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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Operational Manager: Displaced Persons

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.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER


- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- 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 acknowledgment 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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OPERATIONAL MANAGER: DISPLACED PERSONS

<u>Department:</u>	Social Development
<u>Branch:</u>	Migration, Displaced Persons and Children Services
<u>Designation:</u>	Operational Manager: Displaced Persons
<u>Remuneration:</u>	R31 462,75pm (basic salary, excluding benefits)
<u>Location:</u>	3 Kotze Street, Overnight Shelter, Hillbrow

Minimum Requirements:

- An appropriate completed Degree in Social Work/Social Sciences/Development Studies or equivalent qualification from accredited institutions (NQF level 7);
- 3 - 4 years' experience of which 3 should be working with vulnerable groups, including displaced persons;
- Knowledge in the field of homelessness, legislation that guides all areas of work as well as basic knowledge of Supply Chain Management Processes;
- Demonstration of experience in Project Management;
- Must have a valid driver's license Code B or C.

Primary Function:

To prevent episodes of street homelessness within the City of Johannesburg through a combination of enforcement and cycle-breaking interventions to transition individuals out of a persistent state of homelessness. Facilitate the identification, planning, development and implementation of integrated and transformative social development programmes in partnership with key stakeholders for the empowerment of displaced persons to enhance their social well-being and self-reliance.

Key Performance Areas:


- Prevention of episodes of homelessness within the city including individuals and families;
- Examine the operation of the Displaced Persons Sub-Unit and other existing programmes, particularly mainstream programmes that serve both homeless and non-homeless, to improve the provision of services to persons experiencing homelessness;
- Execute all administrative functions required by the position;
- Facilitate the formation of Shelter forums;
- To develop policies within the City to ensure that policies respond to the needs of Displaced persons;
- Monitoring and evaluation function;
- To ensure that performance management, training and development of staff take place on an ongoing basis;
- To forge partnerships, and opportunities for projects. Programmes and attract resources both internally and externally;


Leading Competencies:

- Computer Literacy (Microsoft Word, power-point, outlook and Excel);
- Good communication (verbal and written);
- Leadership skills;



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- Conflict Management and Networking skills;
- People Management skills;
- Financial Management skills;
- Adaption and Change Management skills;

Core Competencies:

- Teamwork;
- Be able to work initiate and work independently;
- Be flexible to work City wide.

“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. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

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

<https://share-eu1.hsforms.com/15SQVZgG7Tn20d4ARaMaaFgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Johannes Mofokeng

Tel No: 083 702 7609

CLOSING DATE: TUESDAY, 16 JULY 2024

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. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.