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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION

EPWP OMBUDSMAN AMBASSADOR

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 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.



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EPWP OMBUDSMAN AMBASSADOR SHORT-TERM CONTRACT POSITION (Not exceeding 12 months)

The City of Johannesburg (CoJ), Office of the Ombudsman Department has the following short-term contract opportunity for a period **NOT** exceeding 12 months.

Department: Office of the Executive Mayor
Branch: Office of the Ombudsman
Designation: EPWP- Ombudsman Ambassador
Remuneration: R4 200 – R8 200 pm (monthly stipend)
Location: Sappi Building 2nd & 3rd Floor East Wing, 48 Ameshoff, Braamfontein

Appointment Requirements:

- Grade 12/Matric Certificate;
- National Diploma/Degree in Communication, Marketing, Public Relations, Business Administration, Finance Management would be an advantage;
- Ability to communicate in English and in African Languages;
- Locality (youth residing in the region will be preferred).

Key Learning Areas:

- Customer Service, Communication, Branding;
- Customer Education and Outreach and Complaints Registrations.

Leading Competencies:

- Accountability;
- Efficient;
- Participation and Empowerment;
- Work independently and under pressure.

Core Competencies:

- Customer and Service Delivery oriented;
- Ethics;
- CoJ Values;
- Integrity and Professionalism Impact and Influence and Confidentiality.



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“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/16ODcCYnWRW-CRRB0Jl9cbwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Semakeleng Kekana
Tel No.: (010) 288 2800

CLOSING DATE: FRIDAY, 22 DECEMBER 2023

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.