



VACANCY ANNOUNCEMENT
COUNTRY LOGISTICS OFFICER
 The Logistics Officer primary responsibility is to oversee the procurement, management and safe running of all assets and logistics needs of the Country/Project Offices in collaboration with the Programme Staff under the direction and supervision of the Project Director.
 For a detailed job description and how to apply, go to www.talent360.co.za



VACANCIES
System Analyst Programmer
 • National Office - REF: NO-SAP/26/04/2019
 This position exists at the National Office. Please visit our website on www.legal-aid.co.za to view full advert and follow instructions to apply. **Closing date: 15 May 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 services 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.
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CITY OF JOHANNESBURG VACANCIES **013/2019**
PERMANENT POSITIONS
 Department: Group Corporate and Shared Services
 Branch: Group SHELA & FCM
Deputy Director: Occupational Safety
Salary Range: R44 397.73 pm (basic salary excluding benefits) **Appointment Requirements:** Degree in Law, Engineering (Chemical), Safety Management Compliance and Enforcement or equivalent qualification/NQF level 7; • Post graduate in Law/Safety Management will be an added advantage; • Ten (10) years in the working environment with exposure to all basic disciplines of safety and management; • Thorough knowledge and at least five (5) years' experience in the management of a highly strategic department; and • Budgetary control and management of staff as well as Local Government exposure.
Primary Function: Direct the implementation of an Occupational Safety (OS) programme process that will minimize injuries and diseases and mitigate risks to the health and safety of employees and the community, meet the requirements of the Occupational Health and Safety Act (85/1993) and other applicable statutes and the provisions of the CoJ Group SHE Policy and Policy Operational Manual. Direct the advisory process that will lead to the legal compliance with the Disaster Management Act. Ensure pro-active Council preparedness relative to potential distastes at Council occupied properties and Council activities. Direct the grading and evaluation process to measure the success and failures of the CoJ Group Programme and recommend and implement corrective measures. Direct the process aimed at optimizing the physical safety of all employees and Councilors. **Key Performance Areas:** Develop and direct the Citywide Group SHE strategy compliant with international/national standards and best practices and comply with OH&S legislation and the leading of the City of Johannesburg (CoJ) towards total compliance with the prescriptions of all occupational safety-related legislation. Establish the CoJ as the leading local authority countywide in terms of occupational safety. Develop all occupational safety policies for the CoJ in line with recognized national and international best practices. Effective and efficient management of Occupational Safety, in the CoJ; Organize and synergize the various disciplines within SHE; Direct the various processes internally and externally connected to SHE. Manage change in these business processes and train line management and staff in best practices in terms of SHE. Prepare, monitor, control and review the annual operational and the capital budget for SHE so that the directorate's objectives are achieved within the approved budget in terms of the MFMA and Financial Policies and Procedures. Create, manage and maintain a highly skilled and professional team of SHE specialists and ensure re-skilling in terms of the latest challenges within the organization. Create and maintain procedures and mechanisms to control the activities of subordinates. Manage SHE specialists and other staff in terms of the PMS. **Leading Competencies:** Ability to work with Executive and Senior Management of the CoJ, Municipal Entities and other stakeholders. 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. Facilitate stakeholder engagements. **Core Competencies:** 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.
Contact Person: Nomasithandaz Mbelo **E-Mail:** NomasithandazM@joburg.org.za **Tel No:** (011) 407 7139
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein



