

CITY OF JOHANNESBURG VACANCIES

003/2019

PERMANENT POSITIONS

Department: Environment & Infrastructure Services Department
Branch: Strategic Coordination and Integration

Head: Awareness and Partnership

Salary: R44 397.73 pm (basic salary excluding benefits)

Appointment Requirements: • Degree in Environmental Studies or related qualification / NQF level 7 • Eight (8) to ten (10) years' experience in the environmental management field, with at least three (3) to five (5) years in entry and/or middle management • Must have a valid driver's licence • Strong analytical and decision-making, verbal and written communication as well as project management skills • High levels of mental cognition and physical endurance for long and sometimes extra-ordinary working hours.

Primary Function: Lead, direct and manage the formulation of policies, strategies, systems, standards and management plans for the promotion of integrated environmental awareness across the City of Johannesburg, while promoting environmental development.

Key Performance Areas: Manage the preparation, maintenance and ongoing enhancement of the Strategy through stakeholder committees. Manage the rendering of a Corporate Environmental Education and capacity building function through facilitation of environmental and provision of awareness support. Manage the rendering of a Community Outreach and Stakeholder Engagement function. Manage innovative programmes of environmental development so as to develop the environmental capacity of stakeholders. Manage reporting around Environmental Awareness and Partnerships sub unit.

Leading Competencies: Strategic Direction and Leadership; People Management; Financial Management; Change Leadership; Stakeholder Management; Conflict Management; Programmes and Projects Management.
Core Competencies: Understanding of local government environment, environmental legislation and policies as well as environmental education and training approaches.

Contact Person: Miehleko Mabasa. Tel No: (011) 587 4221. Email: eisdrecruitment@joburg.org.za
Workplace: Traduna House, 118 Jorissen Street, Braamfontein.

Branch: Air Quality and Climate Change

Head: Energy

Salary: R44 397.73 pm (basic salary excluding benefits)

Appointment Requirements: • BSc Degree in Engineering (Electrical) or Degree in Energy related field (NQF level 7) • At least ten (10) years' experience in energy, of which eight (8) years at middle to senior management level • Skills required: Monitoring and Evaluation, Policy Development, Project Management, Financial Management, Communication and Negotiation, People Management and Alternative Energy Service Delivery, Strong analytical and decision making skills and Computer Literacy.

Primary Function: Lead, direct and manage formulation of policies, strategies, systems, standards and management plans in the Energy sector, while applying necessary technical skills in order to ensure that all energy related programmes of the City are managed according to best practice.

Key Performance Areas: Manage activities relating to the formulation of policies strategies, systems, standards and management plans, including facilitation and implementation of programmes to ensure compliance to National and City policies (i.e. the IRP the Energy Plan etc.). Manage the sub-unit budget and monitor and report on all energy related programmes of the City. Develop and monitor the implementation of the Energy Service Delivery Framework of the City. Manage staff and undertake administrative duties in the sub-unit. Manage reporting of all reporting requirements of the sub-unit. Monitor and promote Service Level Agreements adherence with providers, departments and other stakeholders.

Leading Competencies: Strategic Direction and Leadership; People Management; Financial Management; Change Leadership; Stakeholder Management; Conflict Management; Programmes and Projects Management.
Core Competencies: Understanding of local government environment, environmental legislation and policies as well as environmental education and training approaches.

Contact Person: Gordon Baitsile. Tel No: (011) 587 4310. Email: eisdrecruitment@joburg.org.za
Workplace: 118 Jorissen Street, Traduna House Braamfontein.

Department: Office of the City Manager

Branch: Group Forensic and Investigation Services

Deputy Director: Special Projects

Salary: R44 397.73 pm (basic salary excluding benefits)

Appointment Requirements: • An appropriate Bachelor degree in Forensic Investigation or related fields (NQF level 7) • A full or associate membership to professional body such as ACFE, ICFP, Ethics SA, Compliance Institute will be an added advantage • Seven (7) years' experience or more required within fraud and corruption investigation environment of which three (3) should be at management level within public service or private sector • Proven success operating at middle management level, including the management of experienced and professionally qualified staff • Knowledge of forensic investigation processes, controls and identification of systemic weaknesses • Ability to integrate investigation with the risk management processes • Knowledge of data analytics and e-forensics • Translation of data into accessible report for diverse audiences • Presentation and reporting effectively • Understanding of legal implication of policies • Quality assurance and human resource procedures and regulations • Must have a valid driver's licence • No criminal Record.

