

DEPARTMENT OF EDUCATION

VACANCY CIRCULAR 04 OF 2018 FOR PRINCIPAL POSTS AT PUBLIC ORDINARY AND PUBLIC SPECIAL SCHOOLS

The list of vacancies for Principals at Public Ordinary and Public Special Schools will be published on Monday, 26 November 2018 and will be available on GDE website, GDEINFO and at schools in the province on the day of publication. The only acceptable application form to be used is the Revised GDE2R enclosed in the Vacancy List. (NO OTHER FORM WILL BE ACCEPTED).

The vacancies will be available on the website from Monday, 26 November 2018 [http://www.education.gpg.gov.za]. Applicants may send a blank e-mail with subject "Vacancy Circular 04 of 2018 for Principal Posts" to [Buhle.Xaba@gauteng.gov.za](mailto:Buhle.Xaba@gauteng.gov.za); [Tsumbedzo.Ratshiedana@gauteng.gov.za](mailto:Tsumbedzo.Ratshiedana@gauteng.gov.za) to receive an electronic copy.

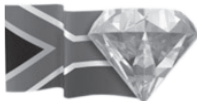
The closing date for applications is Wednesday, 12 December 2018 at 16:00

The preferred date for assumption of duty is 01 April 2019

Applications for this vacancy list should be hand delivered or posted to the district office where the posts exist from Monday, 26 November 2018 to Wednesday, 12 December 2018, between 08:00 and 16:00 daily.



Call Centre: 0800 000 789  
www.education.gpg.gov.za



SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR

The South African Diamond and Precious Metals Regulator, established in terms of Section 3 of the Diamonds Amendment Act, 2005 (Act 29 of 2005), aims to regulate the industry to ensure that the diamond resources and precious metals of the Republic are exploited and developed in the interest of the people of South Africa, to promote equitable access to local beneficiation and ensure compliance with the Kimberly Process Certification Scheme. We invite self-motivated and suitably qualified individuals who wish to stand out in their field to apply for the following vacancy:

DEPARTMENT: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Project Administrator (Ref. 2018/11/01)  
Salary Negotiable (All Inclusive package)

A detailed CV, certified copies of qualifications and ID must be forwarded to: The Manager: Human Resources, South African Diamond and Precious Metals Regulator (SADPMR), P O Box 16001, Doornfontein 2028 or hand delivered at: 2nd Floor SADPMR Building, Main Street, 225 Cnr Phillip, Johannesburg 2028.

Details of the positions are available on the SADPMR website at: [www.sadpmr.co.za](http://www.sadpmr.co.za)

Enquiries: Ms Z Mpofu, Tel: 011 223 7000

CLOSING DATE: 30 NOVEMBER 2018

NB Late and incomplete applications will not be considered. If you do not hear from us within 30 days after the closing date, please consider your application unsuccessful. If you do not hear from us within 30 days after the closing date, please consider your application unsuccessful. The employer reserves the right not to make appointment(s) to the advertised post(s).

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CITY OF JOHANNESBURG VACANCIES

063/2018

PERMANENT POSITIONS

Department: Group Strategy, Policy Coordination and Relations  
Branch: Integrated and Community Based Planning

Unit Head: Integrated and Community Based Planning (Director)

Salary: R55 042.66 pm (basic salary excluding benefits)

Educational requirements and experience: • Degree in Planning, Business Administration, Development Planning / NQF level 7 • A postgraduate degree in management or planning or development or related discipline will be an advantage • At least eight (8) - ten (10) years' relevant experience in Management Administration and Planning or Community Based Planning within a large organisation in a senior management level in either the public or private sector • It is necessary that the successful applicant has at least 5 years' management experience • Experience with project management and leading major transformation initiatives within an organisation • Computer literate (Microsoft Word, PowerPoint Presentation and Excel) • Ability to handle the demands of various personality types; Negotiation; Coordinating, Financial and Analytical • Must have a valid driver's licence • Must be able to work extended hours and be on standby • People Management experience and skills.

Job description: The Unit Head: Integrated and Community Based Planning will be responsible for the coordination and management of IDP and Community Based planning processes in the City of Johannesburg, ensuring effective and efficient business planning and participatory planning to promote community action and participation; and to link these to the delivery requirements for the Institutional Performance Management System to ensure effective service delivery. This will be achieved as the incumbent fulfills their role and responsibilities to: • Drive and manage the processes of strategic planning in the CoJ, which allow for effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System • Operationalise Corporate Strategy - Integrated planning policy and frameworks (5 year IDP, Annual IDP's, Business Plans and SDBIP) • Manage and oversee the development of community based planning and ensure its integration into the City's planning process • Drive the City intergovernmental alignment initiatives in the City's medium and short term planning process • Coordination of the City's strategic planning processes • Equip the Executive with strategic information in relation to the medium term planning and IDP • Provide consolidated feedback to City Manager/COO i.t.o. cluster planning processes related to medium and short term planning and instruments • Business management of the Unit • People management of Unit staff.

