

**PERMANENT POSITIONS****Department: Office of the City Manager****Branch: Group Risk and Assurance Services****Unit Head: Group Risk Services  
(Chief Risk Officer)****Salary Range: R55 042.66 (basic salary excluding benefits)**

**Educational requirements and experience:** • Bachelors degree in Economics Sciences/ Accounting (NQF level 7) • A Masters of Business Administration/Master of Science in Management/ degree or equivalent is advantageous • Risk Management qualification will be an added advantage • Registered membership with a professional body • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Fifteen years' experience in Risk Management, Financial Management of Financial Accounting, Corporate Finance, Corporate Strategy, Internal or External Audit Services, and of which eight (8) - nine (9) years should have been in a senior leadership role, and / or including at least five (5) years as a Senior Risk Manager • The years' experience may be in the banking environments / financial institutions or large organisation(s) in the private or public sector • Extensive exposure to corporate governance, risk management standards, risk management disciplines and internal control standards • Sound understanding and working experience with Enterprise Risk Management practices and philosophy, including the design and implementation of processes and systems • Sound understanding of risk finance (insurance) strategies and models and insurance administrative processes • Proven success at operating at senior management level including the management of experienced and professionally qualified staff.

**Job Description:** The incumbent will be responsible to identify, analyse and mitigate events that could threaten the municipality's ability to achieve its objective; and therefore provide strategic support to the Group Head: Group Risk and Assurance Services (GRAS) in relation to the City's risk governance strategies and practices, embedding a culture of risk management; rolling out risk management frameworks, strategies and plans to ensure effective management of the City's risk profile.

The Chief Risk Officer should under the leadership of the Group Head: Group Risk and Assurance Services (GRAS), strategically lead, direct and control the provision of effective and efficient risk management advisory services by developing and implementing the appropriate Strategies, Policies Frameworks Standards, Systems and Processes. This entails: • Efficient and effective governance of significant risks, and related opportunities, that the City and its Municipal entities may be exposed to • Ensure the GRAS departments accountability to the accounting officer and the Group Risk & Governance Committee (GRGC) for enabling the municipality to balance risk and reward • Coordinate the Municipality's Enterprise Risk Management (ERM) approach • Embed risk management practices and fostering a risk aware culture within the Municipality • Institutional advocate for ERM and brings specialist expertise to assist in integrating risk management throughout the Municipality • Continuous improvements of the risk and control environment to enable and / or support the attainment of unqualified audit outcome.

**Contact Person:** James Netshidzati. Tel No: (011) 407 6562. Email: JamesNet@joburg.org.za  
**Workplace:** SAPP Building, 48 Ameshoff Street, Braamfontein.

**Department: Community Development  
Branch: Arts, Culture and Heritage****Museum Attendant****Salary: R9 326.60 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • Grade 10/NQF level 2 • Good communication skills eg. Dealing with the public, observation skills • Knowledge of Safety and Security of priceless collections and public visitors • Understanding the OHASA Act • No experience required • In-house guidance will be provided • Additional training is offered in terms of Council's skills development policy (eg. First aid and fire-fighting and computer courses).

**Job description:** The incumbent will be responsible to provide a safety and security service for the museum's valuable art collections, its assets and the building. He/she will be working three (3) shifts as outlined in the roster by the Supervisor.

**Contact Person:** Thato Sepuru. Tel No: (011) 407 6553. Email: vacancies-comdev@joburg.org.za  
**Workplace:** Between Klein & King Street, Joubert Park.

**Branch: Arts, Culture and Heritage (Museums and Galleries)****Curator: Images****Salary: R24 190.92 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • BA Degree with History as a Major, Southern African History being a component of the degree (NQF level 7) • Two (2) - three (3) years' relevant experience in a museum environment • Experience conceptualising and developing exhibitions would be an added advantage • Computer literacy required, including database usage • Research skills, good writing skills, attention to detail in recording and documenting, work well with the public, interest in heritage and heritage objects, creativeness for producing exhibitions, proactive and self-motivated, able to deal with a large variety of non-routine tasks • Knowledge of South African history and culture is essential in order to provide the relevant expertise needed to care for the collection • Knowledge of conservation methods is preferable.

