Applications must contain at least 3 referees. Certified copies of Identity Documents are a prerequisite.

These are employment equity targeted positions and preference will be given to the designated groups, including people with disabilities.
Branch: Group Legal and Contracts

Senior Legal Advisor (2 Posts)

Salary range: R39 000.34 pm (basic salary excluding benefits)

Educational requirements and experience:
- A Bachelor’s degree in Law (LLB) or a Bachelor of Law (LLB) degree
- An admission as an Attorney or Advocate to the Bar
- Minimum of 2 years’ practical legal experience post admission
- Certification in Advanced Professional Practice
- Computer literacy in MS Office
- Ability to conduct legal research
- Report-writing skills
- Project management skills
- Negotiation skills
- A valid driver’s licence

Job description:
- To render a professional legal advisory service to Council Departments, Municipal-owned Entities, Executive Committees and Section 79 Committees (as legislative procurement and portfolio committee);
- To provide support and legal comments on reports, drafts and applications to the National Treasury and Section 79 Committees;
- To review draft by-laws and policies on matters within the competency of the Municipality and amendments thereto;
- To draft, comment on and negotiate agreements; institutes, defend and manage litigation; representing Council before or on statutory bodies; commenting on legislation; ensuring and monitoring compliance with legislation.

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

Department: Public Safety

Branch: HOD Office Management and Shared Support Services

Secretary

Salary range: R111 043.09 pm (basic salary excluding benefits)

Educational requirements and experience:
- A Grade 12/ISC level 4 plus Administrative-related qualification
- 4 years’ experience in administrative or related field
- Computer literacy in the MS Office package
- Conflict resolution, communication and administrative skills
- Knowledge of daily management, document management, meeting and workshop coordination.

Job description:
- The successful candidate will provide secretarial support to the Office Administration Manager.

Branch: Emergency Management Operations

Advanced Life Support Providers (6 Posts)

Salary range: R38 105.70 pm (basic salary excluding benefits)

Educational requirements and experience:
- A Grade 12/ISC level 4
- A National Diploma in Emergency Ambulance Technology or Critical Care Assistant or Emergency Care Practitioner/TechnoCare Level 7
- Newly qualified graduates (CCA; NDip: BTech) • 2 years in an operational capacity in emergency services • Valid registration (HPCSA) • A valid Code 10 driver’s licence with PRDP • Advanced computer literacy (MS Office) • 10 years’ emergency management services, operational experience plus 5 years as Station Commander Advanced Life Support.

Job description:
- The successful candidates will monitor and manage advanced life support providers within the Emergency Management Services in order to maximise operational capacity, and will ensure world-class treatment and care by promoting all relevant protocols and policies through sound Clinical Governance. They will integrate with all industry stakeholders, both nationally and internationally, to maintain the professional status and quality of the emergency care personnel employed by the City of Joburg and will implement continued professional development, continuous education and quality assurance activities in relation to medical emergency management activities within the risk profile of the City of Joburg in order to ensure service delivery in line with stakeholders expectations.

Applications for the above 2 positions, including a comprehensive CV, should be forwarded to e-mail: shumanim@joburg.org.za

Divisional Chiefs: Medical (6 Posts)

Salary range: R38 006.42 pm (basic salary excluding benefits)

Educational requirements and experience:
- A Grade 12/ISC level 4
- A Bachelor’s degree in Emergency Medical Care/NGF Level 7
- Formal qualification should include the following areas of training – alternatively the incumbent must have attended the following courses: Management; Labour Relations; Project Management; Report-writing; OHASA; Municipal Financial Management; Conflict resolution; communication and administrative skills; Knowledge of daily management, document management, meeting and workshop coordination.

Job description:
- The successful candidates will manage and allocate advanced life support providers within the Emergency Management Services in order to maximise operational capacity, and will ensure world-class treatment and care by promoting all relevant protocols and policies through sound Clinical Governance. They will integrate with all industry stakeholders, both nationally and internationally, to maintain the professional status and quality of the emergency care personnel employed by the City of Joburg and will implement continued professional development, continuous education and quality assurance activities in relation to medical emergency management activities within the risk profile of the City of Joburg in order to ensure service delivery in line with stakeholders expectations.

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

Department: Public Safety - EMS

Branch: Operations

Deputy Director: Emergency Communication

Centre & Resource Planning

Salary: R38 648.86 pm (basic salary excluding benefits)

Educational requirements and experience:
- A Grade 12/ISC level 4
- A Bachelor’s degree in Fire Technology or in Emergency Medical Care • Valid HPCSA registration • Relevant Call Centre Management Course • Valid Code C driver’s licence
- The incumbent should meet the standards of the core competency requirements prescribed by National Treasury • Advanced computer literacy in Word, Excel, PowerPoint and Access
- 5 years’ management experience
- Project management skills
- Report-writing skills
- A valid driver’s licence

Job description:
- The successful candidate will be responsible for the effective and efficient delivery of all communication services and support to the Emergency Management Services. The candidate will be responsible for the development and implementation of strategies, tools and mechanisms to ensure the successful and effective delivery and continuous improvement of the services.

Applications for the above mentioned position, including a comprehensive CV, should be forwarded to e-mail: simonn@joburg.org.za

These are employment equity (specified) positions and preference will be given to the designated groups, including people with disabilities.

Closing date: 21 February 2017

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Applicants must meet at least 3 criteria. Certified copies of identity documents and a resume will be required.

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