

Permanent Positions

Department: Community Development

Branch: Arts, Culture and Heritage

Chief Curator: Johannesburg Arts Gallery

Salary: R33 606.24 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Grade 12/NQF level 4 plus degree in Fine Arts, Management or relevant field. Business Management (NQF level 7) will be an added advantage
- A minimum of 5 years' experience in a senior museum position • A comprehensive knowledge of museums and their operations • Experience in fundraising • A valid driver's licence • Computer literacy • Bilingualism

Job description:

The successful candidate will formulate and implement policies, manage staff, oversee the budget and financial controls. He/she will champion public programmes, ensure safety and security in the gallery, as well as see to the marketing and promotion of the gallery. Furthermore, he/she will ensure that gallery facilities are well-maintained, formulate a strategic vision for the gallery, liaise with partners and stakeholders and ensure that the gallery conforms to international museum standards.

Chief Curator:**James Hall Museum of Transport**

Salary: R30 045.70 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Grade 12/NQF level 4 plus a degree/NQF level 7 in Museum Management, Automotive Engineering/Design Management or relevant field; Business Management • 5 years' experience in a senior museum position
- A valid driver's licence • Computer literacy • Bilingualism • Comprehensive knowledge of museums and their operations, with specific reference to the history and the operation and manufacturers within the transport environment
- Experience in fundraising.

Job description:

The successful candidate will formulate and implement policies, manage staff, oversee the budget and financial controls, as well as champion public programmes. He/she will ensure safety and security in the museum, see to its marketing and promotion, ensure that its facilities are well-maintained and formulate a strategic vision for the gallery. In addition, he/she will liaise with partners and stakeholders and ensure that the gallery conforms to international museum standards.

Applications for the above two positions, including a comprehensive CV, should be forwarded to e-mail: lizellec@joburg.org.za

Enquiries: Lizelle Cooke, tel. (011) 407-6568

Department: Group Finance

Branch: Management Support

Assistant Director: Registry

Salary: R33 606.24 per month (basic salary excluding benefits)

Educational requirements and experience:

- Grade 12/NQF level 4 and a degree/NQF level 7 in Public Administration/Business Management/Business Administration • A postgraduate certificate in Archives and Record Management • At least 6 years' experience in a similar environment, of which 3 years must have been in a managerial position
- Knowledge of National Archives Regulations and Records Management
- Experience in managing public sector stakeholders will be an advantage, which presupposes an understanding of the public sector industry.

Job description:

The successful candidate will develop, lead, plan and control whilst supporting a culture of high quality of records management practices across the Group Finance (in compliance with the National Archives Act). He/she will be responsible for the effective and appropriate management of information produced in and received by the Group Finance Department, irrespective of the medium in which it exists.

Applications for this position, including a comprehensive CV, should be forwarded to e-mail: nthabisengma@joburg.org.za

Enquiries: Nthabiseng Makhele, tel. (011) 628-4681

Department: Group Corporate Shared Services

Branch: Group Human Capital Management

Human Resource Managers (2 Posts)

Salary: R30 045.70 per month (basic salary excluding benefits)

Educational requirements and experience:

- A relevant tertiary qualification at NQF level 7, eg HR Management/Business Management/Business Administration • 3-4 years' relevant HR management experience at operational management level • Computer literacy in MS Office applications • Financial, change and project management skills • Facilitation skills • Negotiation skills • Management/supervisory skills • Conflict resolution • Presentation skills • The ability to make assessments • Research skills • Interpersonal and communication (verbal and written) skills.

Job description:

The successful candidates will provide generalist HR services through the implementation of Group Human Capital Management policies and practices that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. The incumbent will have to understand and identify the client's business needs in order to develop an HR plan and an HR implementation plan, comply to agreed SLA and OLA requirements, provide support for the recruitment process, implement on-boarding and induction of new and transferred staff and generate HR reports, implement a performance management system, coordinate diversity and assist line to develop and implement their succession and talent management plans.

Applications for this position, including a comprehensive CV, should be forwarded to e-mail: mashudune@joburg.org.za

Enquiries: Mashudu Netshivhangani, tel. (011) 407-6767

Department: Public Safety (EMS)

Branch: Office of the Chief

Deputy Director: Staff Office

Salary: R38 648.66 per month (basic salary excluding benefits)

Educational requirements and experience:

- A Bachelor's degree/NQF level 7 in Public Administration, Governance, EMS/Fire-related qualification or equivalent • 7 years' corporate

experience in a financial/business management or public service environment at management level • A minimum of 7 years in a financial or administrative environment at Senior Management level and accountability (including leadership) in either the public or private sector • A proven track record in the project management of number of complex, simultaneous projects with pressurised timelines • Experience with strategic, business, planning and reporting frameworks and requirements will be helpful • Experience in supervising and mentoring staff and supporting professional and leadership development.

