

# CITY OF JOHANNESBURG VACANCIES

029/2019

## PERMANENT POSITIONS

**Department:** Community Development  
**Branch:** Arts, Culture and Heritage  
**Museum Guide X 2**  
**Salary Range:** R11 720.73 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12/NQF level 4 is required plus a post matric certificate; • and 1 years' experience in a museum setting or similar environment.  
**Primary Function:** Conduct guided tours of exhibitions. Assist with special programme and events. Assist with daily maintenance of exhibitions. Assist with monitoring and evaluation of the effectiveness of the museum exhibitions and education programmes for the museum and galleries visitors. **Key Performance Areas:** Conduct guided tours of exhibitions. Assist with special programme and events. Assist with daily maintenance of exhibitions. Assist with monitoring and evaluation of the effectiveness of the museum exhibitions and education programmes for the museum and galleries visitors. **Leading Competencies:** Ability to work with Curator when setting up exhibitions; Tour Guide knowledge of history and museum materials and displays as well general information. **Core Competencies:** Communication (verbal and written); Numeracy; Computer Literacy; Language Organizing; Customer Service Training; First Aid and Fire Fighting.

**Contact Person:** Thabo Sepuru E-Mail: ThaboSe@joburg.org.za **Tel No:** (011) 407 7198 • **Workplace:** Rooodepoort Museum, Civic Centre, Christian De Wet Road, Florida

**Department:** Economic Development  
**Branch:** Trade & Investment Promotion  
**Deputy Director: Business Retention, Expansion and Aftercare Salary:** R47 283.58 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Tertiary qualification/Degree in Economic Development, Finance/related discipline (NQF level 7); • 8 years' experience in Economic Development and Finance of which 4 must be senior management; • Knowledge of Trade and Investment Promotion, Economic Development, Finance and Project Management; • and Computer literacy (MS Office) and good communication and coordinating skills. **Primary Function:** Manage and lead the City's Business Retention and Expansion and Aftercare sub-unit and provide Business Retention and Expansion and Aftercare support services, Business Retention and Expansion and Aftercare services and facilitation, monitoring and evaluation of trade and investment promotion and development projects that can advance the economic vision of the City through facilitation of initiatives for promotion and stimulation of Trade and Investment based on the City's economic strategic direction and agenda. **Key Performance Areas:** Coordinate and facilitate business retention expansion and aftercare; Collect and manage information; Plan, monitor and implement the priority implementation plan; Identify and develop trade and investment opportunities, markets and promotional strategies; Manage strategic stakeholder institutions; Staff management and Financial management. **Leading Competencies:** Advanced Project Management; Familiar with applicable Project Management Tools; Strong liaison and report writing skills; Coordinated, strategic insight to see big picture; Self-management; Strategic leadership; Change management; People management; Attention to detail; Interpersonal skills to interact with people on various levels; Ability to manage and cope with pressure; Creative and logical thinking abilities. **Core Competencies:** General Human Resource Management and Networking experience; Excellent working knowledge of Public Sector strategies and developmental imperatives. High ethical standards and integrity; Professionalism and Confidentiality.

**Contact Person:** Chester Hlungwane E-Mail: ChesterH@joburg.org.za **Tel No:** (011) 703 5513 • **Workplace:** Jorissen Place, 66 Jorissen Street, Braamfontein