Primary Function: The Deputy Director: Special project is responsible for the development and effective implementation of strategies, policies, procedures and response plan. He / she will also monitor and report on progress thereof on all the identified projects.

Key Performance Areas: Manage all special projects cases / matters. Deliver quality investigations. Ensure execution of work programmes with special projects forensic investigation objectives are met and quality reports are produced. Participate in the Group Forensic and Investigation Services fraud and corruption prevention campaign through execution of related workshops. Monitor and evaluate implementation of the special projects recommendations. Provide management support to the Director and the team.

Leading Competencies: Strategic Management; Project Management; People Management; Stakeholder Management; and Conflict Management.
Core Competencies: Must be able to work extended hours.

This is an employment targeted position and preference will be given to EE targeted groups.

Contact Person: Bongani Myeni. Tel No: (011) 407 6808. Email: BonganiM@joburg.org.za
Workplace: SAPPI Building, East Wing, 48 Ameshoff Street Braamfontein.

Department: Group Corporate and Shared Services

Branch: Group Human Capital Management

Specialist: Employee Wellness Programme

Salary: R34 515.06 pm (basic salary excluding benefits)

Appointment Requirements: • BA (SW), certificate in EAP (NQF level 7) • Registered with a professional Body (SACSSP) • Three (3) years in the working environment with exposure to all basic discipline of employee wellbeing • Skills required: Counselling, analysis, report writing, presentation, problem solving, originating and implementing project and programmes and formulating and implementing policies and protocols.

Primary Function: To improve quality of work life and resilience of all employees by developing programmes that enhance wellbeing of the employees and the organisation - provision of interventions that will maximise employees productivity and thus services delivery of the organisation.

Key Performance Areas: Develop and manage the City wide EAP strategy compliant with national and international norms and standards and lead the City of Johannesburg towards the status of having the status of political leadership and a workforce that can perform their duties effectively and efficiently. Manage the various EAP processes internally and externally. Manage change in these business processes and train line management and staff in currently accepted best practices. Assist in the compilations and administer departmental regional budget needed to perform the EAP function in the City. Carry out the EAP functions mandate of promotion, counselling, referral and feedback. Maximise return on human capital investment through value adding intervention to improve organisational performance. Create and manage highly skilled and professional team of student social workers and interns, ensure upskilled in terms of latest challenges within the organisation.

Leading Competencies: Practice professional Confidentiality.
Core Competencies: Diplomatic assertive way of functioning, Extensive travelling and extended working hour.

Contact Person: Mashudu Rasalanavho. E-Mail: Mashudurasa@joburg.org.za Tel No: (011) 407 6322.

Department: Development Planning

Branch: Regulatory and Management Support

Deputy Director: Mainstreaming Support

Salary: R44 397.73 pm (basic salary excluding benefits)

Appointment Requirements: • B Degree / NQF level 7 in Human Sciences / Business Administration or Public Administration • Seven (7) - ten (10) years of practical work experience of which 3 years must be within middle management • Sound decision making skills • Ability to think creatively and synoptically • An understanding of approaches, processes and techniques associated with participatory and collaborative forms of Planning • Ability to relate with people and work individually and in teams.

Primary Function: Ensure that appropriate strategies, business plans, policies and procedures are approved, communicated to relevant stakeholder and implemented • Plan and manage Performance Management System in the department • Control and oversee the effective implementation of the organisation Performance Management System and framework in development planning • Lead and oversee the implementation of Performance Management System and ensure that Development Planning comply with the Management System and relevant legislation • Lead, oversee and coordinate gender mainstreaming, employment equity and employee wellness programmes in the department • Lead and manage staff to ensure high performance culture.