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 or
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GAUTENG OFFICE OF THE PREMIER
MEMBER: RISK MANAGEMENT COMMITTEE
DIRECTORATE: Internal Audit and Risk Management
REF NO: 003985
SALARY: Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.
CENTRE: Johannesburg
REQUIREMENTS: A Bachelor's degree as a minimum qualification in Risk Management/Auditing/Financial Management/Accounting/ Business Administration. A postgraduate qualification in a relevant field will be an added advantage. A certified Risk Management Professional or Certified Risk Management Practitioner. Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years' experience in strategic management, financial, accounting or auditing environment. Previous experience in serving as member and or risk management committee.
KEY COMPETENCIES: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.
DUTIES: The primary role of the Risk Management Committee is to assist the Accounting Officer to effectively discharge her duties in terms of the PFMA and achieving the department's strategic goals.
 The member will attend Risk Management Committee meetings, in collaboration with the Chairperson. Ensure compliance with the Risk Management Framework, Charter, Policy and Strategy. Setting risk appetite, tolerance levels, and identifying key risk and key performance indicators. Provide guidance on risk integration into the department's planning, monitoring and reporting activities, advise the Committee in discharging its responsibilities as set out in the Public-Sector/GPG Risk Management Framework, King IV on Corporate Governance, PFMA, Risk Management Committee Charter and Terms of Reference; Interact with the Audit Committee to share information relating to material risks of the Office of the Premier. Provide proper and timely advice to the Accounting Officer on the state of risk management, together with recommendations to address any deficiencies identified by the Risk Management Committee and discharge any risk management responsibilities as delegated by the Accounting Officer and as outlined in the Committee's Charter.
CHAIRPERSON: RISK MANAGEMENT COMMITTEE
REF NO: 003986
DIRECTORATE: Internal Audit and Risk Management
SALARY: Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.
CENTRE: Johannesburg
REQUIREMENTS: A Bachelor's degree as a minimum qualification in Risk Management/Auditing/Financial Management/Accounting/ Business Administration. A postgraduate qualification in a relevant field will be an added advantage. A certified Risk Management Professional or Certified Risk Management Practitioner. Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years' experience in strategic management, financial, accounting or auditing environment. Previous experience in serving as member and or risk management committee.
KEY COMPETENCIES: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.
DUTIES: The primary role of the Risk Management Committee is to assist the Accounting Officer to effectively discharge her duties in terms of the PFMA and achieving the department's strategic goals.
 The Chairperson will chair Risk Management Committee meetings. Ensure compliance with the Risk Management Framework, Charter, Policy and Strategy. Setting risk appetite, tolerance levels, and identifying key risk and key performance indicators. Provide guidance on risk integration into the department's planning, monitoring and reporting activities. Direct the Committee in discharging its responsibilities as set out in the Public-Sector/GPG Risk Management Framework, King IV on Corporate Governance, PFMA, Risk Management Committee Charter and Terms of Reference; Interact with the Audit Committee to share information relating to material risks of the Office of the Premier. Provide proper and timely advice to the Accounting Officer on the state of risk management, together with recommendations to address any deficiencies identified by the Risk Management Committee, and discharge any risk management responsibilities as delegated by the Accounting Officer and as outlined in the Committee's Charter.
ENQUIRES: Ms Agnes Mahase Tel: (011) 355-6189
NOTE: Two (2) years subject to renewal based on performance. The member may not serve more than two terms. This is not a full-time position. The Risk Management Committee has four (4) statutory meetings per annum. Additional meetings may be convened by Chairperson as and when necessary after consultation with the Accounting Officer.
APPLICATIONS: Submission of applications must be clearly marked Chairperson of Risk Management Committee or Member of Risk Management Committee should be accompanied by a detailed Curriculum Vitae, Certified copies of qualifications, three (3) contactable referees and identity document and submitted to: Ms A Mahase: Chief Risk Officer: Office of the Premier, 1st Floor Turbine hall, Corner Pritchard and Ntomi Piliiso Streets, Newtown, 2001 or by mail to Private Bag x 61 Marshalltown, 2107 or by email to: RMC.chair@gauteng.gov.za or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)
NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s).
Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

Closing date: 24 May 2019



Human Communications 146575




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Department: Office of the City Manager
Branch: Group Risk & Assurance Services (GRAS)
Specialist: Compliance Advisory Services
Salary: R34 515.05 pm (basic salary excluding benefits)
Appointment Requirements: Bachelors Degree in Risk, Audit or Law/NQF level 7; Three (3) years' experience within law, compliance, audit or risk; Excellent communication skills, both verbal and written; Excellent computer literacy; Ability to generate, present and report effectively; Understanding of legal implications of policies; Understanding of compliance processes and controls; and Must be able to work with minimal supervision. **Primary Function:** Monitor and implement Compliance Programmes. Assist in the implementation of enterprise compliance systems and processes in the department and municipal entities. Establish and maintain communication and working relationship with clients at all levels. **Key Performance Areas:** Assist in the implementation of enterprise compliance systems and processes. Assist the City in the integration of compliance monitoring and reporting activities and their alignment to mayoral priorities and other CoJ's strategic imperatives; Establish a culture of compliance; Establish and maintain communication and working relationship with clients at all levels. **Leading Competencies:** Strategic management; Project management; People management; Stakeholder management and Conflict management; Business acumen; Fairness and transparency; Assertive and accurate intellectual capacity. **Core Competencies:** COJ values; Batho Pele principles; Ethics and Integrity; Confidentiality of personal information to be maintained all times; Knowledge of Government legislation, policies and procedures applicable to South Africa; Meet deadlines and work under pressure; Well-developed analysis and problem solving skills; Good knowledge of corporate governance requirements, internal auditing practice and general business management principles and processes.
Contact Person: James Netshidzati **E-Mail:** jamesnet@joburg.org.za **Tel No:** (011) 407 6562
Workplace: SAPP building, 48 Ameshoff Street, Braamfontein

