

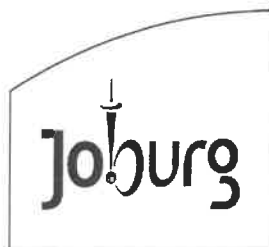
# **CITY OF JOHANNESBURG VACANCY CIRCULAR: 045/2020**

1. Interested applicants are invited to apply for the positions listed in the circular.
2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).
3. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
4. The City of Johannesburg reserves the right not to make an appointment.
5. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
6. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
7. The City of Johannesburg is an equal opportunity employer.
8. Finalization of the appointments to be within 4 months from the closing date of circular.

**PUBLISHED DATE: WEDNESDAY, 07 OCTOBER 2020**

**CLOSING DATE: TUESDAY, 20 OCTOBER 2020**





a world class African city

City of Johannesburg  
Group Corporate & Shared Services: Group Human Capital Management

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## PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Development Planning  
**Branch:** Building Development Management  
**Designation:** Unit Head: Building Development Management  
**Salary Range:** R62 284. 19 pm (basic salary excluding benefits)

### Appointment Requirements:

- Grade 12/NQF level 4;
- Degree in Built Environment such as Building Science, Town and Regional Planning, Architecture; Civic Engineering; Quality Surveying, or any equivalent qualification (NQF Level 8);
- Code 8 driver's license;
- 10 years' experience in town and regional planning, or corporate strategic planning including at least 5 years management experience within a government or private sector environment experience;
- Extensive knowledge of departmental core business and the ability to package core business into strategic planning and monitoring framework; and
- An understanding of the entire planning value chain within the local government and inter-government context.

**Primary Function:** Lead, manage and direct the directorate in order to ensure proper management of the built environment through the strategic and tactical implementation of the National Building Regulations and Building Standards Act, No 103 of 1995, as amended, the National Building Regulations as stipulated in the SANS 10400 Code of practise (special reference to part X-Environment and part XA-Energy Usage in buildings). Development and Deploy any other strategic and/or operational interventions to improve functionality and aesthetics of the built environment in as far as these are impacted on by buildings and outdoor advertising.

**Key Performance Areas:** Develop and ensure implementation of financial strategy. Plan, organize, coordinate and direct Development Planning Departments' priority based strategic planning processes from inception to program development and to monitor, evaluate and report on program performance against pre-determined indicators and targets. Development and timeous reporting of Policy and Procedure Management. Lead Stakeholder management and Compliance. Ensure Planning and Development Analysis. Manage and coach staff in the Building Development Directorate to ensure that all staff meet the departments objectives in line with the broader organizational objectives and requirements. Manage and monitor assets and resource of the Directorate. Control, consolidate, analyse and submit various reliable reports. Practice good

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governance and management of risk.

**Leading Competencies:** Operational and technical decision-making; Strategic Direction and Leadership; People Management; Financial Management; Stakeholder Management; Conflict Management; Programmes and Projects Management.

**Core Competencies:** Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills; Good negotiation and conflict management skills; Good problem solving skills and information gathering skills; Excellent verbal, written and communication skills; Ability to operate in a highly-intensive environment with continued pressure to deliver high quality work standards; Ability to work independently.

***This is an employment equity targeted position and preference will be given to African and White Males and African and White Females, including people with disabilities.***

**Contact Person:** Siphiwe Khumalo

**E-Mail:** [SiphiweK@joburg.org.za](mailto:SiphiweK@joburg.org.za)

**Tel No:** (011) 407 7085

**Workplace:** 158 Civic Boulevard, Braamfontein

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2. **Department:** Office of the Ombudsman  
**Branch:** Communications and Media  
**Designation:** Operations Manager: Content, Social Media and Marketing  
**Salary Range:** R27 494. 16 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 (NQF level 4);
- Bachelor's Degree in Digital Marketing/Journalism/Media Studies/Public Relations;
- 4 - 6 years' relevant experience, of which 2 years in a professional capacity; and
- An understanding of consistency messaging, communication and branding.

**Primary Function:** Create and administer official content for the Office of the Ombudsman, on all communication, digital media platforms including social media, website and mass media in order to promote the Office of the Ombudsman amongst its stakeholders.

**Key Performance Areas:** Create, package, collate and publish engaging and informative content in collaboration with core units for Digital Platforms (Social Media and website), Mass Media, Pamphlets, Posters and Media packs. Disseminating content on all communication channels, Digital (Social Media and Website) media platforms for both internal and external communication. Ensuring effective, useful, consistent and accurate information is published. Manage social media and digital platforms. Monitor queries on all social and digital platforms.

**Leading Competencies:** Strong organizing and attention to detail skills; Team player; Time management and communications; People Management; Stakeholder Management; Conflict Management and Risk Management.