Key Performance Areas: Ensure that appropriate strategies, business plans, policies and procedures are approved, communicated to the relevant stakeholders and implemented so that the management Support Unit Strategic imperatives of the department are met. Lead, control and manage staff within the departments so that they are able to achieve the objectives set for them. Define the role boundaries, workflow process and job design against laid down requirements. Plan and manage Performance Management System within entire department. Control and oversee the effective implementation of the Organisational performance management system and framework in development planning.

Leading Competencies: Strategic Management; People Management; Stakeholder Management; and Conflict Management. Core Competencies: Must be able to work extended hours.

Contact Person: Siphwe Khumalo. Tel No: (011) 407 407 7085. Email: SiphweK@joburg.org.za
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Department: Group Finance. Branch: Core Accounting

Assistant Director: Financial Statements

Salary: R38 605.24 pm (basic salary excluding benefits)

Appointment Requirements: • B Com (Honours) / NQF level 8 / CTA • Part 1 of SAICA exam would be an added advantage • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Three (3) to six (6) years' experience at middle management level • Analytical thinking and mental alertness • Knowledge of GRAP and application alert • Good communication, analytical and problem solving, computer literate, report writing and presentation skills required.

Primary Function: Assist with overseeing the Core Financial Accounting for the City of Johannesburg. Plan and manage the year-end audit process for Core Council. Ensure that financial statement is produced and report. Develop evaluation and report monthly departmental management reporting packs. Implement and ensure that the Financial Statements are prepared in line with any new accounting standards. Ensure that all Inter/Intra company balances are confirmed on a monthly basis. Direct and control outcomes associated with utilisation, productivity and performance of personnel with Core Financial Reporting. Manage and implement financial controls/procedures and provide information to support financial planning sequences. Liaise with other internal and external department within the COJ.

Leading Competencies: Teamwork and Accountability.
Core Competencies: Good Ethics; confidentiality, multi-tasking and strong figures.

Manager Accounting (Monthly Reporting)

Salary: R34 515.06 pm (basic salary excluding benefits)

Appointment Requirements: • B Com degree in Accounting / NQF level 7 • Chartered Accountant would be an added advantage • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Three (3) years' experience in an accounting environment or involvement in the preparation of annual Financial Statements, with GRAP experience • Analytical thinking and mental alertness • Knowledge of GRAP and application alert • Good communication, analytical and problem solving, computer literate, report writing and presentation skills required.

Primary Function: Overseeing the Core Financial Reporting for the City of Johannesburg and its owned Entities. Key Performance Areas: Plan, manage and perform the year-end closure for Core Council on an annual basis. Plan and manage the year-end audit process for Core Council. Ensure that financial statement is produced and report. Develop evaluation and report monthly departmental management reporting packs. Implement and ensure that the Financial Statements are prepared in line with any new accounting standards. Ensure that all Inter/Intra company balances are confirmed on a monthly basis. Direct and control outcomes associated with utilisation, productivity and performance of personnel with Core Financial Reporting. Manage and implement financial controls/procedures and provide information to support financial planning sequences. Liaise with other internal and external departments within the COJ. Leading Competencies: Teamwork and Accountability. Core Competencies: Good Ethics; confidentiality, multi-tasking and strong figures and integrity.

Contact Person: Bonokwakhe Ngobho. Tel No: (011) 358 3578. Email: Ngobob@joburg.org.za
Workplace: 66 Jorissen Place, Braamfontein.

Branch: Treasury

Bank Administration Manager

Salary: R34 515.06 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 plus three (3) years B degree / NQF level 7 in Financial or related fields, Postgraduate preferably • Strong administrative, computer literacy, communication (verbal and written), accuracy, interpersonal and numerical skills required • Minimum of five (5) - seven (7) years' experience in Treasury or investment environment and Finance • Knowledge of Local Government, Treasury Administration experience, Treasury Systems and understanding and application of MFMA techniques.

Primary Function: Provide support for the administration, cash analysis and full management of the City's Bank Accounts as per MFMA Act No. 56 of 2003 by assisting and coordinating the accounting function within Treasury department. Perform fees analyses, counterparty analyses and maintain internal customer service, and different banks relationship. Manage daily bank reconciliation ensuring all is aligned with City's Revenue. Key Performance Areas: Manage the reconciliation and administration: Prepare confirmation between the city and counterparty's financial deal transacted. Perform payments of all investments interest payments, redemptions and monitor receipts of funds. Perform cash analysis counterparty analyses and ration analyses. Leading Competencies: Confidentiality. Core Competencies: Teamwork; assertive and attention to detail.

