

**GLH ARCHITECTS**

Require an internal IT support technician, with at least 3 years' experience in an IT environment, for our Johannesburg and Pretoria Offices.

We require someone who is proficient in amongst other things, the following:

- Administration of the Windows network, including all servers and desktops
- Management of the Windows 2008, 2012
- Group Policy, Active Directory, Exchange 2013, RDS, IIS 6+
- Proficiency in MS Core services (DHCP, WSUS, AD, DNS, etc)
- Troubleshooting of telecommunications services, including digital phone lines, fibre lines and wireless backup mediums.
- Installation of network and standalone printers and maintenance.
- Working knowledge in LAN and WAN Support using HP Managed switches.
- Antivirus deployments and patching / updating.
- Ability to learn, install and maintain VIP Payroll and Pastel Evolution
- Troubleshooting of VPN connections using Riverbed solutions
- Good understanding of High performance PC components is critical

Email CV to [arch@glh.co.za](mailto:arch@glh.co.za)  
In pdf, as single documents, to include qualifications, experience, available dates and salary expectations.  
Only qualifying candidates need apply.

Should you not have heard from our office by **12 December 2016** your application was unsuccessful.  
Closing date: **9 December 2016**

The Health Professions Council of South Africa's vision is realised through protecting the public and guiding the professions.

**Manager: Document Management**  
(Paterson Grade D1) • Salary range: R620 030 per annum (Total Cost to Council)  
(2-year fixed-term contract)

**Minimum requirements:** • National Diploma or degree or (NQF L6) qualification in Administration or relevant field • Document Management/Middle Management Programme Certificate will be an added advantage • 5 years' public administration experience in a similar environment • 3 years' functional experience in a public registration environment will be an added advantage.

**Competency requirements:** • Strong administration skills • Good communication skills (verbal and written) • Good leadership skills • Excellent customer services skills • Knowledge of Microsoft packages, eg Microsoft Word, PowerPoint, Excel and Outlook • Willingness to work after hours when necessary and ability to work under pressure.

**Principal accountabilities and key performance areas:** • Manage all business processes in the Document Management office • Manage the request for change of personal details of practitioners by the officials within a set standard timeframe • Ensure that officials are well informed of all new promulgated rules and regulations to keep updated for quality assurance of hard copy documents • Coach Registrations Official on implementation of the strategies of the Department and Council • Develop and implement quality measures in terms of data scanned for retrieval of existing files on system and change of address details of practitioners • Ensure that information is submitted to SAQA on Edudex to SAQA regarding information of registers, qualifications and names of registered practitioners • Ensure that scanned documents are properly prepared for Archiving Company to collect for storing • Compile affidavits on request of the SA Police Service, Legal Services Department or external clients • Represent the Registrar and HPCSA as summoned per subpoena in criminal proceedings against practitioners as per the delegation of powers by the Registrar • Compile and submit budgetary needs for the Document Management Office and Archiving Section to the General Manager • Assist and perform other reasonable tasks assigned by the General Manager: CPD, Records & Registrations.

All short-listed candidates may be subjected to a competency exercise which includes qualification verification on successful candidate.

In line with the Council's Employment Equity plan and commitment to diversifying its workforce and as such, preference will be given to White, Coloured, Indian, and African female candidates. People with disabilities are encouraged to apply.

All interested applicants should forward their application letters, together with a detailed CV to [recruitment@hpcsa.co.za](mailto:recruitment@hpcsa.co.za) by quoting the relevant job title in the subject column. No hand-delivered applications will be accepted.

**Closing date:** 21 December 2016  
*If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be with short-listed candidates only.*

**HPCSA**  
Health Professions Council of South Africa

Human Communications 132030

**Ekurhuleni Housing Company**

**Credit Control Manager**  
Salary: R551 700 CTC, negotiable

The Credit Control Manager will be responsible for consistent implementation and review of the Collection Strategy and Credit Control policies and procedures of EHC.