**Core Competencies:** Computer literacy (Microsoft Word and Excel); Good Communication skills (verbal and written); Coordinating skills; Good Networking skills; Outstanding creative writing skills and be able to consistently meet deadlines while paying attention to detail.

***This is an employment equity targeted position and preference will be given to Indian, White Males and Indian, White Females including people with disabilities.***

**Contact Person:** Violet Sidaki                      **E-Mail:** [Ombuds.HR@joburgombudsman.org.za](mailto:Ombuds.HR@joburgombudsman.org.za)  
**Tel No:** (010) 288 2800  
**Workplace:** SAPPI Building

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This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

3. **Department:** Office of the Ombudsman  
**Branch:** Communications and Media  
**Designation:** Operations Manager: Outreach  
**Salary Range:** R27 494. 16 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 (NQF level 4);
- Bachelor's Degree in social sciences or communications or related qualification in communication (NQF level 7);
- Valid driver's license;
- 4 - 8 years' relevant experience, of which 2 years in a professional capacity; and
- Own reliable transport and valid driver's license.

**Primary Function:** Implement education and awareness drives aligned to the unit's and organization's goals. Furthermore to provide the organization's services to communities that cannot reach the Office of the Ombudsman.

**Key Performance Areas:** Execute project planning process to inform the business unit business planning processes. Execute process optimization and efficiency. Planning and coordinating outreach and citizen engagement programs. Managing outreach and citizen engagement programs. Overseeing administrative aspects of programs to meet the objectives of the stakeholders. Analyzing data to determine the effectiveness of programs. Facilitating partnerships with organizations that have similar goals as the Office of the Ombudsman. Execute activities associated with the management and control of the assets and resources.

**Leading Competencies:** Strong organizing and attention to detail skills; Team player; Time management and communications; People Management; Stakeholder Management; Conflict Management and Risk Management.

**Core Competencies:** Computer literacy (Microsoft Word and Excel); Good Communication skills (verbal and written); Coordinating skills; Good Networking skills; Outstanding creative writing skills and be able to consistently meet deadlines while paying attention to detail.

***This is an employment equity targeted position and preference will be given to Indian, White Males and Indian, White Females including people with disabilities.***

**Contact Person:** Violet Sidaki                      **E-Mail:** [Ombuds.HR@joburgombudsman.org.za](mailto:Ombuds.HR@joburgombudsman.org.za)  
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4. **Department:** Office of the Ombudsman  
**Branch:** Complaints and Investigations  
**Designation:** Investigator (3 positions)  
**Salary Range:** R43 684.21 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 (NQF level 4) plus a Law degree (NQF 7);
- 5 - 8 years' experience in handling of complaints/investigations and customer service environment;
- Good interpretation and application of the law; and
- Comprehensive understanding of local government processes and programmes as well as report writing skills.

**Primary Function:** To investigate all complaints relating to alleged acts of maladministration where members of the public within the City of Johannesburg are alleged to have suffered an injustice as a result of such maladministration by the administration or any of its employees, and where such acts allegedly infringe upon the Constitutional rights of an individual, are investigated in line with the Ombudsman By-law and dealt with in a proper manner.

**Key Performance Areas:** Investigate the alleged act or omission or any attempt by an employee serving in the municipality or municipal entity which constitute any maladministration in the affairs of the municipality to the prejudice of a member of the public. Ensure the engagement of the public, to promote the knowledge and awareness of the Office of the Ombudsman's roles and responsibility. To compile reports relating to investigation work in the Office of the Ombudsman and monitoring implementation of recommended corrective action. Investigate complaints of Human Rights violation by the administration of the municipality.

**Leading Competencies:** Strong organizing and attention to detail skills; Team player; Time management and communications; Customer Care; People Management; Stakeholder Management; Conflict Management and Risk Management.

**Core Competencies:** Computer literacy (Microsoft Word, Excel, Power Point and database management); Excellent Communication skills (verbal and written); Be able to consistently meet deadlines while paying attention to detail; Investigation and Report writing skills.

***This is an employment equity targeted position and preference will be given to African, White Males and African Females including people with disabilities.***

**Contact Person:** Violet Sidaki                      **E-Mail:** [Ombuds.HR@joburgombudsman.org.za](mailto:Ombuds.HR@joburgombudsman.org.za)  
**Tel No:** (010) 288 2800  
**Workplace:** SAPPI Building

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This Vacancy is **ONLY** open to Employees of the City of Johannesburg

5. **Department:** Office of the Ombudsman  
**Branch:** Management Support  
**Designation:** Senior Manager: Talent Management  
**Salary Range:** R50 238.79 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 (NQF level 4);
- Bachelors degree (NQF 7) in Human Resources or related field;
- Code 8 Driver's license;
- 7 – 8 years' experience in the discipline, of which 4 years' experience is at middle management.