**Job description:** The incumbent will be responsible to care for the image collection of the Museum Africa by; answering enquiries from the public; adding to the collection; organising proper storage and preservation; researching, describing and documenting the collection; developing displays; administering loans; and contributing to museum policy.

**Contact Person:** Thato Sepuru. Tel No: (011) 407 6553. Email: vacancies-comdev@joburg.org.za  
**Workplace:** Museum Africa, 121 Lillian Ngoyi Street, Newtown.

**Branch: Sport & Recreation****Operations Manager****Salary: R24 190.92 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • Grade 12 plus tertiary qualification/NQF level 6 in Sport and Recreation Management • Four (4) - five (5) years in a sport and recreation facility • Computer Literacy (Word, Excel and PowerPoint) • Communication, Financial Management, Interpersonal and Conflict Resolution skills required • Must have a valid driver's licence.

**Job description:** Ensure that the maintenance and management of the Sport and Recreation Facilities are done and the implementation of Sport and Recreation programs are implemented in line with the City's IDP.

**Contact Person:** Nonjabulo Sibiyi. Tel No: (011) 407 6553. Email: nonjabulos@joburg.org.za  
**Workplace:** Danie van Zyl Recreation Centre.

**Department: Development Planning****Branch: Regulatory and Management Support****Deputy Director: Mainstreaming Support****Salary: R43 259.21 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • B Degree / NQF level 7 in Human Sciences / Business Administration or Public Administration • Seven (7) - ten (10) years of practical work experience of which 3 years must be within middle management • Sound decision making skills • Ability to think creative and synoptically • An understanding of approaches, process and techniques associated with participatory and collaborative forms of Planning • Ability to relate with people and work individually and in teams.

**Job description:** • Ensure that appropriate strategies, business plans, policies and procedures are approved, communicated to relevant stakeholder and implemented • Plan and manage Performance Management System in the department • Control and oversee the effective implementation of the organisation Performance Management System and framework in development planning

• Lead and oversee the implementation of performance Management System and ensure that Development Planning comply with Management System and relevant legislation • Lead, oversee and coordinate gender mainstreaming, employment equity and employee wellness programmes in the department • Lead and manage staff to ensure high performance culture.

**Contact Person:** Nthabiseng Manajara. Tel No: (011) 407 6534. Email: NthabisengMaj@joburg.org.za  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

**Branch: City Transformation****Deputy Director: Spatial Planning and Infrastructure Coordination****Salary: R43 259.21 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • Bachelor's Degree / NQF level 7 in Town and Regional Planning or Urban Development Studies • At least 6 years' working experience in a Spatial Planning Strategy formulation and policy development • Three (3) - five (5) years in a managerial position in a strategic planning field • Excellent verbal, written communication and interpersonal skills • Ability to resolve conflict, undertake complex negotiations and solve complex problems • Well-developed strategic and lateral thinking • Ability to present complex ideas and proposals formally and informally • Proven ability to analyse and interpret spatial information.

**Job description:** Overall management of the regional strategic spatial planning component of the Directorate. Coordinate the provision of strategic planning and development service. Provide overall strategic direction to the sub-directorate. Oversee the processes and resources utilised to formulate and implement frameworks, policies, precinct plans and developmental strategies of complexity and the initiation of development projects and programmes. Provide development direction, integration with IDP, SDF and associated strategies. Ensure the alignment of Corporate City Strategy with technical planning processes, projects and programmes. Frequent and direct interface and recommendations to Political level and senior officials as well as high-level engagement with public individual and forums. Provide regional input to the coordination of planning, development and management of infrastructure with the City of Johannesburg as well as facilitation of development processes and projects for implementation. Mentoring and coaching of team members to build capacity within the Directorate.

**Contact Person:** Siphwe Khumalo. Tel No: (011) 407 7085. Email: SiphweK@joburg.org.za  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

**Department: Social Development****Branch: Targeted Beneficiaries Unit****Programme Coordinator - Women and Elderly****Salary: R19 374.40 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • Grade 12 / NQF level 4 plus Community Development certificate or Social Auxiliary work certificate • Three (3) years' experience in Community Development work • Must have a valid driver's licence.

