Permalink Positions
Department: Environmental & Infrastructure Service Department
Branch: Impact Management & Compliance Monitoring
Unit Head: Impact Management & Compliance Monitoring
Salary range: R47 915.18 per month (basic salary excluding benefits)

Education requirements and experience:
• Bachelor degree in National Diploma in Environmental Management and related field or equivalent
• National Diploma in Environmental Management and related field or equivalent
• At least 10 years’ experience in the field
• Computer literacy

Job description:
The successful candidate will be responsible for the development and implementation of a management system for the Department, ensuring that the Department is compliant with applicable legislation and environmental management policies. The candidate will also be responsible for the implementation of the Environmental Impact Assessment (EIA) and Environmental Management Plans (EMP) to ensure compliance with all relevant environmental legislation.

Applications for the above positions, including a comprehensive CV, should be forwarded to:
Mr. Loyiso Molefe, Tel. (011) 587-4249
Applications for the above positions, including a comprehensive CV, should be forwarded to:
Ms. Eunice Maluleke, Tel. (011) 587-0121

Branch: Water Management and Biodiversity
Unit Head: Water Management and Biodiversity
Salary range: R47 915.18 per month (basic salary excluding benefits)

Education requirements and experience:
• Bachelor degree in Water Management and related field or equivalent

Job description:
The successful candidate will be responsible for the implementation of Water Management and Biodiversity policies and programmes, ensuring that the Department is compliant with applicable legislation and environmental management policies. The candidate will also be responsible for the management of the Department’s Water Resources, ensuring that the Department is compliant with all relevant environmental legislation.

Applications for the above positions, including a comprehensive CV, should be forwarded to:
Mr. Todd Webber, Tel. (011) 587-4249
Applications for the above positions, including a comprehensive CV, should be forwarded to:
Ms. Thembekile Makhubela, Tel. (011) 587-0121

Branch: Group Staff
Branch: SHEA FCM
SHE Specialist (2 Posts)
Salary range: R21 151.24 per month (basic salary excluding benefits)

Education requirements and experience:
• National Diploma/UFSP level 4 in 4 of the following areas: Environmental Science, Civil Engineering and/or Urban Planning specializing in Integrated Water Resources Management or equivalent
• At least 10 years’ experience in the field
• Computer literacy

Job description:
The successful candidate will be responsible for the implementation of Integrated Water Resources Management policies and programmes, ensuring that the Department is compliant with applicable legislation and environmental management policies. The candidate will also be responsible for the management of the Department’s Water Resources, ensuring that the Department is compliant with all relevant environmental legislation.

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Branch: Public Safety
Branch: Administration
Administration Document Manager
Manager
Salary range: R47 915.18 per month (basic salary excluding benefits)

Education requirements and experience:
• Bachelor degree in Administration or equivalent/NQF level 6 PLUS a Certificate in Records Management or equivalent from National Department of SA or any recognized institution
• At least 10 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

Applications for the above positions, including a comprehensive CV, should be forwarded to:
Mr. Loyiso Molefe, Tel. (011) 587-4249
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Ms. Eunice Maluleke, Tel. (011) 587-0121

Deputy Director: Occupational Health
Salary range: R47 915.18 per month (basic salary excluding benefits)

Education requirements and experience:
• Master qualification in a health-related field, preferably in Occupational Health/Health and Safety
• At least 10 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Branch: Group Human Capital Management
Executive Secretary
Salary range: R33 606.24 per month (basic salary excluding benefits)

Education requirements and experience:
• Grade 10 or NQF level 4 and Diploma/CTIM in Secretarial Management or Admin Administration

Job description:
The successful candidate will coordinate and manage administrative processes associated with the Group Human Capital Management office. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Ms. Eunice Maluleke, Tel. (011) 587-0121

Branch: Group Finance
Branch: Valuation Services
Salary range: R47 915.18 per month (basic salary excluding benefits)

Education requirements and experience:
• National Diploma level 6 in Real Estate Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Mr. Loyiso Molefe, Tel. (011) 587-4249
Applications for the above positions, including a comprehensive CV, should be forwarded to:
Ms. Eunice Maluleke, Tel. (011) 587-0121

Branch: Group Human Capital Management
Senior Valuation Manager
Salary range: R35 006.06 per month (basic salary excluding benefits)

Education requirements and experience:
• National Diploma/UFSP level 4 in Real Estate Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession
• At least 5 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Applications for the above positions, including a comprehensive CV, should be forwarded to:
Ms. Eunice Maluleke, Tel. (011) 587-0121

Branch: Group Human Capital Management
Senior Valuation Manager (2 Posts)
Salary range: R35 006.06 per month (basic salary excluding benefits)

Education requirements and experience:
• National Diploma/UFSP level 4 in Real Estate Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession
• At least 5 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Ms. Eunice Maluleke, Tel. (011) 587-0121

Branch: Group Human Capital Management
Deputy Director
Salary range: R40 046.00 per month (basic salary excluding benefits)

Education requirements and experience:
• National Diploma/UFSP level 4 in Administration or equivalent/NQF level 6 PLUS a Certificate in Records Management from National Department of SA or any recognized institution
• At least 10 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Applications for the above positions, including a comprehensive CV, should be forwarded to:
Ms. Eunice Maluleke, Tel. (011) 587-0121

Branch: Group Human Capital Management
Deputy Director
Salary range: R40 046.00 per month (basic salary excluding benefits)

Education requirements and experience:
• National Diploma/UFSP level 4 in Administration or equivalent/NQF level 6 PLUS a Certificate in Records Management from National Department of SA or any recognized institution
• At least 10 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Branch: Public Safety
Branch: Emergency Management Services Strategic Support
Administration Assistant
Salary range: R30 816.00 per month (basic salary excluding benefits)

Education requirements and experience:
• Grade 12/NQF level 4 and Administration-related qualification/NQF level 5
• At least 2 years’ experience in the field

Job description:
The successful candidate will perform management tasks/archives associated with the provision of a comprehensive filing system. The candidate will also be responsible for the implementation of a management system for the Department, ensuring that the Department is compliant with all relevant environmental legislation.

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Closing date: 4 April 2017
The City of Johannesburg is an equal opportunity employer and
diversity is our strength. We reserve the right not to make an appointment.
Appointment will be confirmed in accordance with the CoJ PV
If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.