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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Compliance and Evaluation

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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ASSISTANT DIRECTOR: COMPLIANCE AND EVALUATION

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group SHELA & FCM
<u>DESIGNATION:</u>	Assistant Director: Compliance and Evaluation
<u>REMUNERATION:</u>	R49 989,72 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	27 Stiemens Street, JD House, Braamfontein, JHB

Minimum Requirements:

- Grade 12
- Degree in Environmental Health or Safety Management or Occupational Health and Safety or an Engineering qualification with exposure in SHE environment (NQF level 7).
- Advanced Certificate in SAMTRAC.
- Certificate in Basic Measuring Techniques in Occupational Hygiene will be an added advantage.
- 5 years experience in the working environment with exposure to all basic Occupational Health, Safety, Environment control, training and management.
- 6 – 8 years experience in a supervisory level at a government of private sector working environment with exposure to all basic disciplines of Occupational Health, Safety, and Environmental control.

Primary Function:

Lead the Compliance and Evaluation of all SHE programmes process that will minimize injuries and disease and mitigate risks to the health and safety of employees and community that are utilizing CoJ premises, while ensuring full compliance to the requirements of the Occupational Health and Safety Act (85/1993) and other applicable statutes and the provision of the CoJ Group SHE policy.

Key Performance Areas:

- Oversee and monitor implementation of the Occupational Health and Safety programmes within the City of Johannesburg.
- Enforces matters to address possible contravention of the Occupational Health and Safety Act 85 of 1993.
- Manage employees in the Occupational Safety unit.
- Oversee the budget assigned to the occupational safety unit in line with the MFMA requirements.
- Manage Group Safety Health Environment confidential and sensitive correspondence of personnel staff.
- Coordinate general administration of the Safety Health Environment directorate.
- Plan and arrange visits, meetings, functions and conferences/commitments.
- Act as a Liaison point between City-wide departments and entities.
- Ensure the optimal functioning of Safety Health Environment administrative processes.



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Leading Competencies:

- Report writing skills;
- Risk management;
- Negotiation skills;
- Project management skills;
- Diplomacy, interpersonal relations, protocol and etiquette;
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Basic knowledge of Human Resources (HR) concepts and functions of SHE-related Training processes.
- Knowledge of contract management.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.
- Impact and Influence according to City's protocols, legislation, and standards.

“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/1E5Zak5UuRvW7VNsWesX6LQew554>

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

ENQUIRIES ONLY:

Contact Person: Nokwazi Bovungana
Tel No: 083 747 1228



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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,
- Employment record verification,
- Criminal check,
- Identity validation.