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**CITY OF JOHANNESBURG VACANCIES**

053/2018

**PERMANENT POSITIONS**

Department: Legislature

Branch: Legislative and Oversight

**Assistant Director: Hansard and Language Services**

Salary: R34 352.09 pm (basic salary excluding benefits)

Educational requirements and experience: • Matric plus a B Degree in Linguistics or related field with specification in English and three additional official languages in line with the municipality's language policy (NQF level 7) • Five (5) years' experience as a sub editor/translator, interpreter/terminology gatherer or developer/language planner • Understanding of Municipal, Provincial Legislature or Parliamentary environment where the separation of powers doctrine apply • Understanding of meeting protocol and standing rules and orders of Council • Good presentation, communication, coordination, analytical and editing skills • Project and time management skills • Good command of English • Computer literacy (MS Office applications, especially Word and Excel) • Must have a valid driver's licence.

Job description: Manage the provision of Records services (recording, transcribing and archiving) and Language services (interpreting, translation and proofreading) for Council, its committees and the administration.

This is an employment equity targeted position and preference will be given to EE targeted groups (African Male, White Male and White Female) including people with disabilities.

Contact Person: Selby Gibbs. Tel No: (011) 407 7029. Email: hrm@joburg.org.za.  
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Department: Health

Branch: District Health System

**Professional Nurse**

Salary: R21 947.66 - R24 909.42 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 plus Diploma / B Degree in General Nursing, Midwifery and Community Health Sciences (NQF level 7) • Three (3) years' post basic experience • Skill required: good communication and interpersonal and customer relations skills and computer literacy (MS Office) • Must have a valid driver's licence • Clinical Nursing skills will be an added advantage.

Job description: Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease and participates in community focused awareness initiatives and personal development interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable, accessible and cost effective health care are realised.

Contact Person: Mantombi Malokai. Tel No: (011) 211 8903. Fax no: (011) 211 8924.  
Workplace: Various clinics.

Branch: Environmental Health

**Environmental Health Practitioner**

Salary: R21 947.66 - R24 909.42 pm (basic salary excluding benefits)

Educational requirements and experience: • National Diploma in Environmental Health (NQF level 6) • Registered with Health Professional Council of South Africa • Three (3) years' relevant experience in an Environmental Health environment • Must have a valid driver's licence.

Job description: Coordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impact in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

Contact Person: C Raaths. Tel No: (011) 761 0206. Email: carolinar@joburg.org.za. Workplace: Region C

Department: Social Development

Branch: Policy Planning & Research

**Manager: Business and Research Development**

Salary: R34 352.09 pm (basic salary excluding benefits)

Educational requirements and experience: • Bachelors Social Science Degree or equivalent (NQF level 7) • At least seven (7) years' experience in the local government environment of which three (3) years should be on managerial level • Management experience in the Social environment • Proven track record on research, policy development and review processes • Must have a valid Code B driver's licence.

Job description: Lead, manage and redefine the scope and reach of the Department of Social

Development by developing and reviewing policies that contribute to the pro-poor strategy for growth, impact and sustainability whilst creating and maintaining relationships with internal and external stakeholders at the highest level. Deliver on the pro-poor strategy, through research and policy agendas, by using professional or expert knowledge and expertise.

Contact Person: Katlego Legwale. Tel No: (011) 407 6235. Email: KatlegoL@joburg.org.za.  
Workplace: Metro Centre, 158 Civic Boulevard, Braamfontein.

**Manager: Policy & Monitoring**

Salary: R34 352.09 pm (basic salary excluding benefits)

Educational requirements and experience: • Bachelors Social Science Degree or equivalent (NQF level 7) • At least seven (7) years' experience in the local government environment of which three (3) years should be on managerial level • Management experience in the Social environment • Proven track record on Research and Monitoring and Evaluation (M&E) processes • Must have a valid Code B driver's licence.

Job description: Lead, manage and redefine the scope and reach of the Department of Social Development by developing and reviewing monitoring and evaluation tools in order to measure impact of the pro-poor strategy programmes for growth and sustainability whilst creating and maintaining relationships with internal and external stakeholders at the highest level. Deliver on the pro-poor strategy, through research and the M&E agenda, by using professional or expert knowledge and expertise.

