

## CITY OF JOHANNESBURG VACANCIES

017/2018

## PERMANENT POSITIONS

Department: Group Corporate & Shared Services  
Branch: Group Human Capital Management

## Director: Talent Acquisition, Remuneration and Transformation

Salary: R51 441.74 pm (basic salary excluding benefits)

## Educational Requirements and Experience

- A Bachelor's Degree in Human Resources, Management Associated Field / NQF level 7. A Post Graduate Diploma in the related field is preferred.
- Five years plus in a complex knowledge driven environment.
- The post holder will have demonstrable experience in talent acquisition, remuneration, performance and transformation related business as outlined below, in a large organisation where policy development and complex project management skills are required.
- At least five (5) years' relevant senior management experience in talent acquisition, remuneration, performance and transformation.

## Job Description:

Ensure that talent acquisition, remuneration management, benefits administration, performance management, transformation, employment equity, disability management, diversity management, gender matters and special projects are strategically designed and implemented. This would be done in line with the City Group's organizational approach and City wide dependencies by integrating the basket of functions to ensure a cohesive change ready and dynamic. This Unit will develop policy frameworks, test and implement on a cross cutting inclusive basis for increased organisational effectiveness, operating efficiency and high quality management of Human Capital and Finance through a people centered approach. Engagement will be required with a broad range of stakeholders, including the political leadership, organized, labour, various spheres of government (local, provincial and national) the various City Core Administration Departments and Municipal Entities inclusive of the Boards of Directors and relevant service providers. Through these engagements the Unit must ensure the development and coordination of a well balanced approach, considering needs, and requirements. Extensive communication and networking will be required to develop a range of best practices suitable for City Group applications.

Contact Person: Pateka Shumane  
E-Mail: patekas@joburg.org.za  
Tel No: (011) 407 6658  
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Department: Environmental & Infrastructure Services Department  
Branch: Finance

## Accountant

Salary: R18 348.23 pm (basic salary excluding benefits)

## Educational Requirements and Experience

- Grade 12 / NQF level 4.
- Diploma in Local Government Finance Management and/or related Finance qualification in Finance / NQF level 6.
- Two (2) years' relevant experience within Municipal Environment.

## Job Description:

Render efficient and effective financial administration support with regards to monitoring processing and recording of financial transactions within Environment Infrastructure Services department. Ensure records are up to date, reflective of the activities of the Department and made available to support transactional sequences and applications.

Contact Person: Miehleketo Mabasa  
E-Mail: eisdrecruitment@joburg.org.za  
Tel No: (011) 587 4221 / 4327  
Workplace: Traduna House, 118 Jorissen Street, Braamfontein

Department: Community Development  
Branch: Facilities Enhancement Unit

## Head: Repairs & Maintenance

Salary: R41 493.20 pm (basic salary excluding benefits)

## Educational Requirements and Experience

- Degree in Engineering or a Built Environment discipline (Quantity Surveying, Civil Engineering, Electrical Engineering, Mechanical Engineering or Building) / NQF level 7.
- Six (6) to eight (8) years' experience in Local Government Senior Management position.
- Sound knowledge of the relevant legislation that govern employment practices; principles and practices of municipal budget preparation and administration.

## Job Description:

Lead and direct the planning and implementation of repairs and maintenance related projects through the application of knowledge, technical skills and ability to perform in a high pressure environment in order to implement all Community Development's projects (refurbishment of existing facilities, repairs and maintenance of facilities including emergencies) and that all the projects are delivered on time, within budget and to the required standards. Oversee the implementation of the service level agreements with external clients and interact with Contractors/External Service Providers as and when required. Establishments retained by the incumbent will be swimming pools, sports and recreation centres, museums, arts and culture galleries, libraries, stadiums and sports fields.

Contact Person: Mandlenkosi Mbatha  
E-Mail: Mandlamb@joburg.org.za  
Tel No: (011) 407 6634  
Workplace: Proton House, 764 Golf Club Terrace, Constantia Kloof

Department: Public Safety  
Branch: Johannesburg Metropolitan Police Department

## Shift Security Supervisor

Salary: R7 924.04 pm (basic salary excluding benefits)

## Educational Requirements and Experience

- Grade 12 Certificate / NQF level 4.
- Grade 'B' or 'C' Security Certificate.
- Must be PSIRA registered.
- Six (6) years' experience in the security environment of which two (2) years of practical experience in the supervision of 4 or more security officers.
- Valid driver's licence (Code C1) and ability to operate a motor vehicle of the same class.
- Good communication, interpersonal and report writing skills.
- Good planning, organizing and coordinating skills.
- Good working knowledge of various security-related legislation.
- Computer literacy.
- Ability to work and interact with diverse people whilst maintaining a customer-friendly environment.
- Ability to work in a highly stressful environment and maintain highly level of vigilance at all times.
- Prepared to sign "Oath of Secrecy", undergo Vetting/security clearance investigation and sign an employment contract and performance agreement.
- Ability to work shifts (day, night, weekends and public holidays) as well as long-hours.

## Job Description:

The purpose of the job is to provide effective supervision of physical and operational security service at shift level in order to ensure the safety and security of employees, stakeholders/ clients, assets, information and buildings/ facilities.