**This will include:** • Taking responsibility for management and training of staff • Ensuring effective performance management and improved debt collection processes • Revenue management • Periodic review and monitoring of existing debtors accounts • Applying debt collection strategy to reduce the debtor's book balances • Personally visit the debtors over 60 days and defaulters to recover the debt and obtain payment arrangements • Review debit orders and ensure that they are implemented timeously • Follow-up on payment arrangements and apply credit control processes • Monthly monitor and review the interest charged on late payments to ensure compliance • Manage defaulter's process in line with the Policy including notices, handing over to attorneys, black listing etc. • Attends and prepares for court proceedings as a witness for EHC with regards to process followed when dealing with defaulters • Compile the list of tenants that are eligible for eviction, determine which evictions to prioritise and advise the Sheriff for final eviction • Prepare recommendations for annual rental increases and ensure that the increase is implemented • Preparing monthly reports as to state of the defaulters list, arrears, collection rate, evictions and debtors' book.

The incumbent must have at least 5 years of credit control and debt collections experience of which 3 years has been in a supervisory or management position. A 3-year qualification in Credit Control or Credit Management is essential. A thorough knowledge of credit control-related regulations. Must be willing to periodically visit tenants for collections.

**Enquiries:** Interested persons who meet the above requirements must send their applications accompanied by a covering letter to email: [responses@dynastyrecruitment.co.za](mailto:responses@dynastyrecruitment.co.za) or fax: 086 228 8640. If you do not hear from the company within 21 days of the closing date of 13 December 2016, consider your application as unsuccessful. **Contact Tel: 071 562 7898.** The EHC is an equal opportunity employer but is committed to the principles and processes of Employment Equity. The company has the right to appoint or not to appoint.

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**CITY OF JOHANNESBURG VACANCIES** 055/2016

**PERMANENT POSITIONS**

**Department: Health**  
**Branch: District Health Services**  
**Salary range: R11 640.06 pm (basic salary excluding benefits)**

**Enrolled Nursing Assistant**

**Educational requirements and experience:** • Grade 12 / NQF level 4 plus Auxiliary Nursing Certificate • One (1) year's relevant experience • Registration with Health Professional Board of SA / SANC.

**Job description:** The purpose of the job is to apply nursing sequences by assisting in the management of comprehensive primary health care services and participation in community focused awareness initiatives, providing support, information distribution and demonstrations to ensure that the health objectives in terms of all relevant National Policies and Standard Guidelines are met.

**Contact Person:** Cathy Mtimkhulu. **Fax No.:** (011) 475-0016. **Tel No:** (011) 761-0238. **Workplace:** Region C.

**Branch: Primary Health Care**  
**Salary range: R21 151.24 pm (basic salary excluding benefits)**

**Operational Manager: Quality Assurance**

**Educational requirements and experience:** • Diploma / B Degree in Health related field / NQF level 7 • Must have valid driver's licence • Three (3) to five (5) years' relevant experience in health related field • Must be computer literate: MS Word, Excel, PowerPoint presentations.

**Job description:** Coordinate the operations of the Training, Quality Assurance (QA) and Research programmes and monitor the execution of procedural requirements and specialised interventions associated with the monitoring, evaluation and control for all Health Department personnel in the Region in relation to the Skills Development Act and Policy. Responsible for coordinating Training, QA and Research for the employees and other stakeholders such as Tertiary Institutions and the community in order to ensure that objectives related to affordable, accessible and cost effective health care are realised.

**Contact Person:** Cathy Mtimkhulu. **E-Mail:** [cathymt@joburg.org.za](mailto:cathymt@joburg.org.za). **Tel No:** (011) 761 0247. **Workplace:** Region C.

**Department: Economic Development**  
**Branch: Strategic Management Support**  
**Salary range: R33 606.24 pm (basic salary excluding benefits)**

**Assistant Director: Communications**

**Educational requirements and experience:** • Grade 12 / NQF level 4 plus Postgraduate degree in Journalism or Integrated Communications leaning towards a strong focus on Finance and Economics (NQF level 8) • Seven (7) - ten (10) years' relevant experience - working within the media sector of the Local Governments Communication, Marketing and Events area department • Must have a valid driver's licence.

**Job description:** Provide communications and marketing support (including events, public relations) to the Department of Economic Development (DED) of the COJ by assisting with ongoing stakeholder relations and delivering a professional communication service to the department.

**Contact Person:** Jael Masinga. **E-Mail:** [jaelm@joburg.org.za](mailto:jaelm@joburg.org.za). **Tel No:** (011) 703 5513. **Workplace:** 66 Jorissen Place, Braamfontein.

