising and project management skills.  
**Job description:** This function has the mandate to establish relationship between IT and the business and to increase the value realized from IT assets, investments and capabilities. The SRM is responsible for understanding the business, assisting in the prioritisation of projects, ensuring the projects align with the technology that provides maximum return on investment and directing IT strategy in support of the overall business strategy. The SRM is the liaison between IT and the business unit and a trusted advisor to the business unit. As such, the SRM needs to have significant knowledge in subject matters pertaining to both IT and the business and must have a thorough understanding of the business to identify its needs and envisage business solutions. The SRM reports to the Head of ICT. The incumbent

will operate in an extremely complex, high pressure environment in terms of the Group notion. High levels of knowledge, decision making and accountability are inherent components to the position.

**Branch: Application Development and Solutions Support**  
**Deputy Director: Document and Records Management**  
**Salary: R43 259.21 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • Matric Certificate and a Degree in Computer Science (NQF level 7) • Must have a valid Driver's Licence • At least 5 years' experience in a support environment ideally within SAP • Complete understanding of the SAP Functionality • SAP R/3 (all sub-modules) training, in-depth understanding and experience are essential. Specific areas are Finance, Controlling, Materials Management, SRM, Project Systems, Funds Management, HR, IS-U and CRM. SAP Basis and other modules or cross application knowledge and experience will be advantageous • Business process- re-engineering skills • Escalation/Change Control Process knowledge • Application and configuration skills • Knowledge of the Fault logging system • Basic project management skills • Communication and interpersonal skills • Understanding Council legislation, regulations and procedures • Specific areas of interest are Document and Record Management, Archiving, Enterprise Rewards Management, SAP BW Reporting and Non-SAP BW Reporting. SAP Basis and other module, or cross application knowledge and experience.  
**Job description:** The incumbent is responsible for anticipating and resolving SAP systems technical problems on an enterprise level. Anticipates SAP Industry future directions and relates to further technical needs and projects. Direct technical supports teams providing application support for Business Intelligence and Document and Record Management. Manage solutions in SAP and Non SAP Business Warehouse, Solutions Manager, Records as well as Archiving. This individual works with a broad range of leaders within and external to the enterprise. Responsible for ensuring development of operations, SAP Solution Support Budget, reviewing resource and SAP schedule conflicts and adherence to ITIL standards. Has significant exposure to various SAP modules and financial system users and is capable of interfacing with several levels of management and outside vendors. Has a proven track record of managing diverse technical staff whilst maintaining a high level of user trust and confidence in the group's knowledge of and concern for users business needs.  
**Branch: ICT Enterprise & Management Support Services**

**Director: ICT Enterprise & Management Support Services**  
**Salary: R55 042.66 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • University degree in the field of Business Management/ Administration, Accounting or Financial Management (NQF level 7) • Compliance with minimum competency requirements for Municipal Financial Officer • Minimum 5 years' experience working in a management position preferably in Local Government or in Private sector • Certifications in Audit (ISACA, IASA, IRBA etc.) • Proven experience developing and submitting audit and compliance reports to governing bodies, legal entities, and/or external authorities • Experience in planning, organising, and developing information technology policies, procedures, and practices • Direct experience and knowledge of local and federal information technology laws, including Governance guidelines • Strong communication skills (both written and oral), particularly with government/legal agencies • Knowledge of technology environments, including Information Security, Encryption Methods, and privacy-based solutions • General knowledge of business theory, business processes, management, budgeting, and business office operations especially in Local Government setting • Excellent understanding of project management principles, accounting standards and financial reporting requirements, accounting and reporting needs of Capex expenditure and ICT assets (Intangible and Tangible) • Code 8 Driver's Licence • Basic knowledge of the Local Government • Knowledge of related policies and legislation governing the ICT environment functions • Knowledge of the City's strategic business planning and performance management processes • Excellent understanding of Finance, Financial standards and Financial Reporting.  
**Job description:** Manage, oversee and review all technological compliance issues across the organisation also responsible for providing the ICTM with a strategic support service in terms of Departmental Finance & Logistics, Business Planning by interfacing and consolidating required information from Group wide sources to permit a balanced decision making portfolio of information through consultation with High Level role players. Providing objective assessments of the company's compliance to legislation governing the organisation's Information Communications Technology systems and industry-specific regulations. The incumbent will also direct the development and implementation of policies and procedures to ensure that the organisation's practices remain observant to all pertinent local, provincial and national ICT related laws. The policies and procedures will also comply with GRAP standards and thus the incumbent must have a strong understanding of Financial reporting and a background in Auditing. The incumbent will also oversee ICT assets organisation wide and direct the accounting requirements of the accounting standards. Direct, create and implement a medium to long-term strategy for the effective management of GICT & IM finances. Manage the GICT & IM Budgets in accordance with the provisions and MFMA and the Supply Chain Management regulations.

