

**Legal Aid South Africa**  
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**VACANCIES**

### Legal Practitioner – Civil Level 2

• Ermelo Local Office - REF: ERMELO/LP-CIVIL L2/01/03/2019

This position exists at Ermelo Local Office. Please visit our website on [www.legal-aid.co.za](http://www.legal-aid.co.za) to view full advert and follow instructions to apply. Closing date: 19 March 2019.

A credible employer of choice rooted in leadership, driven by the value and advancement of human rights. A key contributor to South Africa's constitutional democracy providing quality legal service to the poor and vulnerable.

Preference will be given to candidates in terms of Legal Aid SA Employment Equity Plan. People with disabilities are encouraged to apply.

LEGAL AID SA RESERVES THE RIGHT NOT TO APPOINT

**sonedi**  
South African National Energy Development Institute

The South African National Energy Development Institute (SANEDI) is looking for the qualified and suitable candidates to occupy the following positions.

**1. Energy Modeller (x1 position)**  
**2. HR Practitioner (x1 Position)**

Candidates should visit [www.sanedi.org.za](http://www.sanedi.org.za) for full job description.

For enquiries concerning the positions contact: Ms. Matshediso Dlamini. E-mail: [recruitment@sanedi.org.za](mailto:recruitment@sanedi.org.za). Tel: 011 038 4300  
Closing date for the application is the 20 March 2019 at 16:00.

**ITAC**  
INTERNATIONAL TRADE ADMINISTRATION COMMISSION OF SOUTH AFRICA

ITAC is a schedule 3A Public Entity established through an Act of Parliament, the International Trade Administration Act, 2002 (Act No 71 of 2002).

ITAC invites interested applicants who meet the criteria to apply for the following available vacancy:

- ADMINISTRATOR: IMPORT AND EXPORT CONTROL (Ref. ITAC01/2019) (6-months contract position)**

For more information about this position and the application process, please view the full advert on our website: [www.itac.org.za](http://www.itac.org.za)  
Closing date: 19 March 2019 at 12:00pm

[www.humanjobs.co.za](http://www.humanjobs.co.za) Human Communications 145778

# Receptionist

## Head Office, Bedfordview (Jhb)

The successful candidate will be responsible for answering and directing telephone calls as well as receiving and directing visitors.

**Minimum requirements:** • Matric plus certificate in customer service / call centre • 1 - 2 years' experience in office administration / customer service / call centre • Computer literacy with proven competency in MS Office • Knowledge of switchboard telecommunication systems.

**Remuneration:** Market related  
**Closing date for applications:** 15 March 2019

Interested persons are invited to send an application form obtainable from HWSETA Website / Recruitment page and a comprehensive CV to [hr@hwseta.org.za](mailto:hr@hwseta.org.za). If you have not heard from the HWSETA within four weeks of the closing date, please consider your application unsuccessful.

The HWSETA is an AA/EE employer and reserves the right not to fill any position advertised.

Health and Welfare Sector Education and Training Authority  
**HWSETA** Bridging the Skills Gap

# Provider Accreditation Manager

## Head Office, Bedfordview

The successful candidate will be required to:

- Process applications for accreditation; reaccreditation; extension of scope; programme approval and skills programme
- Oversee the evaluation and approval of learning materials in line with HWSETA requirements.

**Minimum requirements:** • A Bachelor's degree in Education and/or Training and Development and/or Human Resources Development and/or Social Sciences • 6 - 8 years' experience gained in an Education and Training environment • At least 4 years' management experience • Driver's licence and own vehicle • Experience within the sector and/or with the ETQA department will be an advantage.

**Remuneration:** Market related  
**Closing date for applications:** 14 March 2019

Interested persons are invited to send an application form obtainable from HWSETA website / Recruitment page and a comprehensive CV to [hr3@hwseta.org.za](mailto:hr3@hwseta.org.za). If you have not received correspondence within four weeks of the closing date, please consider your application unsuccessful.

The HWSETA is an AA/EE employer and reserves the right not to fill any position advertised.

Health and Welfare Sector Education and Training Authority  
**HWSETA** Bridging the Skills Gap

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**CITY OF JOHANNESBURG VACANCIES** 007/2019

**PERMANENT POSITIONS**  
Department: Environment and Infrastructure Service Department  
Branch: Infrastructure Planning and Coordination  
**Head: Infrastructure Coordination and Asset Management**  
Salary Range: R44 397.73 - R60 394.35 - R76 393.41pm (basic salary excluding benefits)

Appointment Requirements: • BEng/NQF level 8, BSc or B-Tech degree/NQF level 7 or equivalent in any of the construction management or engineering fields • Five (5) - seven (7) years in a middle or senior management function in any of the Engineering Fields • Thorough knowledge of infrastructure asset management.

Primary Function: To coordinate the City's Departments and Municipal Entities in evidence-based planning, prioritisation and investments for engineering infrastructure over the long term in line with the City's long term spatial vision. To provide technical support to the Municipal Entities in updating their Asset registers to achieve and maintain compliance with applicable asset management norms and standards. To direct the Sub Directorate to meet its mandate and to execute its duties by managing and delivering on its core operational and strategic managerial outputs.