Contact Person: Anastacia Joseph  
E-Mail: Anastaciaj@joburg.org.za  
Tel No: (011) 490 1555  
Workplace: Wemmer Complex

Department: Public Safety  
Branch: Johannesburg Metropolitan Police Department

## Security Control Room Operator

Salary: R6 845.09 pm (basic salary excluding benefits)

## Educational Requirements and Experience

- Grade 12 Certificate / NQF level 4.

- Grade 'C' or 'D' Security Certificate.
- Must be PSIRA registered
- Three (3) years' experience in the security environment.
- Valid driver's licence (Code C1) and ability to operate a motor vehicle of the same class.
- Prepared to sign "Oath of Secrecy", undergo Vetting/security clearance investigation and sign an employment contract and performance agreement.
- Ability to work shifts (day, night, weekends and public holidays) as well as long-hours.
- Good communication skills.
- Computer literacy.

## Job Description:

Coordinate security activities at the location, assist in access control through closed circuit television (CCTV) monitoring, serve as communications center for security operations, and maintain constant monitoring of the alarm systems.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

Contact Person: Lebogang Ramushu  
E-Mail: lebogangr@joburg.org.za  
Tel No: (011) 490 1643  
Workplace: Wemmer Complex

Department: Group Finance Management Support  
Branch: Management Support

Specialist: SAP Operations – Accounts Payable and Banking

Specialist: SAP Operations – Assets and Notes Payable

Specialist: SAP Operations – Billing

Specialist: SAP Operations – Controlling and Fund Management

Specialist: SAP Operations – Credit Control

Specialist: SAP Operations – Customer Relations Management

Specialist: SAP Operations – General Ledger and Accounts Receivable

Specialist: SAP Operations – Rates

Specialist: SAP Operations – Supply Chain Management

Salary: R22 707.97 – R31 783.65pm (basic salary excluding benefits)

## Educational Requirements and Experience

- An IT related tertiary qualification B-degree or a diploma in IT field
- At least five (5) years' experience in a support environment ideally within SAP.
- Complete understanding of the SAP functionality.
- SAP Financials (all sub-modules) training, knowledge, in-depth understanding, and experience are essential. Specific areas of interest are Finance, Purchasing Organization Vendor Master Records; Order; Goods Receipt; Invoice Verification; Payment Run and Account Statement; Warehouse Procurement Process; additional Overview in Controlling, Materials Management, SRM, Project Systems, Funds Management, HR, IS-U and CRM. SAP Basis and other module, or cross application knowledge and experience will be advantageous.
- Business expert in the specific area.
- 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 relation skills.
- Understanding Council financial legislation, regulations & procedures.
- SAP Certification in the relevant SAP Module.

## COMPETENCIES

1. Dynamical
  - o Independent and self-reliant; conveys a realistic confidence in own ability to select appropriate courses of action and in likely success of own initiatives; able to stand ground in face of opposition.
  - o Makes an immediate positive impression on others.
  - o Enthusiastic and committed.
  - o Proactive and self-starting.
  - o Able to influence attitudes and opinions of others and gain agreement to proposals, plans and ideas; skillful at negotiations.
2. Business Awareness
  - o Attuned to internal changing business environment and alert to changing dynamics within organization; forges links with other departments and establishes useful support networks.
  - o Knowledgeable about financial and commercial matters; focuses on costs, profits, markets, new business opportunities and activities which will bring the largest return.
  - o Has knowledge and experience of a range of different functions; takes account of all the different functions in developing strategy and plans.
  - o Comes up with new and imaginative ideas; identifies fresh approaches; breaks away from tradition.
3. Analytical
  - o Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available.
  - o Seeks all possible relevant information for problem solving and decision making; consults widely, probes the facts, analyses issues from different perspectives.
  - o Breaks problem into constituent parts and differentiates key elements from the irrelevant or trivial; makes accurate use of logic, and draws sound inferences from information available.
4. Operational
  - o Committed to the achievement and maintenance of quality; sets high standards of performance for self and others.
  - o Concerned to provide a prompt, efficient and personalized service to clients; goes out of way to ensure that individual customer needs are met.

## Job Description:

To provide specialist SAP application support and consulting services in line with Group Finance service offerings and the User SAP Life-Cycle Support Operating Model.

Contact Person: Tshimangadzo Rambau  
E-Mail: allocated per position as per below  
Tel No: (011) 358 3143  
Workplace: Thuso House, Braamfontein

Specialist: SAP Operations – Account Payable and Banking

Email: tshepison@joburg.org.za

Specialist: SAP Operations – Assets and Notes Payable

Email: nthabisengmo@joburg.org.za

Specialist: SAP Operations – Billing

Email: gontese@joburg.org.za

Specialist: SAP Operations – Controlling and Fund Management

Email: Sphamandlan@joburg.org.za

Specialist: SAP Operations – Credit Control

Email: annalisab@joburg.org.za

Specialist: SAP Operations – Customer Relations Management

Email: Riad@joburg.org.za

Specialist: SAP Operations – General Ledger and Accounts Receivable

Email: nomsan@joburg.org.za

Specialist: SAP Operations – Rates

Email: faniswal@joburg.org.za

Specialist: SAP Operations – Supply Chain Management (SCM) Specialist

Email: Anesimom@joburg.org.za

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

**Closing date: 3 May 2018**

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 COJ's EE 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.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

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