**Department:** Group Corporate & Shared Services  
**Branch:** Group SHELA & FCM  
**SHE Specialist**  
**Salary Range:** R25 876.87 pm (basic salary excluding benefits).  
**Appointment Requirements:** • 3 Year qualification in Occupational Health and Safety or equivalent (NQF level 6); • Relevant safety course e.g. SAMTRAC, accredited ISO 9000, 14000 and OSHAS 1800 will be an added advantage; • Computer literacy (MS Office); • 3 – 4 years' experience; • Experience in OS risk assessments, ability to analyse and investigate COID related incidents and conduct physical safety audits; • and Extensive travelling, irregular working hours. **Primary Function:** Lead the implementation of an Occupational Health and Safety (OHS) programme that will minimize injuries and diseases and mitigate risks to the health and safety of employees, the community and the environment. Monitor whether the requirements of the OHS Act 85/1993, regulations and other applicable statutes and the provisions of the City of Johannesburg (CoJ) grading system are met. Advice and monitor legal compliance with disaster management act. Ensure pro-active council preparedness relative to potential disasters at council occupied properties and activities. Monitor whether the recommendations for corrective measures are implemented. Monitor and evaluate the successes and failures of the CoJ OH and management programme. **Key Performance Areas:** Develop safety audit plan and execute tasks and schedule occupational safety inspections. Keep records associated with monitoring functions and reporting requirements of the OHS sub-directorate; Maximise return on human capital investment through value adding accident prevention intervention to improve organizational performance; Implement the CoJ OHS management programme; Monitor risk and identify organizational employees' needs; Implement communication strategies aimed at creating awareness of services available; Implement intervention s for ensuring the health and safety of CoJ employees and members of the public that visit council. **Leading Competencies:** Desire to keep abreast with new development within the discipline; Drive for self-improvement; Collaborative/Teamwork & Accountability. **Core Competencies:** People Management; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality; Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

**Contact Person:** Nomsasithandaze Mbelo  
**E-Mail:** NomsasithandazeM@joburg.org.za • **Tel No:** (011) 407 7139  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

**Department:** Group Governance  
**Branch:** Group Governance and Reporting  
**Specialist: Sustainable Services Cluster**  
**Salary:** R41 114.57 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Bachelor degree in Accounting/Public Administration/Science/Finance/Corporate Governance or LLB/NQF level 7; • Minimum of 6 - 8 years' working experience in Financial Management or Accounting; • Experience in Financial Reporting/Report analysis and interpretation financial statements and performance reports; • Computer literacy with intermediates to advance excel skills preferable; • Good communication; • Resources management; Financial Management; Business acumen; and Ability to work independently without supervision. **Primary Function:** Work independently with respect for their allocated cluster committees, which being required to operate as part of a team and share knowledge and expertise with other specialists in the unit and the broader Group Governance departments. A very close working relationship is necessary with peers, the Deputy Director: Economic Growth Cluster, Director: Governance and Reporting and with members of the department. On a day to day basis, there is interaction with senior management and staff at all levels in the Group as well as the cluster, to ensure administrative arrangements and effective support in relation to governance and reporting, and other meetings/events as required. Required to monitor, evaluate, analyse and report on the financial result from Municipal Owned Entities so that the Department is informed of the financial status and risks to each entity. Oversight must be provided on key performance indicators of municipal entities in line with sector plans to ensure attainments of service delivery objectives. Ensure that municipal entities comply with, and report on all applicable legislation viz. MFMA, Companies Act, King IV and any applicable regulations issued by National Treasury. Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and conducting an assessment of shareholder value derived from the municipal entities. Ultimately determining shareholder value through monitoring of service delivery and municipal legislative compliance. Report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities. **Key Performance Areas:** Monitor, evaluate and report on the financial performance service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities.

Develop key performance indicators in line with sectors plans. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder's value derived from the municipal entities. **Leading Competencies:** Business acumen, Work independently. **Core Competencies:** People Management.

**Contact Person:** Sedick Hendricks E-Mail: SedickH@joburg.org.za **Tel No:** (011) 407 6767 • **Workplace:** Traduna House, 118 Jorissen Street, Braamfontein

