



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

a world class African city

CITY OF JOHANNESBURG

VACANCY CIRCULAR: 082/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attach all relevant documents.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: THURSDAY, 25 NOVEMBER 2021

CLOSING DATE: WEDNESDAY, 08 DECEMBER 2021

PUBLICATION DATE: 25 NOVEMBER 2021

CLOSING DATE: 08 DECEMBER 2021

VACANCY CIRCULAR: 082/2021

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

1. **Department:** Community Development
Branch: Sport and Recreation
Designation: Sport and Recreation Manager
Salary Range: R40 422.86 (Basic salary excluding benefits)

Appointment Requirements

- Degree/NQF level 7 in Sport & Recreation related field or equivalent;
- Computer literacy (Word, Excel, Powerpoint, Internet and Outlook);
- Must have a valid driver's licence; and
- 5 - 7 years' experience within the Management of Sport and Recreation field.

Primary Function: Managerial duties related to sport and recreation facilities and programmes. To manage the sport and recreation section within a region.

Key Performance Areas: Manage and control the operational functional functions of the Sport & Recreation Section in the Region. Manage and control the implementation of specific procedures, systems and controls associated with key functional areas of Sport & Recreation. Manage and control key performance and outcomes of staff within the sport and recreation section. Assist in the administrative support of sport and recreation so that the strategies, policies and procedures of Council are adhered to and ensure optimum utilization of resources in terms of administrative laws. Follow processes and procedures to ensure operational risk compliance. Manage Public Programmes and Stakeholders.

Leading Competencies: Sport and Recreation stakeholder knowledge. All legislative laws, by-laws, policies and procedures pertaining to Sport and Recreation as well as facility management.

Core Competencies: Written and Verbal skills. Good communication skills. Computer skills. Problem solving – financial management and control. Negotiation skills. Diplomacy. Training skills. Leadership.

This is an employment equity targeted position and preference will be given to African/White Males, including People with Disabilities.

Contact Person: Nonjabula Sibiyi
Tel No: (011) 407 7035/6039
Workplace: Various Regions within CoJ

All applications will be through the website using this link:

Community Development_Sport and Recreation Manager
<https://share.hsforms.com/1RDsSWaJjSauOjSKcBPhJ5g469tl>

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

PUBLICATION DATE: 25 NOVEMBER 2021

CLOSING DATE: 08 DECEMBER 2021

VACANCY CIRCULAR: 082/2021

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

2. **Department:** Group Legal & Contracts
Branch: Contracts
Designation: Contracts Administrator
Salary Range: R28 456.44 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 is required;
- National Diploma in Business Administration/Contracts Administration/Management or related field/NQF level 6;
- 3 - 4 years' experience in the administration and monitoring of contracts;
- Computer literacy in Microsoft Office; Outlook;
- Good communication skills.

Primary Function: Coordinate and review the formulation and finalization of contracts as required in coordination with management and legal staff. Ensure compliance of appropriate regulations. Research and analysis required.

Key Performance Areas: Essential functions include ensuring the compliance in terms of contracts and ensure that a contract register is maintained for reporting purposes. Coordinate and review the formulation and finalization of contracts as required in the coordination with management and legal staff. Ensure compliance of appropriate regulations. Research and analysis required. Manage the documentation of processes, procedures and controls for the Group Legal Contracts Department. Monitor Service Level Agreements (SLAs) adherence with service providers, departments and other stakeholders, relevant legislation and policy.

Leading Competencies: Ability to function under stress; Time management; High level of confidentiality and organisational skills; Strong financial processing and accuracy skills.

Core Competencies: Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Impact and Influence.

This is an employment equity targeted position and preference will be given to Indian/White Males, Indian/White Females, including people with disabilities

Contact Person: Thabang Raseobi
Tel No: (011) 407 6003
Workplace: 158 Civil Boulevard, Braamfontein Civic Centre

All applications will be through the website using this link:

Group Legal & Contracts - Contracts Administrator
https://share.hsforms.com/1pWAvAKB8RtmJAwB5_KFtBQ469tl

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

PUBLICATION DATE: 25 NOVEMBER 2021

CLOSING DATE: 08 DECEMBER 2021

VACANCY CIRCULAR: 082/2021

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

3. **Department:** Group Legal & Contracts
Branch: Legal Advocacy
Designation: Assistant Librarian & Researcher
Salary Range: R22 993.05 pm (basic salary excluding benefits)

Appointment Requirements:

- Relevant Degree (B. Bibl or Bachelor's Degree or Postgraduate Diploma in Librarianship (NQF level 6);
- 1 - 3 years' experience in a specialized library (preferably a legal library);
- Knowledge of administrative law and inter-governmental relations;
- Knowledge of research methodology, software and people management

Primary Function: Coordinate the operations of the Law Library and monitor the execution of procedural sequences/requirements associated with aligning standards to meet customer objectives, attending to the acquisition, organization of information and interacting and providing users with information from various media, providing legal advisors, Council officials and Councilors with research material and attending to administrative reporting and record updating requirements..

Key Performance Areas: Ensure user information needs are adequately addressed through the availability of a comprehensive range of library material supporting the research needs of legal advisors and other Council officials and Councilors. Promote reader awareness and interest to Council officials and Councilors through the provision of research material to users. Coordinate the process of acquisition, organization and communication of information. Coordinate the process of indexing and cataloguing all relevant material and information within the Law Library. Control expenditure on the reading materials housed in the Law Library.

Leading Competencies: Professionalism, Team Player, Conceptual Thinking and Assertiveness

Core Competencies: Analytical, Report writing, Organizational Management, Communication, Coordination, Project management, Logical reasoning, Attention to detail, Sound judgement, Computer literacy (MS Office Programs, SPSS), Monitoring and evaluation skills required.

This is an employment equity targeted position and preference will be given to Indian/White Males, Indian/White Females, including people with disabilities

Contact Person: Thabang Raseobi
Tel No: (011) 407 6003
Workplace: 158 Civil Boulevard, Braamfontein Civic Centre

All applications will be through the website using this link:

Group Legal & Contracts - Assistant Librarian & Researcher
https://share.hsforms.com/1yZtD0FraSgC51rO_OxwcrA469tl

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

PUBLICATION DATE: 25 NOVEMBER 2021

CLOSING DATE: 08 DECEMBER 2021

VACANCY CIRCULAR: 082/2021
