






a world class African city

@CityofJoburgZA @CityofJohannesburg CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:  
Officer: Public Transport Operations****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 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



a world class African city

@CityofJoburgZA   
@CityofJohannesburg   
CityofJoburg 

## OFFICER: PUBLIC TRANSPORT OPERATIONS

<b>DEPARTMENT:</b>	Transport
<b>BRANCH:</b>	Transport Transformation
<b>DESIGNATION:</b>	Officer: Public Transport Operations
<b>REMUNERATION:</b>	R25 442.17 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Old Mutual Building, 75 Helen Joseph Street, Johannesburg

### **Minimum Requirements:**

- Grade 12 plus Three-year National Diploma in Transport Management / Transport Economics (NQF level 6);
- At least 1 – 3 years' experience in an administrative role in the transport management environment;
- Knowledge of Local Government legislation.
- Knowledge of Transportation legislation / Policy;
- Knowledge of Transportation Industry.

### **Primary Function:**

Responsible for the processing and updating information associated with public transport operations activities (operating license application), generating transactional or instructional based document and reports and attending to and / or forwarding functional related queries / complaints to specific section for attention and resolutions.

### **Key Performance Areas:**

- To regulate provision of public transport services within the City;
- To assist the unit to perform allocated tasks optimally through research;
- To provide necessary information and advice to relevant officials;
- To ensure that the Department complies with the prescribed places of legislation.

### **Leading Competencies:**


- Computer literacy including MS Office Applications;
- Setting up systems;
- Archiving.
- Statistics analysis and reporting.


### **Core Competencies:**


- Collaborative/Teamwork, Values and Integrity, Quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.
- Reporting and report writing.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

*“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/1BrXQ3A2ARVKpNlecZFmnUgew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Karabo Khumalo

**Tel No:** 011 021 8656

**CLOSING DATE: TUESDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.