**Primary Function:** Plan, direct, integrate, coordinate and evaluate the Talent Management function by ensuring the formulation and implementation of strategic objectives and policies to enable the Department to effectively, efficiently and successfully achieve its mandate in relation to Human Capital Management activities within a complex, highly unionized and ever changing environment.

**Key Performance Areas:** Facilitate the development of the Sub-Unit's functional strategic planning. Lead the development of the Sub-Unit's Operational Planning process. Lead and facilitate the Sub-Unit's Performance Management planning process. Lead and manage the development of the Sub-Unit's Individual Learning plans (ILP) process. Organise both human and non-human resources for effective implementation of the Sub-Unit organizational structure. Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Sub-Units. Provide sound leadership for the achievement of the Sub-Unit's objectives. Facilitate the capacitation of the department.

**Leading Competencies:** Strong organizing and attention to detail skills; Team player; Time management and communications; People Management; Stakeholder Management; Conflict Management and Risk Management.

**Core Competencies:** Computer literacy (Microsoft Word and Excel); Good Communication skills (verbal and written); Coordinating skills; Good Networking skills; Outstanding creative writing skills and be able to consistently meet deadlines while paying attention to detail.

***This is an employment equity targeted position and preference will be given to African, White Males and African, White Females including people with disabilities***

**Contact Person:** Rhulani Babani      **E-Mail:** [Ombuds.HR@joburgombudsman.org.za](mailto:Ombuds.HR@joburgombudsman.org.za)  
**Tel No:** (010) 288 2800  
**Workplace:** SAPPI Building

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**This Vacancy is ONLY open to Employees of the City of Johannesburg**

6. **Department:** Office of the Ombudsman  
**Branch:** Finance  
**Designation:** Deputy Director: SCM  
**Salary Range:** R50 238.79 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 (NQF level 4);
- B Degree in Finance, Accounting, Business Administration at NQF 7 and Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 (SAQA qualification ID 48965);
- 5 – 8 years' experience, of which 2 years in middle management.

**Primary Function:** Ensure the effective implementation and compliance of the Office of the Ombudsman Supply Chain Management services in line with the City's Supply Chain Management policies and applicable legislation.

**Key Performance Areas:** Manage the demand planning for the Office of the Ombudsman. Facilitate acquisition planning for the Office. Manage the SCM logistical processes for the Office. Manage the disposal of assets in the Office of the Ombudsman. Manage the Office compliance with SCM legislation, policies, processes and procedures. Manage SCM related financial risk and waste. Coordinate Auditing Processes relating to Supply Chain and Assets. Perform specific administrative and reporting functions associated with SCM performance.

**Leading Competencies:** Leadership and People Management, Stakeholder Management, Conflict Management; Programmes and Projects Management, Strategic and Integrative thinking, ability to initiate and work independently. Work under pressure.

**Core Competencies:** Computer literacy (Microsoft Word, Excel and PowerPoint); Good Communication (verbal and written). Knowledge of public sector and Finance. Coordinating skills; Good Networking skills; Outstanding creative writing skills and be able to consistently meet deadlines while paying attention to detail.

***This is an employment equity targeted position and preference will be given to African, White Males and African, White Females including people with disabilities***

**Contact Person:** Violet Sidaki                      **E-Mail:** [Ombuds.HR@joburgombudsman.org.za](mailto:Ombuds.HR@joburgombudsman.org.za)  
**Tel No:** (010) 288 2800  
**Workplace:** SAPPI Building

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This Vacancy is **ONLY** open to Employees of the City of Johannesburg

7. **Department:** Group Finance  
**Branch:** Property – Rates & Taxes  
**Designation:** Operational Manager: Query Resolution  
**Salary Range:** R27 494.16 pm (basic salary excluding benefits)

**Appointment Requirements:**

- National Diploma in Finance or equivalent to NQF level 6; and
- 3 years relevant experience in the financial computerized environment.

**Primary Function:** Manage operations in transaction processing of rates adjustment related to change of ownership, land valuation changes, government accounting rebate and query resolution in line with the legislative framework applicable to local Government and COJ utilizing all resources available to effectively and effectively delivering service to property owners in City of Johannesburg.

**Key Performance Areas:** Manage of change of ownership in Rates & Taxes Transaction processing environment. Manage Query Resolution in Rates and Taxes Transaction processing environment. Manage Land Valuation changes in Rates & Taxes Transaction processing environment. Manage Government Accounts and Rebate Application in Rates & Taxes Transaction Processing environment. Governance and Risk Management. Stakeholder relations and communications. Monitoring and reporting. Assets and Resource Management. Planning and Development. People Management and supervision.

