

PERMANENT POSITIONS

Department: Housing Region G
Branch: Public Housing Programme

Deputy Director: Region G

Salary: R41 493.20pm (basic salary excluding benefits)

Educational Requirements and Experience:

- An appropriate degree in Engineering, or Building Environment or Construction NQF level 7.
- Knowledge of Project management, Financial Management and Property management.
- Five (5) to seven (7) years' relevant experience in Housing Environment at middle management.

Job Description:

Lead and manage the implementation of the Housing Programme and Projects, including development of a property management plan and manage housing stock within the area of jurisdiction of the City of Johannesburg. Coordinate the initiation, planning, implementation and monitoring of integrated housing programmes in a way that ensures that projects perform within set time frames, according to allocated budgets and according to quality requirements..

Contact Person: Gordon Baitsile
Tel No: (011) 018 6751
Workplace: 222 Smit Street, Braamfontein
HAND DELIVERIES TO 222 SMIT STREET, BRAAMFONTEIN

Department: Office of the City Manager
Branch: Group Forensic and Investigation Services

Designation: Administration Officer

Salary: R18 348.23pm (basic salary excluding benefits)

Educational Requirements and Experience:

- Grade 12/Matric Certificate.
- Three (3) year tertiary qualification or Diploma in Administration / NQF level 6.
- Two (2) to four (4) years' relevant experience and proven practical experience in administrative work within legal, forensics investigations or similar field (will be an added advantage).
- Basic knowledge in systems such as SAP, BAS, Persal or any other related system.
- Specialist knowledge of records management practices and report writing.
- Knowledge of relevant standards as well as the statutory and regulatory framework that govern local government / Private Sector, Provincial and National Government.

Job Description:

Provide and perform administrative duties, process and procure specific services and records management in order to ensure an effective and efficient administrative support service to the GFIS department.

Contact Person: Pelisa Sindelo
Tel No: (011) 407 6560
Workplace: SAPPI Building
HAND DELIVERIES TO HUMAN RESOURCES, 6TH FLOOR, METROPOLITAN CENTRE, 158 CIVIC BOULEVARD, BRAAMFONTEIN

Department: Public Safety
Branch: JMPD

Security Officer

The Executive Mayor, Cllr. Herman Mashaba in the State of the City Address on 3 May 2017 announced that the Security Services in the City is to be insourced. This advertisement gives effect to the statement of the Executive Mayor.

Interested persons meeting the requirements of the advertisement below is welcome to apply on the prescribed application form for this purpose. Application forms can be obtained from Citizen Relationship & Urban management (CRUM) offices and Customer Service Centers across all regions.

Educational Requirements and Experience

- Grade 10 certificate/NQF level 4.
- Grade 'C/D' PSIRA accredited certificate.
- Four (4) years experience within the security industry.
- Good experience in access control, security patrolling and inspection duties, control room monitoring and operations as well as operation of x-ray machines and walkthrough metal detectors.
- Good working knowledge of Control of Access to Public Premises & Vehicles Act and other relevant legislation.

NB: Please note that preference will be given exclusively to security guards who were already deployed on a site of the City of Johannesburg during May 2017.

Compliance with the PSIRA registration and requirements apply.

Job Description:

Provide access control, do parameter patrolling, guarding, control room operations and general security services to ensure the safety and security of employees, stakeholders/clients, assets, information and buildings/ facilities.

Applicants must note that further checks and vetting will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment checks amongst others. Applicants will also be required to sign affidavits confirming the information provided in the application forms.

The City reserves a right to appoint or not appoint any person subject to meeting the minimum requirements..

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Nelisiwe Siboya and Anastacia Joseph
Tel No: (011) 490 1791
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein
HAND DELIVERIES TO HUMAN RESOURCES, 22 Village Road, Wemmer Complex, Block C.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Closing date: 05 April 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the COJ's EE Policy. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. Applications must contain at least 3 referees. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.