**Department: Transport**  
**Branch: Scheduled Services Management Agency**  
**Salary range: R21 151.24 pm (basic salary excluding benefits)**

**Scheduling Specialist**

**Educational requirements and experience:** • BSc Engineering or B Tech Engineering or relevant NQF level 6 qualification will be considered • Three (3) years' relevant experience in the transport industry • Good computer literacy, project management, interpersonal and communications skill required • Ability to immediately package problem situations and take appropriate decisions in terms of delegated authority • Ability to focus on detail • Ability to think innovatively and to act quickly when contingencies require immediate notification of parties • Ability to track, manage and implement expenditure and contract obligations in accordance with economical projections • Ability to perform under pressure and to execute deadline management • Ability to report regularly and inclusively • Must have a valid driver's licence code C1.

**Job description:** Plan the routes and frequencies of the BRT buses based on the projection of demand and on the operating and on operating licence of the BOC and communicating these to the bus operating company after approval thereof by the Deputy Director Operations.

**Branch: Infrastructure & Safety**  
**Salary range: R38 648.66 pm (basic salary excluding benefits)**

**Deputy Director: Transport Promotion & Safety**

**Educational requirements and experience:** • B degree / NQF level 7 qualifications in Marketing and Communications or Transport Planning or Transportation Engineering. Candidates with other relevant qualifications and extensive relevant work experience and a proven track record may be considered • Minimum of nine (9) years of experience of which five (5) years must have been at senior management level • Experience in Local Government will be an added advantage • Relevant private Sector experience will be considered • Must have thorough knowledge of Non Motorised Transport Modes (NMT) and Road Safety • Must have thorough knowledge of NMT and Road Safety promotion • Proven experience in managing large scale events.

**Job description:** Lead, direct and control the unit responsible for promoting the use of Public Transport infrastructure (taxi ranks, super stops, bus shelters, park and rides), NMT promotion (Eco mobiles, cycling, walking, street alive) and safety (Road, NMT, Infrastructure). Lead in the development of strategies, policies and procedures to ensure that all the policies and procedures are implemented by respect Sections. To head the sub-unit and be responsible for the co-ordination of all aspects of the unit's programme. Development of high level plans to make sure that the department delivers in its mandate of NMT promotion and road safety. Implementation of Performance Management for the Transport Promotion and Safety unit. Provide support to the Unit Head to realise the vision of the Transport department in respect of Transport Promotions and Safety.

**Contact Person:** Estelle Buys. **E-Mail:** [EstelleBu@joburg.org.za](mailto:EstelleBu@joburg.org.za). **Tel No:** (011) 870 4637. **Workplace:** JRA Building.

**Department: Group Corporate & Shared Services**  
**Branch: Group Information and Communication Technology & Management**  
**Salary range: R11 640.06 pm (basic salary excluding benefits)**

**Officer: Contact Centre (Human Resources)**

**Educational requirements and experience:** • Grade 12 / NQF level 4 is required plus relevant National certificate / NQF level 5. Call Centre certificate/ or HR certificate • One (1) year's relevant experience • Computer literacy - Office Applications • Must have good listening skills • Ability to think quickly, to make recommendation or propose a solution to a customer's problem.

**Job description:** Receives, logs, monitors and assists in resolving human resources customer enquiries, providing information and basic advice on Human Resources policies, procedures, conditions of Service and Human Capital Management, referring queries or service requests to the appropriate Human Resources official, escalating unresolved queries to the appropriate HRSS Manager and Manager: Contact Centre, displaying and implementing best practice protocols and COJ HRSS values and ethics and drawing and submitting monthly statistics to the Manager: Contact Centre.

**Salary range: R33 606.00 pm (basic salary excluding benefits)**

**Specialist: Technical Time Management and Payroll**

**Educational requirements and experience:** • An appropriate tertiary BCom or B Admin (NQF level 7) qualification with relevant SAP • At least five (5) years' experience in a support environment ideally within SAP • SAP R/3 (all sub-modules) training, knowledge, in depth understanding and experience are essential. Specific areas of interest are SAP R/3 (Time Management & Payroll, Personnel admin & LR, Recruitment & Organisational Development), SAP Basis and other module or application knowledge and experience will be advantageous • Business expert in the specific area • Business process re-engineering skills • Escalation / change control process knowledge • Application and configuration skills • Knowledge of the Fault Logging Systems • Good communication and interpersonal relation skills • Understanding Council financial legislation, regulations & procedures.

**Job description:** Provide operational support in the development of SAP Time Management & Payroll application. Management of the implementation of Systems and provide specialised consulting service in line with COOE Operating Model.

