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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Officer: Administration (Employment Equity and Diversity Management)

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 in 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.



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OFFICER: ADMINISTRATION (EMPLOYMENT EQUITY & DIVERSITY MANAGEMENT)

DEPARTMENT: Group Corporate & Shared Services (GCSS)
BRANCH: Group Human Capital Management (GHCM)
DESIGNATION: Officer: Administration
 (Employment Equity & Diversity Management)
REMUNERATION: R29 660,58 pm (basic salary, excluding benefits)
LOCATION: 100 Carr Street, Nedbank Building, Newtown Junction

Minimum Requirements:

- Grade 12 plus a relevant 3-year tertiary qualification in Human Resources Management or related field (NQF level 6);
- 2 - 5 years' relevant experience.

Primary Function:

Assist with the coordination, implementation and evaluation of Employment Equity, Gender Mainstreaming, Disability and Diversity Management in the Core Administration of the City of Johannesburg (CoJ) as well as provide both administrative support to enable Departments and consultative structures to comply with all EE and Diversity transformational requirements.

Key Performance Areas:

- Conduct data gathering and preparation of quantitative and qualitative information for tabling at respective consultative forums, communication to departments and inclusion into EE and Diversity Management reports
- Provide EE and Diversity Management technical support to the City's Talent Acquisition Function
- Assist with the co-ordination and implementation of EE and Diversity Management events and projects
- Provide administrative support to the EE and Diversity Management Office and Citywide Consultative structures (i. e. Central Employment Equity Forum, Inter-Departmental Disability Forum and Gender Steering Committee) meetings
- Perform all document processing and recordkeeping related activities
- Assist in the sourcing of EE and Diversity Management related service providers

Leading Competencies:

- Interpersonal Skills
- Problem-solving Skills
- Good presentation Skills
- Time Management Skills
- Computer literacy (MS Office Packages, including Word, Excel);



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- 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:

- Knowledge of EE & Diversity Management concepts and functions;
- Knowledge of related policies and legislation governing the EE and Diversity Management functions;
- 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 the 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 link below:

<https://share.hsforms.com/15DKA2kGiQoiONZ7YGixHHA469tI>

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

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>

ENQUIRIES ONLY:

Contact Person: Lindokuhle Cele

Email Address: LindokuhleC@joburg.org.za (The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVs, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)

CLOSING DATE: WEDNESDAY, 05 AUGUST 2026



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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 processes. 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, and
- Identity validation