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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **REGIONAL MANAGER: REGION A**
- **OFFICER ADMINISTRATION (LOGISTICS)**

APPLICATION REQUIREMENTS

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REGIONAL MANAGER: REGION A

Department:	Social Development
Branch:	Management Support Unit
Designation:	Regional Manager: Region A
Remuneration:	R57 490.39 pm (basic salary, excluding benefits)
Location:	Midrand

Minimum Requirements:

- Grade 12 plus B Degree in Social Science/Developmental Studies (NQF level 7);
- 7 - 9 years' relevant experience on management level in Social Science;
- Working knowledge of Council policies, procedures and applicable legislations;
- A valid driver's license is also required.

Primary Function:

Plan, lead, organize and control in an integrated manner all Social Development Services in the Region, in line with the legislative frameworks including the cities policies, frameworks and strategies (Growth Development Strategy, Integrated Development Plan and Departmental Business Plan) in order to transcend poverty, unemployment and creating prospects for social inclusion thereby improving the quality of life of communities.

Key Performance Areas:

- Plan and direct Social Development Services in the Region in order to ensure sound financial management of the Department in accordance with Council policies and procedures and the MFMA;
- Direct the staff in the Regions in order to ensure an effective HR management service within the Department in line with CoJ HR objectives;
- Monitoring, evaluation and Stakeholder Management to ensure the efficient and smooth running of the Department facilities for effective and efficient service delivery and programmes to communities in line with CoJ strategic priorities and Departmental mandate;
- Budget, risk, and assets management to ensure sound financial management of the Department in accordance with council policies/procedures and the MFMA.

Leading Competencies:

- Ability to deal with various types of pressure (human relations, public, political and emotional);
- Leadership, Strategic Management, Financial Management, People Management, Project Management, Stakeholder Management, Conflict Management and Risk Management;
- Computer literacy including MS Office Applications;
- Interpersonal and report writing skills;
- Accountability, accuracy, financial skills (budgeting etc.), and attention to detail;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.



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Core Competencies:

- Knowledge in project management, knowledge management, strategic management, and stakeholder relations management;
- Confidentiality, Deadline driven, Good ethics, Professionalism, and Integrity;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Impact and Influence according to City's protocols, legislation, and standards.

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<https://share-eu1.hsforms.com/1VbPyNGkxSTG1ZVTPYaMn0Qew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Nokuthula Buthelezi
Tel No: 011 407 6686

CLOSING DATE: TUESDAY, 19 SEPTEMBER 2023

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OFFICER ADMINISTRATION (LOGISTICS)

Department:	Social Development
Branch:	Management Support Unit
Designation:	Officer Administration (Logistics)
Remuneration:	R25 422.17 pm (basic salary, excluding benefits)
Location:	Region E and F

Minimum Requirements:

- Grade 12/NQF level 4 plus diploma in Business Administration/ Public Administration at NQF level 6 qualification;
- 1 – 3 years' in admin experience;
- Understanding of relevant Municipal Legislation, Policies and procedures;
- Knowledge of payroll system and reporting;
- Knowledge of Data capturing, management and filing;
- Knowledge of Facility and Asset management.

Primary Function:

Perform general administrative duties within Social Development department regarding asset purchase, asset control, maintenance and repairs of office machine and equipment and customer services.

Key Performance Areas:

- Conduct specific administrative and reporting associated with key performance areas and results indicators;
- Monitor and control the Operations of the Regional units within department of Social Development;
- Provide administrative Support to Operational Manager who are Working in the Region with inspectors of facilities;
- Maintain and control Assets inventory list within the Region;

Leading Competencies:

- Computer literacy (Microsoft Word and Excel);
- Good Communication (verbal and written)
- Financial Management.

Core Competencies:

- Flexibility;
- Self-Motivation;
- Accountability;
- Team player;
- Punctuality;
- Innovative
- Work Under pressure;
- Attention to detail;
- Batho Pele;



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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Chief Superintendent: Community Outreach

APPLICATION REQUIREMENTS

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CHIEF SUPERINTENDENT: COMMUNITY OUTREACH

Department: Public Safety
Branch: Johannesburg Metropolitan Police Department (JMPD)
Communication
Designation: Chief Superintendent: Community Outreach
Remuneration: R49 989,72 pm (basic salary, excluding benefits)
Location: Martindale

Minimum Requirements:

- Grade 12 Certificate or equivalent plus a Degree in either Public Relations, Journalism or relevant qualification (NQF level 7);
- Metro Police Diploma (Basic Training qualification);
- Fire Arm Proficiency;
- No criminal record;
- Code B driver's licence;
- 6 - 8 years relevant experience, with 3 years in the public community engagement environment at a supervisory level.

