

**Permanent Positions****Division: Core Accounting****Department: Group Finance****Salary Range: R40 422.11 pm (basic salary excluding benefits)****Assistant Director: Technical Support**

**Educational Requirements and Experience:** • Degree/Advanced Diploma in accounting/NQF 7 in Finance or Management or similar qualification • Minimum of eight (8) years' in Technology experience with at least five (5) years' hands-on technical roles in the field and relies on experience and judgement to plan and accomplish goals

- Technical experience with systems networking, database, Web development, and user support
- Experience in the development and implementations of standards, procedures and guidelines to support operational support
- Strong Project Management skills with effective results focus within an information systems environment
- Strong Analytical; problem solving, Computer literacy; Accurate Report Writing; Good Financial acumen; Ability to work under pressure; Cooperative; Decisive skills required.

**Job Description:** • The incumbent will be responsible for the technology and computer infrastructure that drives the organizations business systems and would be responsible for reviewing, analysis and occasionally modifying systems including encoding, testing, debugging and installing to support application systems.

**Contact Person:** Bonokwakhe Ngcobo, **E-Mail:** ngcobob@joburg.org.za**Tel No:** (011) 358 3854 **Workplace:** 66 Jorissen Place**Division: Core accounting****Department: Group Finance****Salary Range: R40 422.11 pm (basic salary excluding benefits)****Assistant Director SAP Operations**

**Educational Requirements and Experience:** • Degree/NQF level 7 in Business Administration • Minimum four (4) years' relevant working experience • Communication; Problem-Solving; Critical Thinking; Documentation and Specification; Analysis; Facilitation and Elicitation; able to work well with both internal and external clients; Computer literacy; Accurate report writing; Good financial acumen; Ability to work under pressure; Cooperative and Decisive skills required.

**Job Description:** • The key purpose of this position is to understand the business requirements of the organization and determine the most effective and cost efficient manner of meeting these from an application perspective • The primary responsibility of the SAP Operations is to improve company workflow, production, efficiency and effectiveness • The analyst is also expected to identify options for improving and bridging the needs of the business, technical understanding of the system being analyzed and how it affects the various business units • The SAP Operations has to liaise with stakeholders in order to understand the structure, policies and operations of City of Johannesburg and to recommend solutions that enable City of Johannesburg to achieve its goals • Very important is that the ability to maintain current knowledge of rapidly computer technology environment.

**Contact Person:** Bonokwakhe Ngcobo, **E-Mail:** ngcobob@joburg.org.za**Tel No:** (011) 358 3854, **Workplace:** 66 Jorissen Place**Division: Facilities Enhancement Unit****Department: Community Development****Salary Range: R19 374 40 pm (basic salary excluding benefits)****Executive Secretary**

**Educational Requirements and Experience:** • Certificate/Diploma in Secretarial, Office Administration or Public Relations/NQF level 6 • Three (3) - five (5) years' experience of administrative support and secretarial duties with senior level • Knowledge of application of instructions and guidelines; departmental procedures and organizational relationship • Computer literacy and Microsoft Office skills are essential • Report writing, communication skills and time management • Professional behavior; attention to detail; team player and ability to work under pressure.

**Job Description:** • Provide professional secretarial duties to the Director of Facilities Enhancement Unit and administrative support to the Office.

**Contact Person:** Stephina Malebana, **E-Mail:** StephinaMal@joburg.org.za**Tel No:** (011) 407 6553, **Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein**Division: Corporate Investigation Service: Ethics****Department: Public Safety - EMS****Salary Range: R24 190.92 pm (basic salary excluding benefits)****Ops Manager: Accident investigation**

**Educational Requirements and Experience:** • Grade 12/NQF level 4 plus 3 year Tertiary qualifications NQF Level 6, in Traffic Management/Investigations/Policing • Two (2) years' experience in as a Traffic/Investigations/Police Officer • Must have a valid driver's license.

**Job Description:** • To engage in all investigation of possible punitive action against all EMS staff members for non-compliance of all COJ Policies and Procedures and related Ethics and Discipline • To engage in motor vehicle investigations of the effectiveness of policies, procedures, systems and process related to ethics and Compliance • To assist in implement re-active programmes within EMS so that all staff I compliant with relevant COJ Policies and Procedures • To manage mainly motor vehicle accidents and possibly other investigations of none compliance and none ethical activities within EMS • To effectively manage in the integrity, recording, safekeeping and maintenance of all evidence of investigations and the management of all administrative records related to the section • To ensure the integrity of all motor investigators at all times • To write standard reports and implement investigation methodologies that is on an acceptable international standard • To implement actions in Motor Vehicle Investigation measures against all EMS staff members for non-compliance of all COJ Policies and Procedures • To finalise all Motor Vehicle investigation cases received as per allocation • To monitor and report on progress of moto vehicle investigations • Facilitate and support management on issues of motor vehicle investigations.

