

The Star Workplace

643 Swb/Recep/ Office Support

RECEPTIONIST
An independent, energetic, organised professional is required by a company in the Westrand. Must have over 5 years experience in Reception and Switchboard operation. Strong knowledge in Microsoft Outlook and a secretarial diploma a must. Salary neg. Email cv to hr@sesli.co.za

649 Media

SIMPLY BLACK is looking for a **MEDIA FRENCH SPEAKING PERSON** of Central or West Africa descent to handle the company's African French Markets. Ideally the candidate must have grown up in one of these West or Central Africa countries. Must speak English and French. Must have a Degree in Marketing and Communication. Must have 3-5 years' exp in Promotion & Advertising. Must hold a valid passport and be ready to travel to French Markets to meet client.

DUTIES
• Give in-market insights into local consumer habits and media consumption.
• Negotiate, buy media spaces and implement campaigns in French markets.
• Translate company's documents from English to French, vice-versa. Please send CV along with a copy of passport info@simplyblack.co.za no later than 06/10/2017

689 Operation Employment

A Mature male needs any challenging work needing communication skills preferably working from home. Extensive retail exp. Outstanding refs. David 011 814 3076

RECEP / office admin/ Accounts & general office work. 12 yrs exp. seeks post 0836508425

ACCOUNTS cash bk auto reconciler exp pastel, balance, debts, cred, reports 072 293 7635

ADMIN / PA seeks work Has 15+ years exp. Maureen 073 775 7273

DOMESTIC Worker is looking for a job. Good with kids. 5 yrs exp. 060 470 0958

DOMESTIC worker seeks employment full time 076 552 4448

DRIVER is looking for a job. Code 08. 10 yrs exp. 060 7177 681

INDIAN Lady seeking sleep in maid job 064 731 4560

workplace
Build a DREAM TEAM for your business

Recruit NEW employees



To advertise a position call

0860 115 115
workplace

CITY OF JOHANNESBURG VACANCIES

Department: Community Development
Branch: Arts, Culture and Heritage – Museums and Galleries
Designation: Museum Guide
Salary: R8 716.45 pm (basic salary excluding benefits)

Contact Person: Zandile Mgbahi
Tel No: (011) 407 6553
Workplace: Hofmeyer Street and 7th Avenue, Alexandra

Educational Requirements and Experience

- Grade 10 / NQF level 2 (including English), First Aid and Firefighting Certificates.
- At least one year experience in a museum setting or similar environment.
- Must be computer literate.

Job Description:
Provide guidance to visitors visiting the museum so that they will leave well-informed about the museum and the history there-of. Maintain the safety and security of the Museum building, property and equipment by monitoring all areas of the building, doing on foot patrol and by using electronic security systems, also controlling the entrance and exit of people and goods; informing visitors of museum rules in order to control and minimize loss of building, property, equipment and collections. In the event of an emergency, control the situation by taking appropriate action in order to minimize risk to life and property.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR. E-Mail: vacanciescomdev@joburg.org.za

Department: Community Development
Branch: Arts, Culture and Heritage – Museums and Galleries
Designation: Education Officer
Salary: R18 348.23 pm (basic salary excluding benefits)

Contact Person: Zandile Mgbahi
Tel No: (011) 407 6553
Workplace: Hofmeyer Street and 7th Avenue, Alexandra

Educational Requirements and Experience

- A three year BA degree / NQF level 7 that incl. History or any other relevant subject, supplemented by on-year Higher Diploma in Educations (PG) or
- A four year BA education degree that incl. History or any museum related subject.
- One (1) or two (2) years practical teaching experience.
- A working knowledge of museum practice and museum education.
- Experience in adult education and/or experience of working with children in an educational context.
- Must be computer literate.
- Enthusiasm for and a commitment to the educational role of museums.

Job Description:
Present educational programmes, events and activities linked to Museum Africa's collections and its temporary and permanent exhibitions, for both children and adults in order to enhance the audience's understanding of the exhibits, inspire them and give them a memorable museum experience. Monitor the effectiveness of these programmes and contribute to publicity and marketing of them.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR. E-Mail: vacanciescomdev@joburg.org.za

Department: Community Development
Branch: Arts, Culture and Heritage (Museums and Galleries)
Designation: Operational Manager: Buildings
Salary: R22 707.97 pm (basic salary excluding benefits)

Contact Person: Zandile Mgbahi
Tel No: (011) 407 6553
Workplace: Hofmeyer Street and 7th Avenue, Alexandra

Educational Requirements and Experience

- Matric (NQF level 4) with tertiary degree or diploma in facility management, construction management or related field.
- Two (2) – three (3) years' experience in the maintenance of large buildings, with complex systems.
- Supervisory experience.
- Knowledge of OHASA.