**Department:** Group Governance  
**Branch:** Group Governance and Reporting Unit  
**Director: Governance and Reporting (Head)**  
**Salary:** R58 620.43 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Degree in Public Administration, Planning and Monitoring and Evaluation, Legal, Corporate Governance or associated discipline (NQF level 7); • 10 years' relevant experience with 5 years at a managerial level in public or private sector; • Knowledge of Local Government environment, programs and projects; • Knowledge on legislature affecting the public sector; • Knowledge of Local Government functions; • Computer Literacy (Microsoft Word and Excel); • Good communication; Coordinating and Time management; • and Must have a valid driver's license. **Primary Function:** Develop and direct a governance framework which refers to all means and mechanisms that enable the Municipality's Council and Management Teams to undertake structured and organized process. Provide an integrated reporting approach to governance which ensures effective coordination, efficient structures, oversight and advisory services and enhancing governance by creating a culture of values ethics, integrity, accountability, commitment and responsibility within the Municipal sphere within the City of Johannesburg. The Unit Head: Governance and Reporting will be custodian of compliant and responsive reporting on performance of Departments and Municipal Entities (ME's) to enable sound and informed decision making by the Executive. **Key Performance Areas:** Direct and provide guidance in the development of uniform norms and standard for governance models, compliance and accountability reporting. This framework must enable managers to anticipate results, to continually focus their attention towards results achievements, measure performance regularly and objectively, learn from this information, and to make adjustment to improve efficiency and effectiveness. Well develop governance and institutional arrangement support the successful development and sustainability of sound early warning system. Monitor the implementation of predetermined objectives by the shareholder to ensure sustainable and consistent service delivery. Develop appropriate reporting template for the Annual Integrated Reporting. Review and Rate performance of ME's against prescribed frameworks, policies and legislation. Establishment and management of advisory committees are vital part of the organization governance structure. The City of Johannesburg has Group Performance Audit Committees, Group Risk and Governance committees and Group Audit Committees. Responsible for protecting the Shareholders interest at all ME's and directing the ME's and Department reporting processes on quarterly basis on performance against predetermined objectives, legislation and financial compliance. Plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. Promote the generation and sharing of knowledge and base of local and international governance best practices. Effectively manage, inspire and encourage people, respect diversity, optimize talent and build and nurture relationships in order to achieve institutional objectives. Provide and direct a vision for the unit, inspire, inspire and deploy other to deliver on the strategic institutional mandate. **Leading Competencies:** Ability to work with Executive and Senior Management of the City, its Municipal Entities and other stakeholders. **Core Competencies:** People Management; Leadership.

**Contact Person:** Sedick Hendricks E-Mail: SedickH@joburg.org.za **Tel No:** (011) 407 6767 • **Workplace:** Traduna House, 118 Jorissen Street, Braamfontein

**Department:** Group Governance  
**Branch:** Group Shareholder Services  
**Unit Head: Shareholder Services**  
**Salary:** R58 620.43 pm (basic salary excluding benefits).  
**Appointment Requirements:** • First degree/qualification in Public Administration/ Company Secretary (CIS)/LLB/Proc B Com. or related/associated discipline (NQF level 7); • An Honors qualification in B Com, Corporate Governance, Risk management or Masters or PhD will be an added advantage; • At least 8 – 12 years' relevant Shareholder/Investor Relations/Board Support/Company Secretary experience in either the public or private sector; • At least 4 years' senior management experience in Local government, Corporate Governance or Legal environment; • Strong senior management experience; • Thorough understanding of IT Innovation in the information management and communications and the potential application to the Shareholder Services environment; • Working knowledge of recent legislation, particularly relating to information management and communication; • Sound knowledge of Corporate Governance and Risk principles and practices; • Knowledge of the Policy Framework of government and the regulation and legislation that drive it; • Sound financial analysis and modelling techniques; • In-depth understanding of strategic communication, public relations, marketing, advertising and the media; • Principles and practices of administration and personnel/project management and of municipal budget preparation and administration; • Demonstrated ability to develop a variety of well-written, clear and compelling products (agenda, presentations, talking points, etc.); • Computer Literacy (Microsoft Word and Excel), Good communication; Coordinating and Time management; • and Must have a valid driver's license. **Primary Function:** Defined as the 'Company Secretary of the Company Secretaries' across the Municipal Entities (ME's) and as such responsible for high level coordination of ME oversight to enable and capacitate the MMC's to exercise their oversight role, to support the MMC's on the oversight and management of Service Delivery Agreements (SDA's) with ME's and to ensure coordination of support to ME Boards and Board Members. **Key Performance Areas:** Support the CoJ Shareholder to maximize shareholder value in the interest of the Community. Ensure that the Boards are adequately capacitated. Ensure consistent and sound application of corporate governance principles in the oversight of the ME's (ensure compliance by ME's to COGTA, Treasury, Kind Guidelines and Legislative Prescripts, etc.). Ensure consistency in the Company Secretary functions across the Group ME's. Support and enhance the fiduciary duties of the Prescribed Officers – coordination and standards. Provide strategic and operational support to ME Boards (inductions, institutional memory, etc.). Portfolio management services for the ME's. Risk management across ME's. Business and people management of the Unit. **Leading Competencies:** Ability to work with Executive and Senior Management of the City, its Municipal Entities and other stakeholders; People Management; Financial Management; Change Leadership; Projects Management, Performance and Risk Management and Batho Pele; Attention to detail. **Core Competencies:** People Management; Strategic Direction and Leadership.