Primary Function:

From the Community Outreach and engagement perspective, within JMPD, the objectives are creating and maintaining a positive public image, to communicate with the general public and relevant stakeholders.

Key Performance Areas:


- Set up public appearances to keep the public informed of matters of public interest;
- Establish relationships between the community and JMPD;
- Build report with management and relevant units;
- Display an awareness of budgetary constraints and operate prudently within financial limits;
- Gather and analyse data in order to conclude thereon.


Leading Competencies:

- Public speaking;
- Proficiency in English and another official language;
- Advanced computer literacy, problem-solving, methodological and critical thinking;
- Excellent written, verbal, and non-verbal communication skills;
- Effective writer and eloquent speaker;
- Excellent organizational skills and executive departmental principles;
- High ethical standards;
- Research proficiency;
- High understanding of dignity and diversity in the workplace;
- Flexible and mature approach with the ability to work unsupervised;



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- Ability to work under pressure and meet deadlines;
- Risk assessment skills;
- Accuracy and attention to detail;
- Interpersonal skills;
- Demonstrate resourceful initiative;
- Maintain confidentiality;
- Ability to work as a team, work remotely and be flexible;
- Integrity, modesty and discipline;
- Work extended hours and provide assistance after hours and over weekends.

Core Competencies:

- Knowledge of processes, regulations and City policies and guidelines;
- Knowledge of departmental objectives and goals.

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ENQUIRIES ONLY:

Contact Person: Judy Maswanganye

Tel No: 011 064 0985


CLOSING DATE: TUESDAY, 19 SEPTEMBER 2023


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Deputy Director: Land Use Management

APPLICATION REQUIREMENTS

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DEPUTY DIRECTOR: LAND USE MANAGEMENT

<u>Department:</u>	Development Planning
<u>Branch:</u>	Land Use Development Management (LUDM)
<u>Designation:</u>	Deputy Director: Land Use Management
<u>Remuneration:</u>	R57 490.39 pm (basic salary, excluding benefits)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Degree in Town Planning, Regional Planning or related field at NQF level 7;
- 7 - 9 years' working experience in built environment (i.e. Town Planning/Town and Regional Planning), municipal land use management and development management, of which 6 years should be at senior management level;
- Programs and project management experience;
- Public and private sector development experience;
- Resource management experience (human and financial)
- Must have a valid driver's license.

Primary Function:

Responsible for leading, managing and directing the LUDM Sub-Directorate in order to ensure that urban development is managed and regulated efficiently and effectively in term of appropriate legislation, land use scheme, by-laws, policies, strategies and plans of the City of Johannesburg.

Key Performance Areas:

- Ensure effective management of the Land Use Management sub directorate unit and provide strategic direction in the coordination and management of all units within the sub directorate, as well as to ensure that the sub directorate, directorate and department achieves the planned targets and goal and business plan of the Department;
- Managing and implementing Councils PMS policy to oversee the development and monitoring of organizational and employee performance management system to ensure achievement of performance targets of the Directorate within prescribed timeline;
- Direct and control outcomes associated with utilisation, productivity and performance of personnel with the sub directorate;
- Direct and control process and outcomes associated with and subject to legislation with directorate;
- Plan, direct, monitor and control the departments annual operating budget to ensure alignment and compliance with the Municipal requirements and /or Municipal Financial Management Act;
- Implement the components of the Directorate Strategic and operational Risk Management Plan applicable to the Sub Directorate to ensure that land use management implements and maintain good risk management practices;