Department: Office of the City Manager
Branch: Group Risk & Assurance Services (GRAS)
Senior Specialist: Compliance Advisory Services
Salary: R38 605.23 pm (basic salary excluding benefits)
Appointment Requirements: Bachelors Degree in Law, Risk, Audit or Compliance/NQF level 7; Five (5) years' experience within compliance, audit, risk, legal and business management; Three (3) years' experience at management level within public service or private sector; Excellent communication skills, both verbal and written; Excellent computer literacy; Ability to generate, present and report effectively; Understanding of legal implications of policies; Understanding of compliance processes and controls; and Must be able to work with minimal supervision. **Primary Function:** Assess, monitor and report on implementation of the Compliance Plan by assessing department and ME compliance and by providing advisory and assurance services to departments and Entities so that the compliance risk of the City is effectively mitigated against and managed. **Key Performance Areas:** Implementation of enterprise compliance systems and processes in the department and Entities; Ensure the integration of compliance monitoring and reporting activities and their alignment to mayoral priorities and other CoJ's strategic imperatives; Establish a culture of compliance; Establish and maintain communication and working relationship with clients at all levels; Provide support and monitor staff activities that relate to individual development, performance and general administration. **Leading Competencies:** Strategic management; Project management; People management; Stakeholder management and Conflict management; Business acumen; Fairness and transparency; Assertive and accurate intellectual capacity. **Core Competencies:** COJ values; Batho Pele principles; Ethics and Integrity; Confidentiality of personal information to be maintained all times; Knowledge of Government legislation, policies and procedures applicable to South Africa; Meet deadlines and work under pressure; Well-developed analysis and problem solving skills; Good knowledge of corporate governance requirements, internal auditing practice and general business management principles and processes.
Contact Person: James Netshidzati **E-Mail:** jamesnet@joburg.org.za **Tel No:** (011) 407 6562
Workplace: SAPP building, 48 Ameshoff Street, Braamfontein

FIXED TERM CONTRACT POSITION LINKED TO TERM OF OFFICE
Department: Office of the Executive Mayor
Branch: Offices of the MMC - Public Safety
Office Manager
Annual total remuneration package: R429 197.02 all-inclusive cost to company
Appointment Requirements: Grade 12 plus a Certificate or Diploma in Administration (NQF level 6); and At least three (3) years' experience in a political/government office administration environment. **Primary Function:** Support the Office of MMC with information, administrative and facilitation support duties in order to provide a better service to internal and external clients. **Key Performance Areas:** Ensure requirements for meetings are in place and all actions concluded appropriately, by coordinating specific logistical requirements associated with meetings hosted by the Office of the MMC and sign-off on matters for action; diary management; attending to, in consultation with the Executive Secretary, arrangements for meetings of the MMC with Councilors as and when required; communicate and liaise with internal departments in respect of Councilor queries and needs relevant to the Portfolio departments and submit schedules for sign-off on all Councilor matters and queries dealt with. Effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councilor matters and queries by resolving PR and Ward Councilor queries; making routine customer care calls on PR and Ward Councilors by liaising with Councilor Support in the Office of the Speaker; conducting public conveniences site inspections and providing feed-back reports on progress with resolution of matters to ensure that the provision of an effective Councilor's Liaison and Support service is available within the Portfolio. **Leading Competencies:** General Management of the Office of the MMC in terms of administration, finance and logistics; Excellent verbal and written communication skills; Project management/Time Management skills; Goal driven, Work under stressful conditions. **Core Competencies:** Manage change and interface relationships; Professionalism.
Contact Person: Boitumelo Makgoba **E-Mail:** boitumelomak@joburg.org.za **Tel No:** (011) 407 6311
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.
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: 15 May 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.




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