**Contact Person:** Winnifred Motswagae, **Tel No:** (011) 758 5183**Workplace:** Brixton, **Hand deliver:** Cnr. Golf Club Terrace & Ondekkers, Florida Park Fire station**Division: Corporate Service: Ethics****Department: Public Safety - EMS****Salary Range: R29 535.48 pm (basic salary excluding benefits)****Manager: Discipline Management**

**Educational Requirements and Experience:** • Grade 12/NQF level 4 plus 3 year Tertiary qualifications at NQF Level 7, Degree in LLB/Labour Relations Labour Law/Human Resources • Five (5) - six (6) years' in Labour Relations Field and at supervisory level • Must have a valid driver's license.

**Job Description:** • Management of Employment Relations • Managing the implementation of investigations recommendations in respect of grievances and disciplinary hearings • Handling high-level cases of grievances and misconduct • Identifying trends in the Labour Relations practice and recommend changes • Conducting investigations and prepare documentation presentation in the dispute resolution structure e.g. (Labour Courts, Arbitration etc.) • Facilitating training on Labour Relations matters to the entire work force • Management of staff within the unit • Representing the Department in all Collective bargaining and consultation structure i.e. Departmental forum and provincial Chambers • Coordinate Policy Development.

**Contact Person:** Shumani Maano, **Tel No:** (011) 758 9287/9142**Workplace:** Brixton, **Hand deliver:** 195 main Road Public Safety Head Quarters, Martindale Station**Division: Service Relationship Management****Department: Group Information, Communication, Technology & Infrastructure Management****Salary Range: R40 422.13 pm (basic salary excluding benefits)****Specialist: Hardware Asset Management**

**Educational Requirements and Experience:** • IT/BCom Degree in Accounting/Financial Management/Management Accounting or equivalent qualification (NQF level 7) • 3 years' experience in managing assets

- Strong financial background • Work collaboratively with large multidisciplinary teams across multiple departments
- Working in a customer driven service • Responsible for management and delivery of projects within a structured framework • Change management in a complex and demanding environment.

**Job Description:** • The incumbent will have full responsibility to develop and maintain the ICT Asset Register using the Remedy System, reconcile asset transactions on a monthly basis, monitor and control physical movement of ICT assets, report on the disposal of ICT assets and ensure that policies and procedures regarding ICT assets are adhered to.

**Contact Person:** Sedick Hendricks **E-Mail:** SedickH@joburg.org.za**Tel No:** (011) 407 6767 **Workplace:** 222 Smit Street, Braamfontein**Division: Service Relationship Management****Department: Group Information, Communication, Technology & Infrastructure Management****Salary Range: R40 422.13 pm (basic salary excluding benefits)****Specialist: Software Asset Management**

**Educational Requirements and Experience:** • Degree the field of Finance or Public Administration/Management or ICT (NQF level 7) or an acceptable combination of education and experience • Training/short courses related to software management • Formal ICT related qualification • 3 years' experience in managing software • Broad knowledge of Information & Communication Technology • Working collaboratively with large multidisciplinary teams across multiple departments • Working in a customer driven service • Responsibility for management and delivery of projects within a structured framework • Change management in a complex and demanding environment.

**Job Description:** • The incumbent will have full responsibility of managing software for all core departments and regions, developing and maintaining software licensing database, participate on the acquisition processes of the software, identify redundant software, safeguarding the licensing documentation and ensure that policies and procedures regarding software are adhered to.

**Contact Person:** Sedick Hendricks **E-Mail:** SedickH@joburg.org.za**Tel No:** (011) 407 6767 **Workplace:** 222 Smit Street, Braamfontein**Division: ICT Enterprise & Management Support Services****Department: Group Information, Communication, Technology & Infrastructure Management****Salary Range: R40 422.13 pm (basic salary excluding benefits)****Specialist: Auxiliary Services**

**Educational Requirements and Experience:** • Matric Certificate plus Diploma in Public Administration and/or Business Management (NQF level 6) • At least three years' experience at management or providing management support to large departments • Providing strategic support to a department and knowhow of committee meetings and writing minutes • Computer literacy (Microsoft Word, Excel, Powerpoint, Outlook, Internet Explorer and other software applications).