**Contact Person:** Sedick Hendricks. **E-Mail:** [sedickh@joburg.org.za](mailto:sedickh@joburg.org.za). **Tel No:** (011) 407 6767. **Workplace:** 222 Smit Street, Braamfontein.

**Department: Group Finance**  
**Branch: Strategic Supply Chain Management (SSCM)**  
**Salary range: R47 915.18 pm (basic salary excluding benefits)**

**Director: Committee Systems, Legal and Commercial Services**

**Educational requirements and experience:** • B Degree in Law / Commerce / NQF level 7 • Postgraduate qualification in Law or Administration will be an advantage • Qualification and experience in terms of minimum competencies prescribed by National Treasury • At least five (5) years' appropriate experience in local government or a similar environment at a senior management level.

**Job description:** Plan, manage, control and oversee the functioning and operational efficiency of the Supply Chain Management Bid Committees Section within the City of Johannesburg. Provide legal and commercial advice and analysis to the business on a continual basis.

**Salary range: R47 915.18 pm (basic salary excluding benefits)**

**Director: Procurement and Contract Management**

**Educational requirements and experience:** • Postgraduate Business/ Purchasing degree or equivalent / NQF level 8 • At least five (5) years' experience in procurement/supply chain management, of which at least three (3) years should have been at a senior management level • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Thorough understanding of SCM environment • Manage the organisation in relation to practices, systems and infrastructure required • Experience in compilation, analysis and interpretation of SCM Policy and Procedures and other pieces of legislation relevant to SCM activities • Experience in SCM Risk Management • Ability to analyse and interpret reports; communicate verbally and in writing; interpret, advise and implement provisions of the relevant legislation and national Treasury guidelines; organisational awareness and lateral thinking.

**Job description:** Plan, manage and control strategic procurement and contract management within the City.

**Contact Person:** Mmaphuti Dikgomo. **E-Mail:** [Mmaphutid@joburg.org.za](mailto:Mmaphutid@joburg.org.za). **Tel No:** (011) 358 3414. **Workplace:** Metro Centre, 158 Civic Boulevard, Braamfontein. **Hand deliveries to 3rd floor, 66 Jorissen Street, Braamfontein.**

**Department: Housing**  
**Branch: Human Settlements Policy, Planning and Research**  
**Salary range: R47 915.18 pm (basic salary excluding benefits)**

**Director: Human Settlements Policy, Planning and Research**

**Educational requirements and experience:** • A relevant Housing or built environment degree / NQF level 7 is required • Postgraduate qualification will be an added advantage • At least eight (8) years' managerial experience in the housing field of which five (5) years relate to middle or senior management experience • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Housing policy development, research, strategy, analytical, interpretation of legislation, problem solving and negotiation skills required • Knowledge of Housing Legislation, Local Government and Community Development issues.

**Job description:** Lead, manage and supervise the Human Settlement Policy, Planning & Research Unit of the Department in accordance with the policies and regulations governing the built environment in the City and in full compliance with the national Housing Code. As active member of the Department, assists in shaping the strategic direction of the Department, and assist in the Department's proactive budgeting process in terms of prescribed Council cycles, programme management and risk management.

**Branch: Business Management Support**  
**Salary range: R47 915.18 pm (basic salary excluding benefits)**

**Director: Business Management Support**

**Educational requirements and experience:** • Degree / NQF level 7 in a related field is required • Five (5) - eight (8) years' experience in Local Government in a Senior Management position • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Knowledge of Local Government environment and programmes and projects • Knowledge of Local Government and all its functions • Knowledge of Municipal Finance principle • Knowledge of Organisation Development.

**Job description:** Establish, lead and give strategic direction to all Units within Housing Department as well as developing the departmental service delivery and Implementation plan, monitoring and implementing Policies and Procedures for support services including Administration and communication of the programs and deliverables of the department in line with the strategic framework of the City. Coordination and provision of effective and efficient processes that would lead to increase in productivity and delivery of the Core mandate of delivery of Housing and security of tenure in the City. Provide budgeting process in terms of prescribed Council cycles, programme management and risk management.

**Contact Person:** Regina Hartley. **E-Mail:** [reginah@joburg.org.za](mailto:reginah@joburg.org.za). **Tel No:** (011) 018 6858. **Workplace:** 222 Smit Street, Braamfontein.

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

**Closing date: 21 December 2016.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with 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 as unsuccessful.