



## PERMANENT POSITIONS

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

1. **Department:** Legislature  
**Branch:** Community Participation & Ward Governance  
**Designation:** Ward Administrator  
**Salary Range:** R22 215.52 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12 / NQF level 4 plus Certificate in Project Management / Public Administration / NQF level 6.
- Three (3) years' experience in Local Government
- Previous experience in community liaison is a distinct advantage

**Primary function:** To implement the provision of an effective Ward Council's administrative support services. To effectively support regional Councillors in ensuring qualitative oversight on service delivery, effective public participation, report compilation and routing, communication on ward matters, decisions taken by the council on matters affecting communities and enabling constituencies in accessing their political leaders. To guide Ward Councillors in constituting and developing schedules of meetings for the public and their ward committees and provide administrative and logistical support on all matter's incidental thereto.

**Key Performance Areas:** Perform specific task that associates with community mobilization and involvement. Coordinate the accessibility of decision made by Council. Facilitate the provision administrative support to Councillors. Facilitate the provision of Secretarial support. Facilitate the provision of logistical support. Perform specific task relating to supporting the regional / departmental Programmes, research and communication.

**Leading Competencies:** Ability to work under pressure and meet deadlines. Ability to manage conflicts. Teamwork, Manage Resources, Confidentiality;

**Core Competencies:** Computer Literacy; knowledge of the competencies of government at all spheres. Demonstrate competences through experience in local Government.

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

**Contact Person:** Refiloe Maisela / Sharon Gardener  
**Tel No:** (011) 407 6270 / 6294  
**Workplace:** Various Regions

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

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**PUBLICATION DATE:** 15 OCTOBER 2020

**CLOSING DATE:** 21 OCTOBER 2020

**VACANCY CIRCULAR:** 048/2020

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

2. **Department:** Legislature  
**Branch:** Office of the Chief Whip of Council  
**Designation:** Administrator  
**Salary Range:** R17 022.07 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Grade 12/NQF level 4 or any equivalent qualification;
- Suitably qualified candidates as defined by Section 20 (3) of the EE Act will be considered;
- At least two (2) years' experience in an office environment;
- Experience in working with diverse groupings;
- Understanding of Government Function and Procedures;
- Knowledge of Batho Pele Principles;
- Office administration procedures and coordination; and
- Computer literacy (MS Office) and Microsoft Outlook; Communication (verbal and written) and report writing skills required;

**Primary Function:** Provide administrative support services to the Office of the Chief Whip of Council. Coordinate and attend to the implementation of procedures, applications, systems and controls to facilitate and support recording, updating, circulation and maintenance of deviations and operational information and associated activities of this functionality. Coordinate all logistical arrangements related to meetings and Councillors' Briefing Sessions. Ensure that all supply levels of office equipment and beverages are maintained.

**Key Performance Areas:** Coordinate the Unit's administrative activities in an effective, up to date and accurate manner; Perform administrative and clerical support to the Department; Serve as coordinator of the office of the Chief Whips Information, reporting and communication strategies and activities. Provide and internal communication function for the Office of the Chief Whip. Assist the reporting functions of the office of the Chief Whip.

**Leading Competencies:** Strong organising and attention to detail skills; Record keeping; Team player; Creativity; Time management and communications.

**Core Competencies:** Integrity, Confidentiality; Flexible and adaptable; Ability to work under pressure; Good spoken and written command of the English language; Reliable and Accuracy.

**Contact Person:** Refiloe Maisela / Sharon Gardner

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

**Tel No:** (011) 407 6270 / 6294

**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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