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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:
Manager: Office Administration**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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MANAGER: OFFICE ADMINISTRATION (PUBLIC SAFETY)

<u>DEPARTMENT:</u>	Public Safety
<u>BRANCH:</u>	Management & Shared Support Services (MSS)
<u>DESIGNATION:</u>	Manager: Office Administration
<u>REMUNERATION:</u>	R42 403,58 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Martindale

Minimum Requirements:

- Matric/Grade 12;
- Degree in Office Administration/Public Administration/Business Administration (NQF level 7);
- 5 – 7 years' relevant experience in a similar environment;
- Proficiency with project scheduling software, Microsoft Word, Excel, Project, and PowerPoint.

Primary Function:

Support the Head of the Unit: MSS with information, administrative, logistical and facilitation support duties in order to ensure organizational effectiveness, efficiency, proficiency and safety. This would include engagement with internal and external stakeholders, i.e., the Heads of Departments, Directorates to deliver on their mandates effectively and efficiently.

Key Performance Areas:

- Provide effective administrative support to the Unit Head by managing and overseeing robust communication and administrative processes;
- Manage the implementation of procedures and systems associated with controlling document flow and regulating record keeping;
- Oversee logistical requirements associated with meetings hosted by the Office of the Head of the Unit or for meetings to be attended by the Head of the Unit;
- Where necessary, coordinate functions with the City Manager, Office of the Mayor and MMC;
- Ensure that the physical Office of the Head of the Unit is properly maintained;
- Manage the implementation of financial controls/procedures and provide information to support financial planning sequences;
- Coordinate the Performance Management requirements for the Office of the Executive Director.



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Leading Competencies:

- Proficiency with project scheduling software;
- Computer literacy in MS Office (intermediate level);
- Maintain professional standards.

Core Competencies:

- Knowledge of budgeting or working knowledge of the MFMA
 - Local Government
 - GDS 2040, IDP, SDBIP
 - EMS
 - JMPD
 - Security Environment

All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements.

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share.hsforms.com/1Dcy9BuJARu2KUS50dTJr-A469tl>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Ntuzelo Tsotsi
Tel No: 011 490 1564

CLOSING DATE: WEDNESDAY, 17 AUGUST 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.