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- Develop, implement and review / update the land Use management sub -Directorate, policies, bylaws, procedures, work processed and systems to ensure efficient and effective processing of land development applications and to ensure that business and operational planning and management is aligned to strategic objectives of the land Use Development;
- Management Directorate and Development Planning Department including the reduction of processing times in the turnaround of land use applications;
- Develop, implement, reengineer and review process of registration, lands Use and technical coordination and organizational redesign to ensure that the organisation structure and the work processes (i.e. general administration processes) to ensure optimal efficiency and enable the function top deliver on the Directorate mandate;
- Direct, manage and oversee the process of consideration of land development applications to ensure that decisions are determined and comply with City's spatial development framework, policies, strategies and guidelines;
- Manage and coordinate the administrative processes for submission of appeal application for land use application to the city;
- Ensure provision of professional, sound town planning land development advice in line with Councils policies, frameworks and strategies to the general public, consultants, investors and developers and ensure appropriate representation of Council and its interest;
- Provide strategic advice and support on development to all stakeholders and interested parties;
- Facilitate and lead internal and external stakeholders' engagement and management;
- Ensure training and skills transfer by providing on -on the job training to subordinates o ensure that staff effectively trained.

Leading Competencies:


- Good verbal and written communication skills (to all levels and personalities);
- Leadership and management skills;
- Well-developed organizational skills;
- Good interpersonal skills and diplomacy;
- Computer literacy including MS Office Applications (Word, Excel PowerPoint and MS Teams);
- Accountability, attention to detail and quality-oriented;
- Negotiation and conflict management skills;
- High level of confidentiality and well-developed organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.


Core Competencies:

- Knowledge of Local, Provincial and National political and legislative framework and dynamics;
- Knowledge of Public Policy;
- Knowledge of City of Johannesburg Council rules and procedures;
- Knowledge of performance management processes;
- Knowledge and ability to manage and direct complex processes and ensure completion within tight timeframes;
- Knowledge of technical and operational logistics and ability to capacitate others;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;



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- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

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ENQUIRIES ONLY:

Contact Person: Kgomotso Aphane

Tel No: 011 407 6588

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Manager: Human Resources

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MANAGER: HUMAN RESOURCES

Department:	Group Corporate & Shared Services
Branch:	Group Human Capital Management
Designation:	Manager: Human Resources
Remuneration:	R44 643,36 pm (basic salary, excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus Degree in Human Resources Management (HRM)/Human Resources Development (HRD) or related tertiary qualification in the HRM at NQF level 7;
- 5 – 7 years' experience in Human Resources Management field value chain, with a strong emphasis on Recruitment and Selection and Skills and Development in the public sector;
- Good knowledge of Formulation of vision and strategy; HR policies and processes, Public Service Environment, Skills Development Act/Skills Development Levies Act; Employment Equity Act; Municipal Finance Management Act; Municipal Systems Act; Administrative Procedures; Labour Legislation (LLA, BCEA).

Primary Function:


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, develop an HR implementation plan, comply to the agreed SLA and OLA requirements, provide support for the recruitment process, implement onboarding and induction of new and transferred staff and generate HR reports, implement a performance management system, monitor and implementation of training and development, coordinate diversity and assist to develop and implement their succession and talent management plans.

Key Performance Areas:

- Coordinate managerial requirements associated with the Human Resource functionality;
- Manage specific sequences associated with the employment of personnel;
- Collate and prepare qualitative and quantitative information for inclusion in specific statutory reports;
- Manage and control procedures and processes associated with maintaining employment relations and industrial peace;
- Coordinate all training and development;
- Retain and optimize talented employees within the City of Johannesburg;
- Assist in providing guidance to business units regarding the implementation of overall organisation strategy;
- Instrumental in change management to ensure practices are linked to the overall organizational strategy, in line with people proposition, and to attract, reward, and retain top talent;
- Develop performance to ensure that the climate is conducive to promoting and sustaining



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- motivational levels, productivity, and performance and improve the quality of work life;
- General Human Resource, Risk, and Data Management.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Accountability;
- Good communication (verbal and written);
- Coordinating skills;
- Presentation and Facilitation skills;
- High level of confidentiality, planning, and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Good Knowledge of:
 - Formulation of Vision and Strategy
 - HR Policies and Processes
 - Public Service Environment
 - Skills Development Act/Skills Development Levies Act
 - Employment Equity Act
 - Municipal Finance Management Act
 - Municipal System Act
 - Administration Procedures
 - Labor Legislation (LLA, BCEA)
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Moral Competence, Professionalism, and People Management;
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All candidates who previously applied are invited to reapply for the position.