Contact Person: Refilwe Mkgako. Tel No: (011) 407 7472/6686. Email: RefilweM@joburg.org.za.  
Workplace: Metro Centre, 158 Civic Boulevard, Braamfontein.

**Sub Unit Head: Monitoring & Evaluation**

Salary: R43 259.21 pm (basic salary excluding benefits)

Educational requirements and experience: • Honours Social Science Degree or equivalent (NQF level 8) • Postgraduate qualification in Monitoring and Evaluation (M&E) compulsory • At least seven (7) years' experience in the local government environment of which five (5) years should be on managerial level • Knowledge and experience should be extensive in policy development, planning and modelling, business development and research • Knowledge and experience must be proven on latest projects and involvement thereof • Management experience in Social environment • Proven track record on research, policy development and review processes • Comprehensive Knowledge of all Social Development legislation, by-law management, labor law and Council Policies and Procedures • Qualification in Project Management • Extensive computer literacy levels (MS Office, specifically Word, Excel, Powerpoint) • Must have a valid Code B driver's licence.

Job description: Direct, guide and redefine the scope and reach of the Monitoring and Evaluation sub unit of the Integrated Social Development Policy Planning and Research Unit in the Department of Social Development by developing and reviewing monitoring and evaluation tools in order to measure impact of the pro-poor strategy programmes for growth and sustainability whilst creating and maintaining relationships with internal and external stakeholders at the highest level so as to ensure that strategy, procedures and standards are developed for effective M&E of all programmes of Units and Regions in the Department of Social Development. Also contribute through M&E of impacts in the review of Social Development partnerships, programmes, policies, planning, strategy and research, thus ensuring pro-poor development and an improvement of standards for the department. This will ensure a good quality service available across the City.

Contact Person: Johannes Mofokeng. Tel No: (011) 407 6736. Email: JohanMof@joburg.org.za.  
Workplace: Metro Centre, 158 Civic Boulevard, Braamfontein.

**FIXED TERM CONTRACT POSITION LINKED TO TERM OF OFFICE**

Please note the closing date for this position is 17 October 2018.

Department: Office of the Executive Mayor

Branch: Offices of the MMC: Group Corporate & Shared Services (GCSS)

**Strategic Advisor**

Annual total remuneration package: R806 878.20 all-inclusive cost to company

Educational requirements and experience: • Degree in Political Studies/Economics/Public Government Studies (NQF level 7) • Relevant three (3) to four (4) years' work experience • Working within a political environment would be preferable, but not limited to.

Job description: To effectively liaise and support the MMC in ensuring qualitative communication, service delivery and enabling the MMC in achieving the said objectives. Support the MMC in the development and management of a budgeted programme, which ensures that the MMC receives adequate political, administrative and personal support services in pursuance of his/her mandate. Ensure that the MMC maintains positive stakeholder relationships in the Executive and throughout the City.

Contact Person: Tsholofelo Tlithohomisa. Tel No: (011) 407 6311. Email: TsholofeloT@joburg.org.za.  
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

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

Closing date: 23 October 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.




**EDUCATION, TRAINING & DEVELOPMENT QUALITY ASSURANCE OFFICER (ETDQA OFFICER) – FREE STATE**

Salary: R 520 351.92 per annum (Total Cost To Company)  
Fixed term contract until 31 March 2020

**JOB PURPOSE:** Assist with the accreditation of providers by administering phase A and B of accreditation and make recommendations. Improve the relationship of the ETDP SETA and the providers through service excellence. The successful incumbent will be reporting to the Provincial Manager and will also develop strong working relationships with service providers and other business units within the ETDP SETA.

**JOB REQUIREMENTS:** ETQA Officer is sought for the Free State Province with the following minimum requirements: • A three year Bachelor Degree ideally in Education, Training and Development or Human Resources Development or Human Resources Management or Social Science or Public Administration with a recognised qualification in Quality Management / Assurance or ODETDP qualification being an added advantage. • The incumbent with the following unit standards: SAQA 115753 and SAQA 115759 will be an added advantage. • At least 4 years' experience in skills development processes in an ETD environment including Quality Assurance, Learnerships and Skills Programmes. • Good understanding of Skills Development legislation, policies and regulations, Quality Assurance Imperatives, National Qualifications Framework, learnership registrations and skills programmes packaging and recording. • Strong computer skills with MS Office packages and Management Information System (MIS) skills. • Ability to plan and organise work and to work on own initiative. • Knowledge of tools, concepts and methodologies of Quality Assurance. • Driver licence.