**Deputy Director: Account Executive**  
**Salary: R43 259.21 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • Bachelor Degree or B-Tech in Information Technology/ Information Systems (NQF level 7) • Good understanding of the IT environment and ICT Technologies • Certification in ITIL or COBIT • 6 years' relevant or more experience in the relevant IT field • Basic understanding of Local Government and knowledge of MSA, PMA and other regulations governing local government • Strong written and verbal communication, exceptional technical writing - communicate clearly and comprehensively to senior management and technical experts • Frequent monitoring and maintaining services to ensure that the services are managed to a high level of quality • Standards and operability as defined within negotiated and agreed service levels • Valid Driver's Licence.  
**Job description:** Manage the full life cycle for a group and liaison between IT and business; trusted advisor to the business unit. Needs to have significant knowledge in subject matters pertaining to both IT and business and must have a thorough understanding of the business to identify its needs and envisage business solutions.

**Deputy Director: Security**  
**Salary: R43 259.21 pm (basic salary excluding benefits)**  
 Educational requirements and experience: • Degree in Computer Science (NQF level 7) • 5 years' experience working in the ICT Security industry preferably in Local Government • Certification in Systems security (CISM, CISSP, CCSP, CCNA, etc.) • Good understanding of SSL • Strong written and verbal communication, exceptional technical writing - communicate clearly and comprehensively to senior management and technical experts • Knowledge of technology environments, including information security, encryption Methods, and privacy-based solutions • Basic understanding of Local Government and knowledge of MSA, PMA and other regulations governing local government • Outstanding customer service and experience working to SLA, Certification in ITIL, COBIT • Needs to have an understanding of all enterprise operating systems • Understanding of Network topology • Valid Driver's Licence.  
**Job description:** Design, develop and implement ICT security solutions and policies and programs across the enterprise, using best practice frameworks, guidelines and standards. This includes providing objective assessments of the company's compliance to legislation governing information security and privacy. Direct Information Security awareness programs across the City Enterprise.  
**Contact Person:** Sedick Hendricks. Tel No: (011) 407 6767. Email: SedickH@joburg.org.za.  
**Workplace:** 222 Smit Street, Braamfontein.



**Artisan Foreman Grade A (Rubberstamp Production)**  
**Salary: R286 500 per annum (Ref. GPW 18/62)**  
**Pretoria**  
**Requirements:** • Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years' post-qualification experience • Excellent understanding of printing process • Proficiency in CorelDraw 15 and Adobe CS 6 is a necessity • Good communication skills • Good interpersonal skills • Quality conscious • Excellent reading skills • Excellent knowledge of Microsoft Excel and Word • Grade 12 will be an added advantage.  
**Duties:** • Be responsible to oversee the Rubberstamps Production section • Create quotations • Design and layout stamps according to client specification • Proof and edit copy for rubberstamps • Be responsible for stock and consumables management • Liaise with clients • Mentor and manage junior artisans/support staff.  
**Enquiries:** Ms H Macozoma, tel. (012) 748-6345