**Leading Competencies:** Conflict Resolution; Customer Service and Management; Time Management and ability to manage and motivate staff.

**Core Competencies:** Computer literacy (MS Office), Leadership; report writing, and presentation skills required. Preference will be given to candidates with demonstrable managerial experience.

***This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males and White Females including people with disabilities.***

**Contact Person:** Pearl Fambe  
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**Workplace:** Jorrissen Place

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This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

8. **Department:** Group Governance  
**Branch:** Academy for Chartered Accountants Training Programme  
**Designation:** Director: ACA Training Office (Training Officer)  
**Salary:** R62 284.19 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Qualified CA (SA)/NQF level 7 is required;
- 8 years' experience of which 5 must be at mid-management level;
- Good management and strong project management skills;
- Competency in monitoring, evaluation and assessment of organizational performance;
- Knowledge of research methodology and good skills in quantitative analysis;
- Local government experience;
- Ability to identify and analyse relevant data and present findings;
- Ability to deliver concise, well written reports to tight deadlines;
- Must be flexible, independent and have self-management skills; and
- Training and Development experience.

**Primary Function:** Provide strategic direction, leadership and management of the ACA Training Programme support in the City of Johannesburg Municipality.

**Key Performance Areas:** Provide and demonstrate commitment in training for prospective CA (SA) trainees and is responsible for providing adequate training structure and facilities. Ensure effective and efficient project management function. Develop and implement monitoring, evaluation and assessment function for ACA programme. Personnel and performance management. Comply to line manager requirements in terms of staff management policies of the City in order to achieve Unit's outputs. Financial control and risk management.

**Leading Competencies:** Collaborative Working/Team work; Cooperative Governance; Strategic Direction and Leadership; Strategic Planning and Management and Thinking.

**Core Competencies:** Customer and Service Delivery Management (Batho Pele); Ethics, Integrity and Professionalism; Impact and Influence; Monitoring and Evaluation.

***This is an employment equity targeted position and preference will be given to African, Indian and White males and African and White females including people with disabilities.***

**Contact Person:** Nthabiseng Makhele **Email:** [nthabisengma@joburg.org.za](mailto:nthabisengma@joburg.org.za)  
**Tel No:** (011) 018 6326  
**Workplace:** 33 Hoofd Street, Braampark, Forum 1, Braamfontein

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This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

9. **Department:** Public Safety  
**Branch:** Emergency Management Services (EMS)  
**Designation:** Director: Operations  
**Salary:** R62 284.19 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Bachelor's/B Tech Degree in fire technology/NQF level 7;
- Intermediate computer literacy in Word/Excel/Powerpoint;
- Valid Code EC driver's licence;
- 10 years' experience in Operations, of which 5 years must have been in Management level (Deputy Director level in EMS);
- Knowledge on the local government environment;
- Knowledge of City's Strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- In depth knowledge of function principles, techniques & tools and how they can be practically applied;
- Knowledge of principle and practices of Municipal organization, administration and Personnel Management.

**Primary Function:** Take overall charge of the entire Operations of the City of Johannesburg's Emergency Management Services and Reactive Incident Management within the risk profile of Johannesburg, in order to assure that performance is in line with the approved and acceptable service delivery standards, norms and standards and legislative fulfillment.

**Key Performance Areas:** Oversee and conduct the strategic planning processes. Advise and assist the Executive Head on Operational policy and standards for EMS by taking part in policy and standards generating initiatives in order to keep the department abreast with technological and policy developments. Ensure reactive Incident Management by assigning all managers and staff in Operations and allocating the necessary resources to Deputy Directors in order to render Emergency Incident Management according to approved and acceptable service delivery standards. Oversee and conduct Human Resources, training and discipline matters in the Operations Unit. Ensure strategic management of the Operations Fleet by assigning fleet to specific Deputy Directors according to district risk profile. Manage large scale incidents by physically responding to the scenes and liaising with Proactive services. Develop a consultative strategy by communicating with community and internal staff, in order to enhance the application of Batho Pele Principles. Plan the operational budget by identifying operational needs and costs, developing budgetary control measures and liaising with the Deputy Directors and Finance Directorate on budgetary activities. Responsible for Process Management.

**Leading Competencies:** Strategic Direction and Leadership; People Management; Financial Management; Change Leadership; Projects Management; Performance and Risk Management and Batho Pele; Attention to detail.

**Core Competencies:** Computer Literacy (Microsoft Word and Excel); good facilitation and influencing; good listening and communications (verbal and written); coordinating; customer care; problems solving; critical thinking and good management.

***This is an employment equity targeted position and preference will be given to African and White males and African and White females including people with disabilities.***

**Contact Person:** David Moleele  
**Tel No:** (011) 222 8085  
**Workplace:** Martindale

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