### CITY OF JOHANNESBURG VACANCIES

#### Educational Requirements and Experience
- A B-degree/ NQF level 7 in an appropriate field like Public Management / Administration, Engineering, Planning, Accounting, Economics, Development Planning etc.
- A least seven (7) years’ experience in a senior management position within Local Government.
- Knowledge of Local Government environment.
- Knowledge of contract management principles and the ability to lead and improve service delivery within the City.

#### Job Description:
To act and assume all responsibilities as the Regional Executive Head of Region (A-G) and support the City Manager in the localized urban governance functions support the mobilization of community participation in the region, support implementation of the City’s service delivery programme in the region and to provide advice to management and leadership on all issues pertaining to the region. This is towards ensuring that the CoJ is providing a single point of accountability for the City based in the 7 Regions i.e the provision of localized citizen and customer contact points and that the regions act as a central mechanism to mobilize citizens, NGOs, rate payer organisations, street committees, School Governing Body, a partnership of becoming the eyes, ears, mouthpiece and activators of the city on issues of service delivery, urban management and citizen relationship.

#### Salary:
R51 441.74 pm (basic salary excluding benefits)

#### Workplace:
Region B

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### PERMANENT POSITIONS

#### Designation: Information Officer
**Branch:** Corporate Geo- Informatics
**Salary:** R12 496.77 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- National Diploma / NQF level 6 in GIS, Geography or Town Planning
- Qualification in Public Administration or Customer Service will be an added advantage.
- One (1) – three (3) years’ experience in map interpretation and knowledge of the Town Planning Schemes.

**Job Description:**
Provide support to the operational mangers at the Public Information sections and attend to the operational functionality of the section as well as adhering of the procedures and applications to facilitate and support the recording, circulation and maintaining of information with regards to providing property information to external and internal clients to ensure that accurate and quality information is to the clients satisfactions and is easily understandable.

#### Salary:
R12 496.77 pm (basic salary excluding benefits)

#### Workplace:
Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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### E-Mail: LeyandreN@joburg.org.za

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### Designation: Street Address Officer
**Branch:** Corporate Geo- Informatics
**Salary:** R18 348.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Grade 12 / NQF level 4 with Maths, Geography and Physical Science.
- Diploma in GIS, Town Planning and Geography (NQF level 6).
- Three (3) years’ relevant experience.

**Job Description:**
Allocate, validate and approve street names and street numbers to stands to ensure the correct use and display of the allocated numbers in accordance with the Local Government Ordinance, governing the allocation of street addresses; Populate GIS/LIS database with allocated street addresses.

#### Salary:
R18 348.23 pm (basic salary excluding benefits)

#### Workplace:
Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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### DESIGNATION: Manager: Environmental Health
**Branch:** Environmental Health
**Salary:** R32 257.06 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- National Diploma / B Tech in Environmental Health qualification (NQF level 7).
- Registered with Health Professional Council of SA as an independent Environmental Health Practitioner.
- Computer literacy skills required.
- Five (5) years in an Environmental Health Environment of which at least three –five years at a Managerial level.

**Job Description:**
Manage the planning, organizing, implementation, monitoring, control and evaluation of environmental health services in the region.

#### Salary:
R32 257.06 pm (basic salary excluding benefits)

#### Workplace:
Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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### Department: Development Planning
**Branch:** Treasury
**Designation:** Manager: Loan Administration
**Salary:** R32 257.06 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Grade 12 / NQF level 4 plus 3 year B degree in Finance, Mathematics, Stats, Quants or related field (NQF level 7).
- Postgraduate preferable.
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.
- At least five (5) years’ experience in Treasury or investment environment.
- Strong Analytical – financial Modelling; numerical- valuation of financial instruments; computer literacy; communication (verbal and written); accuracy and calculation and interpersonal skills required.
- Local Governance; Treasury Administration; Treasury Systems; Loan administration knowledge required.
- Understanding and Application of MFMA techniques.

**Job Description:**
Provide support for the administration, loan analysis and calculation management of the Loan Book.

#### Salary:
R32 257.06 pm (basic salary excluding benefits)

#### Workplace:
66 Jorissen Place

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### 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.