Key Performance Areas: Establish the project management office to give support to various bodies in the CoJ that work with the implementation of infrastructure. Develop a framework for Capex expenditure and oversee the enforcement thereof. Monitor the budget for operations and maintenance of infrastructure. Ensure development and improvement of frameworks. Management of relationships with counterparts in all spheres of government. Manage the risk of the business. Implement policies and strategies relating to best practice in the business unit. Implement the Performance Management policy and procedure.

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, intergovernmental relations and infrastructure asset management norms, standards and toolkits.

Contact Person: Thuli Mazibuko. Tel No: (011) 587 4301.  
Email: [eisrecruitment@joburg.org.za](mailto:eisrecruitment@joburg.org.za) Workplace: 118 Jorissen Traduna House.

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 (NHI)**  
Salary Range: R44 397.73 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 • Five (5) years' experience in management of health services is essential • Administrative skills and advanced computer literacy to write reports • Knowledge in District Health Management • 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 • Good health condition and ability to work under pressure and make sound judgement.

Primary Function: Lead, manage, develop, coordinate, implement, monitor and evaluate District Health Systems Development (DHSD) priorities i.e. NHI, Quality Assurance, Health Promotion/Social mobilisation 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. Tel No: (011) 407 7048. Email: [PromiseMb@joburg.org.za](mailto:PromiseMb@joburg.org.za)  
Workplace: 158 Civic Boulevard, Braamfontein.

Department: Economic Development  
Branch: Sustainable Employment Facilitation  
**Receptionist: Opportunity Centre**  
Salary Range: R11 005.39 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12/NQF level 4 is required • One (1) year's Secretarial and Receptionist experience • Previous Frontline and Corporate experience will be an added advantage • Basic knowledge of MS Office (Word, Excel, PowerPoint, Internet and e-mail), filing and general office administration.

Primary Function: Will be solely responsible for attending to all Opportunity Centre Calls and administrative duties and to support the Opportunity Centre with office administration and reception duties. Supply information regarding the Centre to the Stakeholders, Officials and General Public.

Key Performance Areas: Coordinates meetings and reception clients. Administrative and Logistics Support, Liaise with team members regarding administrative needs, Secretarial Functions and Record Keeping, PR/Liaison/Customer service.

Leading Competencies: Collaborative/Teamwork & Accountability.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

Contact Person: Chester Hlungwane. Tel No: (011) 703 5513. Workplace: Various Opportunity Centres across the 7 Regions. Hand deliveries only to Human Resources, 5th floor, main Tower, 66 Jorissen Place, Braamfontein.

**Administration Officer: Opportunity Centre**  
Salary Range: R19 632.60 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12/NQF level 4 • Certificate/Diploma in secretarial, office administration or public relations is an added advantage • Two (2) years' relevant experience in Administration or Secretarial Support • Basic knowledge of Office Administration concepts and functions • Computer literacy (MS Office), communication, report writing, communication and coordinating skills.

Primary Function: Provide administrative support services to the Opportunity Centre within the Sustainable Employment Facilitation Directorate of the Department of Economic Development.

Key Performance Areas: Undertake secretarial and administrative duties of the Centre, Undertake additional specific administration tasks as directed, directly relating to the post, Provide administrative support in relation to the Centre and Training given, Render leave management administrative support to Employee Development Unit.

Leading Competencies: Collaborative/Teamwork & Accountability.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

Contact Person: Rirhandzu Maluleke. Tel No: (011) 703 5262. Workplace: Various Opportunity Centres across the 7 Regions. Hand deliveries only to Human Resources, 5th floor, main Tower, 66 Jorissen Place, Braamfontein.

Department: Office of the City Manager  
Branch: Group Risk & Assurance Services  
**Specialist: Risk Finance**  
Salary Range: R34 515.05 pm (basic salary excluding benefits)

Appointment Requirements: • Degree/NQF level 7 in Risk Management/Insurance • Minimum of five (5) to seven (7) years' experience in enterprise risk management/claims management • Knowledge and understanding the legal requirements for insurance underwriting • Knowledge and understanding the regulatory requirements on insurance and claim management • Excellent verbal & written communication, interpersonal, facilitation/presentation skills • Must have a valid driver's licence.

Primary Function: To implement the City-wide risk finance strategy underpinning the strategic objectives as defined by the professional standards in order to protect the City's assets and public image.

Key Performance Areas: Ensuring that the City's Assets and Liabilities are adequately insured. Ensure that the City's insured events are timeously reported to the insurers and within the acceptable timeframes in line with the policy documents. Ensure the fulfilment of risk finance commitment to the Unit's stakeholders. Implement both claim and underwriting management processes. Guide the City's risk champions on how to minimize losses from potential claims.

Leading Competencies: Business acumen, Customer Relationship Management; Fairness and transparency, Work independently; assertive and accurate intellectual capacity.

Core Competencies: CoJ values, Batho Pele principles, Ethics and Integrity, Confidentiality of staff personal information to be maintained all times and Loyalty, People management.

Contact Person: James Netshidzati. Tel No: (011) 407 6562. Email: [jamesnet@joburg.org.za](mailto:jamesnet@joburg.org.za)  
Workplace: SAPPI Building, 48 Ameshoff Street, Braamfontein.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.  
**Closing date: 19 March 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.

Joburg

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