**Contact Person:** Sedick Hendricks E-Mail: SedickH@joburg.org.za **Tel No:** (011) 407 6767 • **Workplace:** Traduna House, 118 Jorissen Street, Braamfontein

**This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours**  
**Department:** Health  
**Branch:** Integrated Policy, Planning and Research (IPPR)  
**Technical Assistant**  
**Salary:** R14 240.69pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12/NQF level 4; 2 years' experience in supporting users in the operation and use of advanced IT applications; • Knowledge of desktop/laptop PCs, peripherals, networks and the corporate web computing environment; • Knowledge of Training processes; • Knowledge of business and system analysis; • Skill required: good communication and computer literacy (MS Office); • and Must have a valid driver's license. **Primary Function:** Coordinate sequences associated with Administrative activities in terms of conditions, standards and procedures in relation to documentation and record-keeping (electronic and manual). **Key Performance Areas:** Train staff on the use of eHealth systems by teaching the use of computer functions; Desktop support by performing basic desktop support activities; Implement and maintain procedures and systems associated with the flow of electronic/paper documentation and correspondence, including the tracking of files within facilities admin office; Perform general clerical duties and render support to management; Coordinate specific administrative, analytical and reporting requirements associated with supporting Health Systems. **Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.

**Core Competencies:** Teamwork; Value and Integrity; Attention to detail and quality focused.

**Contact Person:** Promise Mbedzi Tel No: (011) 407 7048  
**Workplace:** Various Regions • **Hand deliveries to Human Resources, 5<sup>th</sup> floor, B Block, Metropolitan Centre, Braamfontein**

**This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours**  
**Department:** Health  
**Branch:** Integrated Policy, Planning and Research (IPPR)  
**Administrative Officer**  
**Salary Range:** R20 908.73 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12 plus a basic certificate in IT/NQF level 5 is required; • 2 years' experience in supporting users in the operation and use of advanced IT applications; • Computer literacy and good communication and coordinating skills required; • Knowledge of desktop/laptop PCs, peripherals, networks and the corporate web computing environment; • and Knowledge of Training processes and business systems analysis; **Primary Function:** Perform as a Project Officer for IT Systems in Health Section and for the IPPR Unit of the Health Department. **Key Performance Areas:** Implement and maintain procedures and systems associated with controlling the flow of functional documentation and correspondence, including the tracking of files within the IT Systems in Health; Implement and maintain procedures and systems associated with controlling the procurement process and controlling expenditure in the IT systems in Health; Implement and maintain procedures and systems associated with project reporting and record keeping in the IT Systems in Health; Implement and maintain procedures and systems associated with the users of the eHealth System for the IT Systems in Health; Perform general clerical duties and render support to management. **Leading Competencies:** Collaborative/Teamwork & Accountability. **Core Competencies:** Customer and Service Delivery Management (Batho Pele) Ethics, Health Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

**Contact Person:** Promise Mbedzi Tel No: (011) 407 7048  
**Workplace:** Health department • Hand deliveries to HR, 5<sup>th</sup> floor, B Block, Metro Centre, 158 Civic Boulevard, Braamfontein

