



a world class African city

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

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

VACANCY BULLETIN: STC 008/2021

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Legislature Department has the following short term contract opportunity for a period **NOT** exceeding twelve (12) months.

The details are as follows:

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

- Department:** Legislature
Branch: Legislative & Oversight
Designation: Language Practitioner: Recording
Salary Range: R27 494.16 pm (all-inclusive, no benefits)

Appointment Requirements:

- Matric Certificate plus Degree/National Diploma in Language Practice or Linguistics/Language Specialist or equivalent qualification;
- Degree would be preferable;
- 3 - 5 years' relevant experience as a Language Practitioner;
- Knowledge of meeting protocols applied in a municipal or provincial/national legislature; interpreting and transcribing;
- Experience working in a political environment; and
- Computer literacy.

Primary Function: Record all meetings of the Council and its Committees and selected adhoc official meetings and to utilize such audio recordings to produce verbatim transcriptions

Key Performance Areas: Perform activities associated with the production of audio recordings of meetings. Perform activities associated with the production of verbatim or transcriptions for Council and its Committees. Provide administrative support in relations to sub-unit..

Leading Competencies: Sound judgement; People Management; Stakeholder Management; Programmes and Projects Management; Business acumen; Project Management; Time and Stress Management; Organisational Planning; Analytical thinking; Communication and Professional Writing skills; Problem Solving; Assertiveness and Accountability; Accuracy.

PUBLICATION DATE: 12 MARCH 2021

CLOSING DATE: 25 MARCH 2021

STC VACANCY CIRCULAR: 008/2021

Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills. Good negotiation and conflict management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision. Confidentiality, professionalism, political non-partisan, understanding Batho Pele principles. Flexibility to work overtime/extended hours.

This is an employment equity targeted position and preference will be given to Indian Male, White Male & Indian Female, White Female, including people with disabilities.

Contact Person: Refiloe Maisela/Sharon Gardner

Tel No: (011) 407 6270/6294

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1gUhyr-cPQma1RaD1nGQONw469tI>

Or visit www.joburg.org.za and click on Vacancies.

PUBLICATION DATE: 12 MARCH 2021

CLOSING DATE: 25 MARCH 2021

STC VACANCY CIRCULAR: 008/2021