**Artisan Foreman Grade A (Graphic Design)**  
**Salary: R286 500 per annum (Ref. GPW 18/63)**  
**Pretoria**  
**Requirements:** • Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years' post-qualification experience • Computer skills: Proficiency on Apple Mac with Adobe Creative Suite • Ability to take a project from brief to print, including concept and finished art • Knowledge of commercialised printing and printing processes • Advanced typing skills • Good communication skills • Creativity (planning, organising, problem-solving skills) • Knowledge of CTP is a must • Grade 12 will be an added advantage.  
**Duties:** • Manage quality of designs throughout all phases of a project • Proofread jobs • Perform scanning of jobs, impositioning of jobs and printing of plates • Liaise with clients • Mentor and manage artisan (designers).  
**Enquiries:** Ms H Macozoma, tel. (012) 748-6345

**Artisan Foreman Grade A (Mechanised Binding, Special Products)**  
**Salary: R286 500 per annum (Ref. GPW 18/64)**  
**Pretoria**  
**Requirements:** • Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test certificate in mechanised/craft binding • 5 years' post-qualification experience • Good knowledge of binding/folding/cutting equipment and processes • Good interpersonal relations • Quantity conscious • Planning and organising skills • Grade 12 will be an added advantage.  
**Duties:** • Oversee the mechanised binding and finishing of printed matter • Allocate tasks to artisans • Ensure optimum quality standards • Ensure reconciling of production information daily • Be responsible for supervision and staff management.  
**Enquiries:** Mr M Mudau, tel. (012) 748-6142

**Artisan (Specialised Production) (Web-Fed: Concepta)**  
**Salary: R269 931 per annum (Ref. GPW 18/65)**  
**Pretoria**  
**Requirements:** • Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography/Continuous Stationary Machine Minding • 5 years' post-qualification experience • Knowledge of computerised printing presses • Good computer skills • Quality conscious • Planning and organising skills • Willingness to work shifts • Grade 12 will be an added advantage.  
**Duties:** • Operate an automated 9-colour web-fed offset printing machine with specialised finishing equipment (sheeter, folder, numbering unit and web deliver unit) • Set up and adjust rollers, cylinders, loading paper reels on machine • Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product • Train learners, artisans and printers assistants • Adhere to Occupational Health and Safety regulations and procedures.  
**Enquiries:** Mr M Mudau, tel. (012) 748-6142

**Artisan (Specialised Production) (Graphic Designer)**  
**Salary: R269 931 per annum (Ref. GPW 18/66)**  
**Pretoria**  
**Requirements:** • Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years' post-qualification experience • Computer skills: Proficiency on Apple Mac with Adobe Creative Suite • Ability to take work from concept through to repro • Knowledge of commercialised printing and printing processes • Advanced typing skills • Good communication skills • Creativity (planning, organising, problem-solving skills) • Knowledge of CTP is a must • Grade 12 will be an added advantage.  
**Duties:** • Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching • Carry out quality checking • Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates.  
**Enquiries:** Ms H Macozoma, tel. (012) 748-6345

**Artisan (Production) Grade A (Mechanised Binding) (6 Posts)**  
**Salary: R179 523 per annum (Ref. GPW 18/67)**  
**Pretoria**  
**Requirements:** • Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanised/craft binding • Basic computer skills • Quality conscious • Good knowledge of mechanised binding equipment/craft binding operations • Willingness to work shifts • Grade 12 will be an added advantage.  
**Duties:** • Be responsible to adjust, run and maintain mechanised binding and/or personalisation equipment/machines • Ensure optimum productivity and maintain high-quality standards of binding • Reconcile documents daily • Be responsible for basic operating and maintenance • Adhere to Occupational Health and Safety regulations and procedures.  
**Enquiries:** Mr T Khumalo, tel. (012) 748-6329/Mr M Mudau, tel. (012) 748-6142

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.  
**Note:** Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent comprehensive CV specifying all qualifications and experience with respective dates and certified copies of qualifications, ID and a valid driver's licence (where required) must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts.  
**General information:** Short-listed candidates must be available for interviews at a date and time determined by the Government Printing Works. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance.  
**All applications must be forwarded to the Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001, for attention: Ms M Mbokane, Human Resources, tel. (012) 748-6296.**  
**Closing date:** 12 October 2018 at 12 noon  
 Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within 3 months of the closing date, please consider your application unsuccessful.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.  
**Closing date: 09 October 2018.**  
 The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.  
 If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

**Joburg**

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