Branch: Monitoring and Evaluation

Unit Head: Monitoring and Evaluation (Director)

Salary: R55 042.66 pm (basic salary excluding benefits)

Educational requirements and experience: • A first degree and postgraduate qualification in Monitoring and Evaluation, Public Policy, Public Administration or associated discipline • Candidates with extensive relevant work experience and a proven track record would be considered • At least 6-8 years' relevant experience in Designing and Implementing Organisational Level Systems for M&E within a large organisation in a senior management level in either the public or private sector • It is necessary that the successful applicant has management experience • Some direct experience of applying M&E and/or organisational learning to address sustainability issues (e.g. the environment, social development, good governance, economic resilience) Experience in designing and/or implementing data collection and data management systems • Experience with project management and leading major transformation initiatives within an organisation • It is necessary that the successful applicant has a thorough understanding of IT innovation in information management and communications and their potential application to the M&E environment (generic applications, internal communications systems, and software packages to support M&E management) • Negotiation; Coordinating; Financial and Analytical skills required • Must have a valid driver's licence • Must be able to work extended hours and be on standby • People Management experience and skills • HR Values plus COJ values • Professionalism • Confidentiality of staff personal information to be maintained at all times.

Job description: The Unit Head: Monitoring and Evaluation is responsible for implementing effective mechanisms for institutional performance monitoring and evaluation and reporting City-wide, thereby ensuring that they are aligned with City and Government norms, standards, regulations and guidelines. This will be achieved as the incumbent fulfills their role and responsibilities to: • Ensure tighter control, uniformity and synergy between strategy and M&E reporting, and support informed strategic decision making by the executive • Impact and Outcome Monitoring and Evaluation policy, instruments and frameworks • Impact and Outcome Reporting policy, instruments and frameworks • To provide strategic performance (M&E) content as input to Clusters • To provide leadership, standards and oversight to the Group on all M&E and reporting related issues • Provision of M&E content for reporting requirements • Track the implementation of key cluster programmes • Provide consolidated feedback to City Manager/COO i.t.o. cluster Monitoring and Evaluation processes, systems and information • Business management of the Unit • People management of Unit staff.

Contact Person: David Chauke. Tel No: (011) 407 7546. Email: [DavidCh@joburg.org.za](mailto:DavidCh@joburg.org.za). Workplace: Traduana Bramfontein.

Department: Health / Branch: District Health Systems

Medical Doctor

Salary: R44 397.73 pm (basic salary excluding benefits)

Educational requirements and experience: • Degree in Health Science (MBCb) / NQF level 8 • Current registration with Health Professions Council of South Africa (HPCSA) • Ten (10) years' experience in working in a primary health care setting • Knowledge of Legislation, best practices and policies and procedures on Health • MS Office and good communication skills • Must be willing to work extra hours whenever required • Must be willing to work across the sub-district facilities of the City of Johannesburg • Must be willing to provide in service training and case studies • Must form part of the multidisciplinary team • Must be resilient and ability to cope with change.

Job description: Render Primary Health Care Services within the DHS legal framework and in terms of the National Norms and Standards. Render clinical, medical and emergency services within the relevant scope of practice and in support of the NHI implementation process. Facilitate and support the education and training of medical, pharmaceutical and nursing staff. Participate in research within the City and conduct health promotion. Be involved with outreach programmes and other community based health related activities. Support management in all health related issues.

Contact Person: Promise Mbezi. Tel No: (011) 407 7048. Email: [promisemb@joburg.org.za](mailto:promisemb@joburg.org.za). Workplace: Various Regions.

Department: Social Development / Branch: Management Support Unit

Officer Projects

Salary: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Diploma / NQF level 6 in a Built environment discipline (Quantity Surveying, Civil Engineering, Electrical Engineering, Mechanical Engineering, Building) and Project Management Certificate • Three (3) - five (5) years' experience in capex projects & repairs and maintenance • Understanding of Local Governments policies and procedures will be an added advantage • Must have a valid driver's licence • Verbal and written communication skills required.

Job description: Implement the project plan in line with the approved business case and manage the implementation of the Capital Project to ensure that goals and objectives of the projects are accomplished within specified timeframes and within budget by utilising allocated resources effectively in order to achieve agreed performance levels.

