CITY OF JOHANNESBURG VACANCIES

Department: Community Development
Branch: Arts, Culture and Heritage – Museums and Galleries
Designation: Education Officer
Salary: R2 679.45 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Grade 12 (NQF level 4) and 2 years of relevant experience.
- Knowledge of Housing and Development in the local context.

Contact Person: Caroline Viliges
Tel No: (011) 407 0173
E-Mail: carolinev@joburg.org.za

Permanent Positions
043/2017

DEPARTMENTAL HEAD – YOU ARE APPLYING FOR:

Department: Community Development
Branch: Arts, Culture and Heritage – Museums and Galleries
Designation: Education Officer
Salary: R12 496.77 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Grade 12 (NQF level 4) and 2 years of experience.
- Knowledge of SAP would be advantageous.
- Skilled in computer literacy (MS Office) and Microsoft Outlook.

Contact Person: Caroline Viliges
Tel No: (011) 407 0173
E-Mail: carolinev@joburg.org.za

Hand deliveries to:
E-mail:

City of Johannesburg Head Office
Braamfontein
7th Avenue, Alexandra
Contact Person: Dipinder Singh
Tel No: (011) 407 0033
Fax No: (011) 407 1746
Hand deliveries to: Extension 20, City Hall

Job Description
- Processing and maintaining information on the SAP system.
- Preparing and maintaining assets and general records.
- Preparing all of the records as and when needed.

Department: Community Development
Branch: Arts, Culture and Heritage – Museums and Galleries
Designation: Specialist
Salary: R15 826.96 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Three (3) years’ experience in the specific field.
- Knowledge of SAP and other computer software.
- Skilled in computer literacy (MS Office) and Microsoft Outlook.

Contact Person: Patricia Shonong
Tel No: (011) 407 0882
E-Mail: patriciasm@joburg.org.za

Hand deliveries to:
E-mail: Leyandre Ndlovu

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Braamfontein
7th Avenue, Alexandra
Contact Person: Leyandre Ndlovu
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Job Description
- Process and maintain information on the SAP system.
- Prepare and maintain assets and general records.
- Prepare all of the records as and when needed.

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

CLOSING DATE: 10 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.