Job description:

The successful candidate will provide leadership in strengthening and implementing effective management support services, functions and systems for office of the Executive Head, in order for it to fulfil its strategic objectives. He/she will oversee a full range of administrative, clerical and management support functions including, but not limited to, a financial and office management function within the Office of the Executive Head. Specifically, he/she will provide effective direction and support to the office in terms of Management Support Services issues and requirements, coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of office functions, as well as oversee the development and monitoring of financial operations and direct all fiscal activities of the Department. The role will render effective, high-quality administrative, clerical, operational and management support to the Executive Head and Senior Management as required. He/she will oversee and advise on planning and coordination of internal and external engagements, conferences and events for the Department, identify and mitigate risk factors and manage reporting compliance within the office, as well as oversee that direct reports maintain functional and secure record, document and information management within the office. In addition, he/she will provide business management services to the office, as well as the necessary leadership, management, support and advice to staff in the office

Applications for this position, including a comprehensive CV, should be forwarded to e-mail: shumanim@joburg.org.za

Enquiries: Shumani Maano, tel. (011) 222-8085

Department: Health

Branch: Financial Unit

Deputy Director: Budget & Accounting

Salary: R38 648.66 per month (basic salary excluding benefits)

This Directorate manages the Income, Budget, Accounting and Expenditure unit of the following sections within the Health Department: MSD; IPPR; District Health Services; Environmental Health; Public Health; Regions; and MMC Strategic Support unit of the Health Department.

Educational requirements and experience:

- A BCom degree/NQF level 7 (Finance) • 10 years in a managerial position as well as considerable management experience at Senior Management level in the administrative and financial fields • Qualified in terms of minimum competencies requirements prescribed by National Treasury (MFMA) • An MBA or postgraduate qualification in the Finance field will be advantageous
- A valid driver's licence • Financial management, report-writing and strong analytical, negotiation and communication skills • Computer literacy including PowerPoint, Excel, Word and Microsoft Outlook • Full knowledge and know-how of SAP R3 Finance • Problem-solving abilities, team leadership and strong supervisory skills and management of staff • Proven business acumen and understanding of project management, finance governance, administration, HR and LR environment • A minimum of 5 years' experience with strategic business planning, risk management audit requirements and reporting framework • Extensive knowledge, interpretation of financial performance and reporting in line with Generally Recognised Accounting Practice, GAAP, GAMAP, MFMA and any other applicable legislation • A minimum of 5 years' experience in compiling and managing budgets and management accounts • Deadline-driven and able to work under pressure.

Job description:

The successful candidate will support the Director: Finance in leading, directing and controlling the budget, accounting and expenditure unit of the Directorate so that its financial position is reported accurately, the finance section runs efficiently and effectively and conforms to the requirements of the Municipal Finance Management Act and City's financial strategies and policies. It will also be done to ensure the key performance areas and results indicators associated with the provision of an effective administrative service to Health Department Directorates are managed by aligning the administrative aspect of strategy, policies and procedures and document management to ensure the optimal utilisation of resources in terms of administrative practice. He/she will be expected to establish strategic leadership, direction and control over the Income, Expenditure and Accounting unit, advise on and evaluate this unit and transfer knowledge at Directorate level to six directors (to enhance their ability to effectively manage the units under their control and lead accountability in respect of core functions to the lowest level of the organisation, based on competency limitations). The DD will analyse financial systems in terms of the overall strategic plan of the Directorate and develop a plan of action that will ensure departmental strategies are supported.

Branch: District Health Systems

Deputy Director: DHS Capital Projects

Salary: R38 648.66 per month (basic salary excluding benefits)

Educational requirements and experience:

- A B degree/NQF level 7 is required plus a Project Management qualification
- 10 years' experience in a Senior Management position with a large budget and diverse human capital components • Communication and resource management skills are essential • Financial acumen is essential • The ability to meet tight deadlines.

Job description:

The successful candidate will coordinate and liaise with various stakeholders on infrastructure development, development planning, the Budget and Finance Department, Johannesburg Property Company (JPC), Johannesburg Development Agency (JDA), contractors and professional teams. He/she will assist the Director: DHS in leading and managing Capital Projects in the Health Department and will monitor and supervise the building and refurbishment of clinics, as well as maintenance infrastructure in accordance with the National Core Standards for Health Facilities.

Applications for the above two positions, including a comprehensive CV, should be forwarded to e-mail: promisemb@joburg.org.za

Enquiries: Promise Mbedzi, tel. (011) 407-7048

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

Closing date: 21 June 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. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