Contact Person: Mkhuleko Shongwe. Tel No: (011) 358 3578. Email: MkhulekoS@joburg.org.za
Workplace: 66 Jorissen Place, Braamfontein.

Branch: Budget Office

Budget Analyst x4

Salary: R19 632.61 pm (basic salary excluding benefits)

Appointment Requirements: • Three year diploma in Financial Accounting • One (1) - two (2) years' experience in monitoring or financial statement analysis • Experience in medium term budgeting, municipal decision making and financial information system will be an added advantage • Advanced Excel experience • Knowledge of financial management and accounting principles; medium term budgeting and monitoring principles; current financial regulations and procedures (GAMAP, MFMA) and Interpretation of financial data • Financial management report writing and computer literacy is essential (spreadsheets) with strong analytical and communication skills.

Primary Function: Coordinate, liaise and monitor the City's medium term budget process including development of medium term budget and execution of budget review/revision that ensures that the City's strategy is funded. Key Performance Areas: Collate, facilitate and coordinate the administration of the budget input process to ensure a coordinated process for timely submission. Evaluate the mid-term financial performance, coordinate the implementation of budget revision to ensure that the Core Administrations expenditure is in line with the budget. Maintain and improve the existing monitoring and budgeting tools. Produce the minutes for the departments and Municipal Entities desiring the budget panel. Provide a financial management support and advisory service to dedicated portfolio on budgeting revenue internal control systems and general management. Relocation of funds. Leading Competencies: Confidentiality. Core Competencies: Teamwork; assertive and attention to detail.

Contact Person: Mkhuleko Shongwe. Tel No: (011) 358 3578. Email: kediboneMok@joburg.org.za
Workplace: 66 Jorissen Place, Braamfontein.

Department: Group Communication and Marketing. Branch: Marketing

Director: Marketing

Salary: R55 042.66 pm (basic salary excluding benefits)

Appointment Requirements: • A first degree and postgraduate qualification in Marketing and/or Communication and/or Public Relations. (NQF level 7) • The candidate will be expected to have knowledge and a sound understanding of the following: • Marketing principles and practices • Project Management • Digital Marketing and related digital technologies (e.g. mobile phones, social media, email, search engines, website, display advertising etc) • Local government and its functions • Branding principles and the ability to lead and improve strategic marketing to promote a brand • At least eight (8) years' relevant experience at Senior Management level in Marketing and/or Communications and/or Public Relations in either the public or private sectors • Sound project management experience • A proven track-record of marketing projects or campaigns successfully completed • Computer literacy (Microsoft Office), communicate clearly and concisely, networking and negotiating skills required.

Primary Function: Produce and deliver a highly targeted, well-planned integrated corporate marketing service and to coordinate the work of a campaign priority project team to ensure that the directorate develops and delivers new and innovative marketing strategies and plans that achieve the aims of the department and organisation. It includes being the custodian of the Joburg corporate identity and brand, as well as the positioning of the City's leadership to improve awareness of their roles and share their views on the City's initiatives and future plans.

Key Performance Areas: Provide strategic leadership and direction in strategic marketing and branding aspects that will enhance the City's image and position (both externally and internally), sway customers' / residents' perceptions positively and facilitate engagements in a positive way. Manage the City's corporate marketing initiatives, corporate identity and brand culture. Oversee the editorial direction, graphic design, production and distribution of marketing publications. Work closely with the Strategic Communications and Events directorates to provide and manage an effective and professional communication, media, public relations and reputation management service. Execute sound financial management and control and contribute information to support financial planning processes within the department. Direct and control outcomes associated with the utilisation, productivity and performance of personnel within the directorate.

Leading Competencies: Leadership, People Management, Strategic Perspective; Emotional Intelligence.
Core Competencies: Attention to detail, initiative, integrity, Batho Pele Principles, professionalism, work under pressure, work independently and confidentiality.