Job Description:
Plan, organize and manage the building maintenance and repairs of Museums of Transport inside and out in order to maintain the building fabric, finishes, plant and machinery, air-conditioning, access control, smoke detection and firefighting systems, plumbing, electricity, lifts, lighting and displays, etc. in good order. Manage the cleaning of the museum and pest control, in order to support the museum activities while maintaining the facilities in optimum condition and provide a hygienic and safe building environment for staff and visitors and protect the museum collections from pests and other hazards. Manage OHASA compliance and adherence to other relevant legislation; draw up an operating and capital budget and adhere to the MFMA and plan and undertake emergency procedures for disaster management.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR. E-Mail: vacanciescomdev@joburg.org.za

Department: Group Corporate & Shared Services
Branch: Group Human Capital Management
Designation: Director: Organisational Development
Salary: R51 441.74 pm (basic salary excluding benefits)

Contact Person: Pateka Shumane
Tel No: (011) 407 6658
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Educational Requirements and Experience

- Bachelor's degree in Human Resources Management or associated discipline / NQF level 7.
- A Post Graduate qualification in Human Resources Management or related field is preferred.
- Organisation and Workstudy Diploma/Certificate and/or clear training as an Organisational Development Practitioner.
- At least five (5) years' relevant senior management experience in organisational development in a large organization.
- Demonstrated experience in organisational development and management, project management and policy development.

Job Description:
Plan, manage and direct the full suite of Group, City-wide including MEs Organisational Development initiatives and functions; including organisational effectiveness, human resource planning and change management. Roles and responsibilities will include strategic integration of strategies, policies, standards and practices across the City; institutional, functional and organisational design and development, business process optimization; productivity improvement programmes and projects; cross cutting programmes and project management; interventions to bring about increased organisational effectiveness and efficiency; manpower planning; change management functions and financial control and management of the Directorate's Capex / Opex budget. Interface with a broad range of external stakeholders, including politicians, labour and other senior government departments and officials and coordinate OD activities with other City Departments, Municipal Entities and outside agencies and service providers.

PUBLICATION DATE: 04 OCTOBER 2017 **VACANCY CIRCULAR:** 043/2017 **E-Mail:** patekas@joburg.org.za

Department: Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: SHE Specialist
Salary Range: R22 707.97 pm (basic salary excluding benefits)

Contact Person: Samuel Masonono
Tel No: (011) 407 6939
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Educational Requirements and Experience

- Three (3) year tertiary qualification in Safety Management or equivalent / NQF Level 6.
- Formal intermediate level computer training in Microsoft Word/Excel.
- Three (3) years' experience in occupational health and safety field within Local Government or Corporate Sector.
- Intensive application and understanding of Compensation of Occupational Injuries and Diseases Act and the Occupational Health and Safety Act.
- Ability to analyse COID claims, data entry using sophisticated software, irate client's queries, legal aspects and Council systems and structures.

Job Description:
Lead the implementation of an Occupational Health and Safety (OHS) programme that will minimize the injuries and diseases and mitigate risks to the health and safety of employees, the community and the environment. Monitor whether the requirements of the Occupational Health and Safety Act (85/1993), Regulations and other applicable statutes and the provisions of the City of Johannesburg (CoJ) grading system are met. Advise and monitor regarding legal compliance with the Disaster Management Act. Ensure pro-active council preparedness relative to potential disaster at council occupied properties and council activities. Monitor whether the recommendations for corrective measures are implemented. Monitor and evaluate the successes and failures of the CoJ OHS management programme.

PUBLICATION DATE: 04 OCTOBER 2017 **VACANCY CIRCULAR:** 043/2017 **E-Mail:** Samuelma@joburg.org.za

PERMANENT POSITIONS

043/2017

Department: Community Development
Branch: Arts, Culture and Heritage
Designation: Administrative Assistant
Salary: R12 496.77 pm (basic salary excluding benefits)

Contact Person: Zandile Mgbahi
Tel No: (011) 407 6553
Workplace: Hofmeyer Street and 7th Avenue, Alexandra

Educational Requirements and Experience

- Grade 12 / NQF level 4.
- Skilled in computer literacy (MS Office) and Microsoft Outlook.
- Knowledge of SAP would be advantageous.
- One (1) year's relevant experience.