**This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours**  
**Department:** Health  
**Branch:** Integrated Policy, Planning and Research (IPPR)  
**Manager: Health Information System (HIS)**  
**Salary Range:** R36 758.53 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12 plus Diploma/Degree in Nursing/ Environmental Health; • Registered with the relevant professional body (SANC and HPCSA); • Computer literacy, a background and/or certificate in DHIS, TIER, Net and Electronic TB; • 3 years' experience in Nursing/Environmental Health and background and/or certificate in the DHIS, TIER, Net Software, Analytic, numeracy and problem solving skills; and Must have a valid driver's licence. **Primary Function:** Provide monitoring and evaluation (M&E), including HIS leadership, implementation, guidance, capacity building, mentoring and support to district, sub-district (Region) and facility HIS staff, including line and program managers. Ensure the timely submission of quality routine monthly/quarterly data by sub-district Information Officers. Deliver feedback as and when required so as to enable the monitoring of the departmental performance against the strategic plans and broad strategic objectives of the City's Health Department and Gauteng and National Departments of Health on a monthly, quarterly and annual basis. **Key Performance Areas:** Support, participate and monitor the implementation of appropriate M&E and HIS related strategies, policies, SOPs, business plans as well as the Health strategic imperatives of the Municipality; manage the District's routine health data for Local Government health facilities and any relevant Non-Medical Sites and Private Providers (PPs) as it relates to Primary Health Care (PHC), Environmental health Services (EHS) and Campaign data (using approved and nationally standardized data applications, e.g. electronic patient health record (eHealth), DHIS; TB and HIV Information Systems [THIS] through TIER.Net; any MS Excel developed spreadsheets and other locally customized data applications). Conduct data validation and verification of reported data by Regions; Responsible for operational logistics and training. Promote accountability of employees in using resources and ensuring that implementation of objectives are met; Perform general duties and render support to management. **Leading Competencies:** Collaborative/Teamwork & Accountability. **Core Competencies:** Customer and Service Delivery Management (Batho Pele) Ethics, Health Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

**Contact Person:** Promise Mbedzi Tel No: (011) 407 7048  
**Workplace:** Health department • Hand deliveries to HR, 5<sup>th</sup> floor, B Block, Metro Centre, 158 Civic Boulevard, Braamfontein

**This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours**  
**Department:** Health  
**Branch:** District Health Systems  
**Deputy Director: Quality Assurance, Health Promotion, WBOT (NH)**  
**Salary Range:** R64 319.98 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12 plus BA Nursing Science degree with post basic qualification in District Health Management and/or Clinical Nursing Science Assessment and Care Diploma/NQF level 7; • Registration with South African Nursing Council; Seven (7) to nine (9) years' experience in management of health services is essential; Administrative skills and advanced computer literacy to write reports; • Knowledge in District Health Systems' Development (DHSD); (Quality, Assurance, Health Promotion & WBOT (NH)); Must have a valid driver's licence; Experience in Project Management and/or Stakeholder Management and/or Financial Management will be an added advantage; Computer literacy (MS Office), SAP administrative and Project management skills; and Good health condition and ability to work under pressure and make sound judgment. **Primary Function:** Lead, manage, develop, coordinate, implement, monitor and evaluate District Health Systems Development (DHSD) priorities i.e. NHQ, Quality Assurance, Health Promotion/Social mobilization including Ward Based PHC Outreach programmes in the City of Johannesburg. Ensure that policies and procedures, standards and programmes are set and effectively implemented to ensure that primary health services are easily available to the citizens of Johannesburg. Ensure that PHC services are accessible and equitable at community/grassroots level and that local events are part of the National and Provincial Health strategies and policies. **Key Performance Areas:** Provides direction, planning, support and leadership. Leads supports and controls the financial management, budgeting and forecasting. Leads, supports, controls and participates in the implementation of specific procedures, systems and controls associated with a supportive and motivating climate for the incumbents in the Unit to develop and perform optimally. Initiates, conducts and supports liaison between and among relevant stakeholders within the private and public sector to create and support partnerships and the transfer of knowledge. Directs the implementation, monitoring and evaluation of DHS Priority Programmes in the City. **Leading Competencies:** Strategic Direction and Leadership, People Management, Financial Management, Change Leadership, Stakeholder Management, Conflict Management, Programmes and Projects Management. Ability to organise multiple high level tasks simultaneously. Facilitate and direct consultation with external stakeholders to ensure strategic outcomes. **Core Competencies:** Understanding of local government environment, environmental legislation and policies as well as environmental education and training approaches. People Management, Leadership, Ability to work under pressure and produce accurate reports within limited timeframes. High degree of interpersonal skills to interact with all levels of staff and external stakeholders. Ability to produce documents of a high quality. People Management, Dealing with tight deadlines and pressure, Must be able to work extended hours and be on standby.