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ENQUIRIES ONLY:

Contact Person: Regina Hartley
Tel No: 011 407 7191


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **Office Manager: Special Projects**

APPLICATION REQUIREMENTS


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OFFICE MANAGER: SPECIAL PROJECTS UNIT

<u>DEPARTMENT:</u>	Office of the City Manager
<u>BRANCH:</u>	Office of the Chief Operations Officer
<u>DESIGNATION:</u>	Office Manager: Special Projects Unit
<u>REMUNERATION:</u>	R31 482,75 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	48 Ameshoff Street, SAPPI Building, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Office/ Business/ Public Administration, Business Management or related field (NQF level 6); and
- 3 - 4 years working experience in Office Management or related field.

Primary Function:

Coordinate activities and requirements associated with the Inner City implementation Office through the application of administrative and secretarial procedures and the execution of sequence associated with the Management communication, planning, prioritization, and organization of confidential and important appointments, events, and meetings. Identify and define immediate-, short- and long-term objectives associated with performance management, financial control, and risk management. Institute the necessary controls, apply and report thereon when movements from project tracks are found. Manage the key performance areas and result indicators associated with the provision of Administration Management, Human Resources, Performance Management, Events Management, and Facility Management and participate in the design, development, and implementation of Records Management to the Stakeholder Unit to ensure sound office operations and reporting in line with Council Policies and Procedures.

Key Performance Areas:

- Provide effective administration management for the unit;
- Perform specific tasks and activities associated with the provision of Administration and Secretarial support;
- Manage specific Human Resources administrative sequences and attend to the general applications and interventions associated with the functionality;
- Coordinate specific procedures associated with the management of facilities;



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- Correspondence, Records, and Documentation Management. Manage the implementation of procedures and systems associated with controlling document flow and quality system/statutory and audit requirements regulating recordkeeping;
- Management of Occupational Health and Safety hazards identification and Risk Assessment for the Unit;
- General support functions related to attendance to specific sequence associated with the notification, arrangement, and provision of support in respect of Departmental Meetings.

Leading Competencies:

- Coordinating skills;
- Computer Literacy (Microsoft Word and Excel);
- Good communication Skills;
- Good writing skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Basic Knowledge of administrative processes. Articulation of issues in a professional way, and advise and defend the unit performance outcomes;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1tsFTjkh9QeWupLolIGkQiAew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tsebo Tsotetsi
Tel No: 011 407 6003

CLOSING DATE: TUESDAY, 19 SEPTEMBER 2023



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Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.



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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
GENERAL WORKER**APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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GENERAL WORKER

Department: Citizen Relationship and Urban Management
Branch: Augmented Field Services
Designation: General Worker
Remuneration: R9 531.54 pm (Basic salary excluding Benefits)
Location: Region A - G

Minimum Requirements:

- Grade 8 / Abet level 1 qualification.
- 6 – 12 months relevant experience
- Must be physical & mentally fit.
- No criminal record

Required Documentations:

- Electronic completed job Application form.
- Certified valid South African Identity Document or Card.
- Proof of Resident.

Key Performance Areas: The job includes the following responsibilities: Weed removal; litter picking; street sweeping, removing of stickers and pamphlets from street furniture, poles and road signs, cleaning informal settlements assisting with clean-up campaigns in partnership with the City Departments and Entities. The job requirements are not limited to only the above mentioned key performance areas.

Leading Competencies:

- Team Player and someone who follows instructions;
- Ability to communicate in local languages applicable to the wards;
- Ability to read and write;

Core Competencies:

- Ability to use the prescribed position tools of trade (Broom/litter picker/spade/rakes/scrapper etc.) Where specialised tools of trade are required, training will be provided.

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2. REG B - CRUM: <https://share-eu1.hsforms.com/1lff4DXzpQsa-yaZY8m5cEAew554>
3. REG C - CRUM: <https://share-eu1.hsforms.com/1HgDyVQBLTJyKQxpD4LpYSAew554>
4. REG D - CRUM: <https://share-eu1.hsforms.com/1jl-VdRsUTYyrbjpTRefhDQew554>
5. REG E - CRUM: <https://share-eu1.hsforms.com/1ZWuOifQTQQGUZ91piE3vzQew554>
6. REG F - CRUM: <https://share-eu1.hsforms.com/1nVcOLpuMRxC7z3pKZETTFQew554>
7. REG G - CRUM: <https://share-eu1.hsforms.com/1nqvsRfelRm-DC UtWg2eNgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Brenda Mabuza
Tel No: 011 022 8936 / 011 062 6069

CLOSING DATE: TUESDAY, 19 SEPTEMBER 2023

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