Contact Person: Gabsile Zitha. Tel No: (011) 407 6083. Email: GabsileZ@joburg.org.za

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Department: Social Development. Branch: Management Support Unit

Receptionist

Salary: R13 371.55 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 plus Secretarial / Administrative Certificate or Diploma • Previous experience operating within a similar high impact environment, e.g. Government Office • Communication / liaison knowledge, computer literacy (Microsoft Word, Lotus Notes and Internet) skills required.

Primary Function: To ensure frontline services and administrative support for the Management support Unit. Manage all incoming telephones, faxes and emails. Welcome all visitors to the Management support Unit and direct them to the office of official visiting. Key Performance Areas: Manage correspondence, filing, organise meetings. Leading Competencies: Planning and organising, assertive. Core Competencies: Team player; Multi-skilled.

Contact Person: Refilwe Mokgako. Tel No: (011) 407 6235. Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein. Hand delivery at Ground Floor A Block Entrance 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Branch: Skills Development

General Worker

Salary: R7 690.45 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 8 is required • Four (4) weeks' relevant experience • Must be able to read, communicate and carry out instructions.

Primary Function: General cleaning of facilities. Key Performance Areas: Cleaning and maintenance of hygienic workplace. Leading Competencies: Work in all weather conditions. Core Competencies: Follow instructions and good communication.

Contact Person: Karabo Khumalo. Tel No: (011) 407 6789 / 7472. Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein. Hand delivery at Ground Floor A Block Entrance 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Department: Social Development. Branch: Finance

Assets Officer

Salary: R19 632.61 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 plus National Diploma in Accounting • One (1) - two (2) years' experience in Asset Management • Communication and computer literacy skills required.

Primary Function: Provide a comprehensive assessment of assets to various Regions by ensuring that there is a transparent system of procuring goods and services in line with Councils procurement procedures. Key Performance Areas: Purchase and maintain assets. Ensure that City of Joburg policies and procedures are adhered to. Ensure that goods and services are procured in accordance with a system that is fair, equitable, transparent, competitive and cost effective. Reduce the risk that the department may be exposed through ineffective internal controls.

Leading Competencies: Ability to work under pressure. Core Competencies: Accuracy. Tight deadlines.

Branch: Management Support Unit

Driver / Messenger

Salary: R9 326.60 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 10 / NQF level 2 is required • Six (6) months relevant experience • Must have a valid driver's licence Code EC and PDP.

Primary Function: Perform tasks / activities associated with the transportation of material / equipment and personnel to / from sites.

Key Performance Areas: Perform specific tasks / activity at the region or work sites prior to and on completion of allocated maintenance assignment. Complete internal transaction documentation (e.g. tally sheet, log sheet, progress report etc.) and related forms (vehicle checklist).

Leading Competencies: Good communicator and attention to detail. Core Competencies: Time management.

Contact Person: Nokulunga Vezzi. Tel No: (011) 407 6686. Email: NokulungaV@joburg.org.za

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

THREE (3) YEAR - FIXED TERM CONTRACT POSITION

Department: Social Development. Branch: Urban Agriculture

Administrative Assistant

(Project Administrator)

Salary: R13 371.55 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 plus • At least two (2) years' administrative experience in a similar field • Exposure to administrative experience in food security and agriculture will be an added advantage • Knowledge of agricultural industry • Computer literacy (Microsoft Word, Excel, PowerPoint), good communication (verbal and written) and good interpersonal skills required.

Primary Function: Perform general administrative tasks to support the office and data capturing. Key Performance Areas: Perform specific tasks / activity at the region or work sites prior to and on completion of allocated maintenance assignment. Complete internal transaction documentation (e.g. tally sheet, log sheet, progress report etc.) and related forms (vehicle checklist).

Leading Competencies: Ability to interact with other people. Multilingual and innovative.
Core Competencies: Team Player; Ability to interact with all different types of farmers. Understand local language.

Contact Person: Refilwe Mokgako. Tel No: (011) 407 7472. Email: RefilweM@joburg.org.za

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

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

Closing date: 19 February 2019.

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.



RECRUIT EMPLOYEES

TALENT 360

TO ADVERTISE A POSITION CALL
011 870 7100 OR 011 633 2345
www.talent360.co.za