Contact Person: Karabo khumalo. Tel No: (011) 407 6789. Email: [KaraboK@joburg.org.za](mailto:KaraboK@joburg.org.za). Workplace: Metro Centre 158 Civic Boulevard Baamfontein.

Branch: Management Support Services

Sub Unit Head: Management and Administration

Salary: R44 397.73 pm (basic salary excluding benefits)

Educational requirements and experience: • Degree / NQF level 7 in Administration Management and Construction and/or Building Environment (Quantity Surveying, Civil Engineering, Mechanical Engineering and Building) and/or Project Management • Five (5) - seven (7) years' relevant experience in a Management position and in the field of Construction/Building • Understanding of Local Government policies and procedures will be an added advantage • Must have a valid driver's licence • Skills required: Managerial (Strategizing planning, organization, etc); communication (verbal and written).

Job description: Develop the project plan in line with the approved business case and manage the implementation to projects in order to ensure that goals and objectives of the projects are accomplished within specified timeframes and within budget by utilising allocated resources effectively in order to achieve agreed performance levels as per requirements of the national Building Regulations and Occupational Health and Safety Standards and good governance.

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

Department: Public Safety - EMS / Branch: Corporate Services

Programme Coordinator

Salary: R34 515.06 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 / N3 / NQF level 4 (24 points) with English as subject • Fire Fighter II NFPA1001 & Hazmat Operations NFPA 472 • Associate Diploma (SAESI) or IFE level 4 Certificate in Fire Services & Fire Safety or National Diploma Fire Technology at NQF level 6 as an added advantage • Valid driver's licence (code C) and valid PDP • NFPA 1041 Fire Services Instructor level 1 • Current Registration with the HPCSA at BLS level • Health and Safety Representative • Assessor and Moderator registered with relevant SETA • Advanced Competency in MS Word, Excel and PowerPoint • Two (2) years' experience as tutor within the City of Johannesburg or any recognised & accredited Academy or • Three (3) years as an operational Platoon Commander with 4 years' experience as Facilitator / Assessor in an accredited Academy with SAESI and a SETA.

Job description: Manage, coordinate and supervise training at a specific level allocated at a high standard and according to the standards laid down by the training Academy, Southern African Emergency Services Institute (SAESI), Health Professional Council of South Africa (HPCSA), Education, Training and Quality Assurer (ETQA), Quality Council for Trades and Occupations (QCTO), Department of Labour (DOL), Department of Transport (DOT), University of Johannesburg (UJ), and the Local Government Sector Education and Training Authority (LGSETA) and other relevant accreditation institutions.

Contact Person: Winnifred Motswagwe. Tel No: (011) 758 5183. Workplace: Brixton. Hand delivery to Cnr Ontdekkers and Golf Club Terrace Florida Park Fire Station.

Department: Group Finance: Revenue and Customer Relations Management

Branch: Customer Interface: Revenue Call Centre

Customer Relation Agent: Revenue & Overflow & General Call Centre

Salary: R13 371.55 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 / NQF level 4 with Mathematics plus National Call Centre Certificate • Customer Services Certificate • Two (2) years' previous Call Centre experience within Municipal or related industry • Computer literacy • Shift environment.

Job description: Provide a high level Contact Centre, both telephonic and written, using initiative to resolve customer Revenue and Technical queries on first point of contact, whilst logging all the queries that cannot be resolved at first point of contact to the relevant department within the Contact Centre, whilst meeting or exceeding targets set by the R & CRM department.

Contact Person: Sphamandla Ndzuta. Tel No: (011) 375 8044. Email: [sphamandlaN@joburg.org.za](mailto:sphamandlaN@joburg.org.za). Workplace: 28 Harrison Street, CBD.

Department: Office of the City Manager / Branch: Office of the Executive Director

Personal Assistant

Salary: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 / NQF level 4 / or Recognition of Prior Learning (RPL) • Executive Secretary Certificate / Diploma or Office Management Certificate or Diploma (NQF level 6) • Previous experience operating within a similar high pressure environment, e.g. Government Office or Political office • Experience in working with people • High level of confidentiality • Ability to work in a team environment • Multi-skilled on a range of roles applicable to the position • High level of confidentiality • Ability to work in a team environment • Multi-skilled on a range of roles applicable to the position.

Job description: Provide Personal Assistance and Office Management for the Executive Head: OCM Executive Management.

Contact Person: Pelisa Sindelo. Tel No: (011) 407 6560. Email: [PelisaS@joburg.org.za](mailto:PelisaS@joburg.org.za). Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein.

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

Closing date: 04 December 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.



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