JOB OPPORTUNITY

VACANCY ALERT

Joburg

a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION (EPWP)

City of Johannesburg_Trainee Investigator

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.

Vacancy Bulletin: STC 005/2026

City of Johannesburg

Publication Date: Wednesday, 22 April 2026

Closing Date: Wednesday, 29 April 2026

This Vacancy is open to Employees of the City of Johannesburg and External Applicants

JOB OPPORTUNITY

VACANCY ALERT

a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

TRAINEE INVESTIGATOR
SHORT-TERM CONTRACT POSITIONS (EPWP)
(Not exceeding 18 months)

DEPARTMENT: Office of the Ombudsman
BRANCH: **Complaints and Investigations**
DESIGNATION: **Trainee Investigator**
REMUNERATION: R10 104,26 pm (total cost to company)
LOCATION: 48 Ameshoff Street ,SAPPI Building, Braamfontein

MINIMUM REQUIREMENTS:

- Currently pursuing or recently completed a Degree in Law from a recognised institution;
- Relevant experience will be an added advantage;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Support the Office of the Ombudsman in fulfilling its mandate to investigate complaints as contemplated in the Ombudsman By-Laws, 2023 and uphold transparency, fairness and integrity in municipal governance.

KEY PERFORMANCE AREAS:

- Complaint intake and Initial assessment;
- Investigative support;
- Research and analysis;
- Documentation and reporting;
- Stakeholder engagement;
- Awareness and outreach;
- Quality assurance and compliance;
- Professional development.

LEADING COMPETENCIES:

- Computer literacy, including MS Office Applications (Word, Excel, PowerPoint).
- Excellent analytical and data analysis skills.
- Write and edit content with attention to detail.
- Good Communication skills.
- Project management skills.
- Coordinating skills.
- Report writing.

CORE COMPETENCIES:

- Ability to critically evaluate information, identify key issues and draw logical conclusions during the investigative process;
- Capable of conducting thorough research and analysing data to support findings and recommendations;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

JOB OPPORTUNITY

VACANCY ALERT

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 link below:

https://share.hsforms.com/1cQ6Ywro4TVClVkZ3kG6iEQ469tl

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Katlego Nthulang
Tel No: (010) 288 2800

CLOSING DATE: WEDNESDAY, 29 APRIL 2026

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