



City of Johannesburg
Group Corporate & Shared Services Group Human Capital Management

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VACANCY BULLETIN: STC 008/2019

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Community Development Department has the following short term contract opportunities for a period NOT exceeding eight (8) months.

The details are as follows:

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|------------------------------|--|
| 1. <u>Department:</u> | Community Development |
| <u>Branch:</u> | Sport and Recreation |
| <u>Designation:</u> | Lifeguards |
| <u>Salary:</u> | R11 720.73 pm (all-inclusive basic salary) |

Appointment Requirements:

- Grade 10 / NQF level 2 is required.
- Lifeguard Award plus valid retest.
- At least one (1) years' Lifeguard experience.
- General, valid First Aid certificate.

Primary Function Ensure that a swimming pool operates efficiently and maintain high standards of safety, hygiene, cleanliness and public relations at the pool.

Key Performance Areas: Perform rescues and certain administrative duties. Render First Aid.

Leading Competencies: Accountability.

Core Competencies: Must be able to swim. Must be able to render first Aid. Must be able to carry or lift objects.

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|------------------------------|--|
| 2. <u>Department:</u> | Community Development |
| <u>Branch:</u> | Sport and Recreation |
| <u>Designation:</u> | Cashiers |
| <u>Salary:</u> | R11 720.73 pm (all-inclusive basic salary) |

PUBLICATION DATE: 10 JULY 2019

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Appointment Requirements:

- Grade 10 / NQF level 2 is required.
- Two (2) years' experience and basic numeracy skills (collect and be able to calculate monies).
- Ability to add and subtract and read and write.
- Operating a cash register would be an advantage.

Primary Function: Carry out cashier duties and control entry to the swimming pool and carry out cleaning and cloakroom duties

Key Performance Areas: Ensure that the appropriate entrance fees are tendered by patrons and enter same on cash register. Control entry to the swimming pool by preventing persons with infections and contagious diseases and intoxicated persons from entering the premises. Issue swimming pool season tickets and accept valuable articles for safekeeping. Accepts bathers clothing for safekeeping and assist with the cleaning of the ticket office, change-rooms and cloakroom

Leading Competencies: Accountability.

Core Competencies: Must be able to operate cash register

An Application letter and a Comprehensive CV should be hand delivered to Human Resources, Attention: Nonjabulo Sibiyi at Metro Centre, 14th floor, A-level, 158 Civic Boulevard, Braamfontein

The position below is for a period of Six (6) Months

3. **Department:** Community Development
Branch: Facility Enhancement Unit
Designation: Projects Manager
Salary: R36 758.53 pm (all-inclusive basic salary)

Appointment Requirements:

- Degree in Engineering or a built Environment discipline (Quantity Surveying Engineering, Electrical Engineering, Mechanical Engineering, Building).
- Five (5) – seven (7) years' experience in Senior Management position
- Understanding of Local Government policies and procedures will be an added advantage.
- Must have a valid driver's license.

Primary Function: Manage the implementation of Projects.

Key Performance Areas: Ensure coordination of budgets, resources, technical and operational management. Ensure that goals and objectives of the developments are accomplished within specified timeframes, utilizing specified resources and to agreed performance levels as well as according to Community development business goals and objectives. Assume full responsibility for the following aspects of the development Feasibility detailed investigation, planning and structuring, design, construction and certifying of payments against work done on site. The incumbent will work

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exclusively for Community development (facilities Enhancement Unit) and will not be allowed to engage into activities which may constitute conflict of interest. The application of knowledge, technical and ability to perform in a high pressure environment. Ensure coordination of Budgets, resources. Technical and operational management. Ensure that goals and objectives of the projects are accomplished within specified timeframes, utilizing specified resources, and to agree performance levels as well as according facilities Enhancements Unit business goal and objectives.

Leading Competencies: Confidential; Ability to work under pressure. Manage change; manage people, manage resources, manage interface, manage relationships and manage self as a leader.

Core Competencies: Managerial, communications (verbal and written), presentation and facilitation skills required.

An Application letter and a Comprehensive CV should be emailed to Thato Sepuru at thatose@joburg.org.za Tel: (011) 407 7198

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



**LEONARD MAVUSO
GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT**

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