Job Description:
Control and coordinate the unit's administrative functionality and attend to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information within the unit and to/from departments and individuals.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR. E-Mail: vacanciescomdev@joburg.org.za

Department: Community Development
Branch: Arts, Culture and Heritage – Museum Africa
Designation: Curator: Exhibitions
Salary: R22 707.97 pm (basic salary excluding benefits)

Contact Person: Zandile Mgbahi
Tel No: (011) 407 6553
Workplace: Hofmeyer Street and 7th Avenue, Alexandra

Educational Requirements and Experience

- Grade 12 (NQF level 4) and a Diploma in Exhibitions (NQF level 5).
- Two (2) years' relevant experience in curatorial.
- Project management, packing and crating skills required.
- Knowledge of Insurance and Museum loan procedures.
- Museum Collections Management skills required.
- Research skills and experience will be advantageous.

Job Description:
Create new exhibitions, upgrade old exhibitions, research objects and arrange out-reach exhibitions and projects. Document and record all of the as and when needed.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR. E-Mail: vacanciescomdev@joburg.org.za

Department: Development Planning
Branch: Building Development Management
Designation: Secretary
Salary: R12 496.77 pm (basic salary excluding benefits)

Contact Person: Leyandre Ndlovu
Tel No: (011) 407 6588
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Educational Requirements and Experience

- Matric and a Secretarial Diploma / NQF level 5.
- Two (2) years' experience on Administrative / Receptionist level with competency in MS Office packages.
- Planning and organization skills, time management, good public relations and knowledge of the outdoor advertising and cell mast industry.

Job Description:
Provide a secretarial, administrative, reception and public relations service of highly responsible and confidential nature for the Assistant Director: Outdoor Advertising so that the office is run effectively.

PUBLICATION DATE: 04 OCTOBER 2017 **VACANCY CIRCULAR:** 043/2017 **E-Mail:** LeyandreN@joburg.org.za

Department: Health
Branch: District Health Systems Development (DHS)
Designation: Professional Nurse
Salary: R18 348.23 – R23 014.10 (basic salary excl. benefits)

Experience / Skills / Educational Requirements

- Diploma / B Degree or NQF level 7 in General Nursing, Midwifery and Community Health Science.
- Registration with South African Nursing Council (SANC).
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care will be an added advantage.
- One (1) year post basic experience.
- Must have a valid driver's license.
- Computer literacy.

Job Description:
Applies nursing procedures with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease and participates in community focused awareness initiatives and personal development interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable, accessible and cost effective health care are realized.

REGION A
Contact person: Maggie Sibiya
Tel no: (011) 237 8023
Hand deliveries to: Alphen Squire North Unit 6 and 7 Cnr. George & 16th Road Ranjiespark Midrand

REGION G
Contact person: Kgomo Mogoetsi
E-mail: kgomotsomogo@joburg.org.za
Tel no: (011) 407 6396
Fax no: 086 528 7146
Hand deliveries to: Ennerdale Civic Centre.

PUBLICATION DATE: 04 OCTOBER 2017 **VACANCY CIRCULAR:** 043/2017

Department: Corporate & Shared Services
Branch: Group Human Capital Management
Designation: Director: Talent Acquisition, Remuneration and Transformation
Salary: R51 441.74 pm (basic salary excluding benefits)

Contact Person: Pateka Shumane
Tel No: (011) 407 6658
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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 related business, 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 and Transformation.

Job Description:
Ensure that Talent Acquisition, Remuneration, Benefits, Performance Management, Transformation, Disability, Gender EE and Job Evaluation are strategically designed, implemented in line with the new organisational approach, Group and CoJ wide dependencies by integrating the basket of functions into a cohesive change ready and dynamic Unit that will develop policies, test and implement on a cross cutting inclusive basis for increased organisational effectiveness, operating efficiency and high quality management of Human Capital, Finance and people centered approach. Engage with a broad range of external stakeholders, including the political arm, labour, various senior government officials in various departments and to develop and coordinate a well balanced approach considering needs, required outcomes and will include Boards of ME's and numerous service providers operating in this field. International communication and networking will be required to develop a range of best practices suitable for CoJ applications.

PUBLICATION DATE: 04 OCTOBER 2017 **VACANCY CIRCULAR:** 043/2017 **E-Mail:** vacanciescomdev@joburg.org.za

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

CLOSING DATE: 17 OCTOBER 2017

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. Applications must contain at least 3 referees. An application letter together with a 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 unsuccessful.