**Contact Person:** Promise Mbedzi E-Mail: PromiseMb@joburg.org.za **Tel No:** (011) 407 7048 • **Workplace:** 158 Civic Boulevard, Braamfontein

**Department:** Housing  
**Branch:** Business Management Support  
**Deputy Director: Business Management**  
**Salary Range:** R47 283.58 pm (basic salary excluding benefits)

**Appointment Requirements:** • Bachelor's degree in Business Management or relevant degree (NQF level 7); • and 5 – 8 years' experience in the Local Government at senior Management level. **Primary Function:** Lead and manage the Business Management Unit so as to oversee the activities of the Housing Department and all its units to ensure that the department is aligned and complies with the City's Strategic agenda, policies, strategies and the Departmental Annual Business Plan. **Key Performance Areas:** Lead, direct and manage the Business Management Unit through regular monitoring of staff duties and tasks in order to be able to engage and respond to the business needs of the Housing Department; Manage the development of the Housing Department's Annual Business Plan; Ensure that the Department's Organisation structure is designed to deliver the strategic agenda of National, Provincial and the City; lead and direct staff within the Department so that they are able to achieve the objectives set for them; Defining/adjusting role boundaries, workflow processes and job design against laid down service delivery requirements; Coordinate and manage the attendance of strategic meetings by the senior management; Develop, implement and manage the Information Management System by developing project management, project tracking, M&E and data management. **Leading Competencies:** Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills; Time management; High level of confidentiality and Organisational skills. **Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

**Contact Person:** Tshifhiwa Ndou E-Mail: tshifhiwand@joburg.org.za **Tel No:** (011) 018 6751 **Workplace:** 222 Smit Street, Braamfontein.

**Department:** Housing  
**Branch:** Business Management Support  
**Deputy Director: Monitoring & Evaluation (M&E)**  
**Salary Range:** R47 283.58 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Degree in Business Management, Public Management, M&E or any other relevant business degree (NQF Level 7); • Post graduate will be an added advantage; • 4 – 7 years' relevant experience at managerial level; • Understanding of Municipal legislation that govern Performance Management and M&E; • Performance Management and Trend Analyses; • Business management processes, systems and approaches; • Knowledge of the policy framework of government and the regulation and legislation that drive it; • and Must have a valid driver's licence. **Primary Function:** Manage and institutionalise the organizational monitoring and evaluation including performance management system within the Housing Department. Develop and utilize an effective monitoring, evaluation and performance managements tools for monitoring and reporting purposes. Develop a process of ensuring the proper creation and maintenance of performance information/data to be used for effective monitoring and reporting purposes. Information data will be used to conduct an analysis and make high quality decisions. **Key Performance Areas:** Lead, direct and manage the Monitoring & Evaluation Unit through regular monitoring of staff duties and tasks, measure performance and provide a mechanism to enhance performance; Manage the implementation of the City's M&E framework within the Department, demonstrating leadership in driving implementation and being accountable and transparent in the M&E system set-up and findings to ensure alignment with the City's framework and other legislative requirements; Develop and manage an information and data system which will enable the department to find the right information easily and comprehensively; Set and manage performance indicators and targets as part of the annual performance planning for the Department; Develop and manage annual M&E plan for each project or sub-programme; Lead and manage the implementation of appropriate independent evaluations; Lead and manage and address internal and external audit findings through prompt action/changes at the appropriate level and taking action in those areas; Manage the development of M&E quarterly and annual performance reports; Lead and manage the effective implementation of organisational performance management system and framework; Manage the compilation and submission of reports on the activities of the M&E Unit. **Leading Competencies:** Ability to work with Executive and Senior Management of the City, its Municipal Entities and other stakeholders officials and manage relationships with internal and external stakeholders; Projects Management, Performance and Risk Management; Ability to function under stress; Collaborative/Teamwork & Accountability; Information gathering; Change management; Problem solving; Resource management and networking skills; Time management; Organisational skills. **Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