**Note:** The position will be based in Bloemfontein. Extensive travelling will be required; hence a driver's licence is a pre-requisite. The successful candidate will have to enter into performance contract with ETDP SETA.

**Interested applicants (who qualify in respect of all the criteria above) should submit a detailed Curriculum Vitae (with certified copies of qualifications, identity document and a valid driver's licence) and a motivation highlighting previous career achievements to support@bncommunications.co.za**

Closing date for the receipt of applications is: 19 October 2018

The appointment will be made in accordance with the ETDP SETA's Employment Equity Policy. Further, the ETDP SETA promotes the employment of people with disabilities and reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only.

**CITY OF JOHANNESBURG CHARTERED ACCOUNTANT TRAINING PROGRAMME 2019**

The City of Johannesburg Metropolitan Municipality is committed to developing and increasing financial management skills within the public sector by creating more professional training opportunities for prospective Chartered Accountants.

**The City's Academy for Chartered Accountants Training Programme**

The programme is geared towards providing trainees with the opportunity of gaining valuable hands-on work experience, dedicated training in financial management and all its disciplines, a broad exposure to a variety of Local Government business operations and management functions. The programme is designed to strengthen the public sectors financial skills base with the intention to retain local government trained chartered accountants.

**Structure of the ACA Training Programme**


The three (3) year professional training programme has been structured in a manner that offers the trainees exposure in key areas with Accounting and External Reporting being the core competency received and specialisation in Financial Management and Management Decision-Making and Control as electives. Trainees will be offered competitive market-related salaries.

**Minimum requirements:** To qualify for the Joburg Chartered Accounting Training Programme, candidates must have completed their Certificate in the Theory of Accounting (CTA) from a SAICA accredited University.

**Application Process:** Applications close on 23 October 2018.

- Motivation letter (500 words)
- Certified copy of your South African identity document
- Detailed CV
- Full official academic transcripts and records

**Submit documentation to:** City of Johannesburg, Group Human Capital Management  
**Attention:** Mashali Mokele. Tel: (011) 407-6479. 158 Loveday Street, Metro Centre, 2nd Floor, Braamfontein  
**or E-mail applications to:** MashaliM@joburg.org.za



**National Economic Development and Labour Council**



**Coordinator – Trade and Industry Chamber**

**Location:** Johannesburg

**Reporting to:** Senior Coordinator – Trade and Industry Chamber

**Role Purpose:**

- Ensure the effective and efficient coordination of the relevant chamber.
- To ensure that engagements on matters being considered by the chamber are timely concluded.
- To be the link between the secretariat and relevant social partners.
- Perform any other relevant duties as and when required.

**KEY PERFORMANCE AREA:** Effective coordination of chamber and task teams engagements • Facilitation and chairing of Meetings • Follow up on the outcome of meetings with constituencies • Reporting to management • Ensuring effective communication with constituencies • Stakeholder Management • Agenda development • Conflict Management • Report and minute writing • Document management • Project Management • Strategic planning • Research

**COMPETENCIES:** Good writing skills • Communication and Influence • Customer service • Team collaboration and networking • Problem solving • Planning and organising • Relationship Building • Information Seeking • Strategic thinking • Negotiation and Facilitation • Attention to detail • Time management • Analytical Thinking

**QUALIFICATION AND EXPERIENCE:** Honours degree, preferably in Economics, Political Science or Social Science • Min 3 Years people management experience • Min 3 Years project management experience • 2-5 year experience in a socio political forum • 2-3 Years Project Management experience • 2-5 years experience working with or communicating with constituency representatives • Good writing skills • Computer literate on Microsoft packages (Excel, Word, PowerPoint and Outlook)

**CLOSING DATE:** 17 OCTOBER 2018  
**CV TO BE SENT TO:** recruitment@nedlac.org.za

**6 Job Search Tips People Forget**

1. Make Yourself THE Obvious Fit.
2. Don't Limit Yourself to Online Applications During Your Job Search.
3. Remember That Your CV needs to be adaptable.
4. Don't be predictable and boring.
5. Join Social Media networks – get your profile out into the market.
6. Manners matter.



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