**Job Description:** • Provide operational and administrative support in the development of the business plan in the Office of the Director: ICT Enterprise & Management Support Services in order to provide better services and to ensure that strategies of the department are implemented.

**Contact Person:** Sedick Hendricks **E-Mail:** SedickH@joburg.org.za**Tel No:** (011) 407 6767 **Workplace:** 222 Smit Street, Braamfontein**Division: ICT Enterprise & Management Support Services****Department: Group Information, Communication, Technology & Infrastructure Management****Salary Range: R40 422.13 pm (basic salary excluding benefits)****Specialist: Expenditure Control**

**Educational Requirements and Experience:** • Matric Certificate plus Degree in Commerce/Financial Management/Management Accounting or equivalent qualification (NQF level 7) • 3 to 5 years' experience in financial management, accounting and contract management • Experience in the management of a highly strategic contracts, department, budgetary control and management of staff • Knowledge of Local Government environment, Legislation as well as knowledge of MFMA and Supply Chain Management requirements • Knowledge of finance and budgeting • Knowledge of financial principles and practices • Ability to control expenditure and compile financial reports • Ability to compile and manage budgets.

**Job Description:** • Co-ordinate and control the budget and expenditure in the office of the Group Head: Group Information, Communication, Technology & Infrastructure Management (GICT&IM) to ensure that the financial obligations of the department are met and there is compliance to the City's financial management and accounting policies and regulations • Provide financial support for the GICT&IM department with particular reference to the outsourced ICT operations contracts and other ICT Service Providers • Manage the GICT&IM Budgets in accordance with the provisions and MFMA and the Supply Chain Management regulations.

**Contact Person:** Sedick Hendricks **E-Mail:** SedickH@joburg.org.za**Tel No:** (011) 407 6767 **Workplace:** 222 Smit Street, Braamfontein**Division: Enterprise Program Portfolio & Architecture Management****Department: Group Information, Communication, Technology & Infrastructure Management****Salary Range: R29 535.48 pm (basic salary excluding benefits)****Manager: Enterprise Program**

**Educational Requirements and Experience:** • Matric Certificate plus University degree or College Diploma in the field of Project Management (NQF level 7) • At least 3 years direct work experience at Management level in medium to large ICT project management capacity, including all aspects of process development and execution • Strong familiarity with project management software, programming languages, Database and Operating Systems • Technically competent with various software programs • Excellent written and verbal communication skills; detail-oriented strategic thinker with initiative and vision • Proficiency with financial management systems, project scheduling software, Microsoft Word, Excel, Project, and PowerPoint • Ability to work independently and in a team environment, with minimal direction; organize, plan and handle multiple activities in a fast-paced environment; manage interdepartmental and inter-project coordination; address controversial topics when necessary • Knowledge of finance and budgeting and ICT Projects.

**Job Description:** • Strategically executes Information Communication and Technology portfolio projects as per the directives of the Program Portfolio Head and the defined Enterprise Architecture Design, Application, Information and Technology • The post ensures that goals and objectives of ICT Business projects are accomplished within prescribed time frame and funding parameters retaining agreed investment priorities and if not covered amend the Enterprise Architecture • This will include but not limited to the provision of a broad range of administrative, analytical and technical function within the Program Office • The position supports overall enterprise program portfolio architecture functions and provides input to long and short range planning of projects, development of business solutions, process re-engineering, project scheduling, budgeting, reporting and implementation • Works closely with the assigned user community (specifically Enterprise ICT Architectural and Innovation Specialists) determines how technology might assist in addressing business needs, and translates these needs into system requirements and design specifications • Leverage applications for competitive advantage • Manage a dynamic team of individuals who constantly search for creative way to elevate the capabilities of technology system to meet business needs, partly by capitalizing on emerging technologies and partly by adapting technologies to the needs of the customer • Ensures that project goals are accomplished and in line with strategic business objectives.

**Contact Person:** Sedick Hendricks **E-Mail:** SedickH@joburg.org.za**Tel No:** (011) 407 6767 **Workplace:** 222 Smit Street, Braamfontein

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

**Closing date: 16 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 letters, together with a 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.