**Job description:** To facilitate the implementation of social development programmes and projects for women and elderly: • Provide Community outreach and awareness to involve a diverse group of women and elderly community and Community Leaders in the Programme • Implement Persons women empowerment policy and socially support package for older persons • Recruit, train and support volunteer mentors, by ensuring that they work effectively with young women • Support young women in planning for the future, including pursuing academic and job opportunities • Implement 365 days programme for non-violence against women and children • Manage the day care Centre for the elderly • Manage women empowerment sites in the Regions.

**Contact Person:** Refilwe Mokgako. Tel No: (011) 407 7472/6686. Email: RefilweM@joburg.org.za  
**Workplace:** Various Regions. **Hand delivery: 158 Civic Boulevard, Metropolitan Centre, Braamfontein Ground Floor.**

**Department: Office of the City Manager****Branch: Group Forensic and Investigation Services (GFIS)****Deputy Director: Business Planning and Performance Management****Salary: R43 259.21 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • Bachelors degree in Social Sciences or any related qualification / NQF level 7 • Postgraduate qualification in Monitoring and Evaluation/Governance or any related qualification in governance will be an added advantage • At least six (6) years of experience within strategic planning performance management • Experience in the monitoring and evaluation environment will be an added advantage • Three (3) years must be at management level at National, Provincial or Local Government or Government Entity • Proven track record of facilitating a strategic support service to a Director or at a similar level • Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skill • Ability to work with various levels of personnel in a fast paced environment • Experience compiling and managing budgets.

**Job description:** Support the Director: Strategic Management Services by ensuring the provision of strategic planning and performance management functions to enable the GFIS to effectively and efficiently deliver on its mandate. Supervise the Assistant Director responsible for this portfolio.

**Contact Person:** James Netshidzati. Tel No: (011) 407 6562. Email: jamesnet@joburg.org.za  
**Workplace:** SAPP Building.

**Department: Transport****Branch: Scheduled Services Management Agency****Intelligent Transport Systems (ITS) Network Manager****Salary: R29 535.48 pm (basic salary excluding benefits)**

**Educational requirements and experience:** • An appropriate minimum three (3) year qualification in Information Technology / NQF level 6 • MCSE and/or CCNA Certification or any other Network Management Certification • Five (5) years CT (systems and networking) experience is acceptable and two (2) years supervisory level • Strong organisational skills • Ability to immediately package problem situations and take appropriate decision in terms of delegated authority • Ability to focus on detail - strong logical and analytical thinker • Ability to think broadly and consider impacts across systems and within the City of Johannesburg • Ability to perform under pressure and to execute deadline management • Ability to report regularly and inclusively • Experience on firewalls; routers; thorough understanding of the OSI network model, Fibre, Ethernet and TCP/IP networking • Practical level of experience implementing and managing TCP/IP based services • Troubleshooting focused on determining hardware vs software, hardware vs firmware, software vs operating system, network vs application/systems and patterned vs non-repeatable problems and Windows Server environment • Familiarity with ITS and/or AFC system knowledge and analytical experience will be advantageous. **Job description:** Manage the key performance areas and result indicators associated with ensuring the smooth operation of the Rea Vaya BRT System's Information and Communication Technology (ICT) network in order to provide maximum performance and availability to the ITS and Automated Fare Collection (AFC) equipment and systems in the City of Johannesburg through the management of the operations to accomplish immediate, short and long term service objectives, in accordance with the operational and performance criteria determined by the Agency. In addition, engage with the ITS, AFC and ICT service providers responsible for the maintenance of the relevant equipment and support the ITS/AFC technical team including planning, development, troubleshooting and implementation of any new ICT, ITS and AFC equipment in future projects.

**Contact Person:** Darryl Wicks. Tel No: (011) 870 4638. Email: darrylw@joburg.org.za  
**Workplace:** 66 Sauer Street, JRA Building, Braamfontein.

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

**Closing date: 25 September 2018.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.