**Contact Person:** Tshifhiwa Ndou E-Mail: tshifhiwand@joburg.org.za **Tel No:** (011) 018 6751 **Workplace:** 222 Smit Street, Braamfontein.

**Department:** Public Safety: Johannesburg Metro Police Department (JMPD)  
**Branch:** Licensing  
**Examiner Driver's License Testing Centre X 5**  
**Salary Range:** R20 908.73 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12/NQF level 4 plus Diploma as Examiner of Drivers Licenses and Vehicles; • 3 years' relevant experience; • Basic Computer literacy (Word, Excel and PowerPoint) and Management numeracy skills required; • Registered as an Examiner for Drivers License Grade A; • Must have a driver's license Code EC; • Knowledge of legislative prescripts (i.e. PFMA, NRTA and E-NATIS TRAINING); • and No criminal record. **Primary Function:** Provide information to the public; Attend to queries and assist member of the public, also assume duties and responsibilities in terms of the Road Traffic Act. Assure that high standard of work is maintained in terms of quality and quantity of test applicants for all codes of drivers licenses. **Key Performance Areas:** Take responsibility for the full activity of learner/applicants relating to the learners license. Test application for drivers licenses according to the Road Traffic Acts and K53. Responsible for all necessary practical activities relating to the renewal of driver's license cards and Professional Driving permits (PrDP). Deal with all administrative matters that involve the incumbent. **Leading Competencies:** Customer Relation and communication (verbal and written) and Confidentiality. **Core Competencies:** Required to work in all weather conditions; Be a registered member of any regulatory authority as required by the department.

**Contact Person:** Lawrence Ngobeni Tel No: (011) 490 1543  
**Workplace:** Various Stations • **Hand deliveries to 22 Village Road, Wemmer Complex, Block B, Room 22**

**Department:** Public Safety: Johannesburg Metro Police Department (JMPD)  
**Branch:** Licensing  
**Examiner of Vehicles**  
**Salary Range:** R20 908.73 pm (basic salary excluding benefits).  
**Appointment Requirements:** • Grade 12 or equivalent/NQF level 4 is required; • Basic Computer Literacy (Knowledge of e-NatIs); • Diploma as Examiner of Vehicle Licenses; • Registered as an Examiner of Vehicles Grade A; • A minimum of 3 years' experience; • Must have valid Code EC and A drivers' licenses; • and Successful candidate will be subjected to vetting. **Primary Function:** To examine motor vehicles for roadworthiness and fitness; Provide information to the public; attend to queries and assist members of the public, also assume duties and responsibilities in terms of the Road Traffic Act. Assure that a high standard of work is maintained in terms of quality and testing of all vehicles for roadworthiness and discontinuing notices and curb fraud and corruption. **Key Performance Areas:** Execute examination on and weighing of vehicles; Execute all the activities relating to the testing or issuing of roadworthy certificates; Execute all the necessary practical activities relating to the application and issuing of vehicle certificates and permits; Deal with all administrative matters that involves the incumbent. **Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes. **Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused.

**Contact Person:** Lawrence Ngobeni Tel No: (011) 490 1543  
**Workplace:** Various Stations  
**Hand deliveries to 22 Village Road, Wemmer Complex, Block B, Room 22, 1041,**

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities. Appointment will be made in accordance with the CoJ's EE Policy.

Application letter, together with a comprehensive CV must be forwarded to the contacts details mentioned above

CLOSING DATE: 06 August 2019

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

