



THIS ADVERT IS ONLY FOR EMPLOYEES OF THE CITY OF JOHANNESBURG GROUP

The following job opportunities exist at the Joburg Market for suitably qualified and experienced applicants.

1. SENIOR MANAGER: INFRASTRUCTURE (Salary Package R926 699.00 PA- Total Cost to Company)

Duties and Responsibilities

Administer service contracts to assure compliance with job specifications and adherence to unit cost agreements. Monitor quality of work to ensure adherence to company and industry standards and compliance with municipal and governmental regulations, and guidelines. Oversee the management of a large and diverse workforce to include project prioritization and management, and work/resource allocation. Set productivity quality and timeliness goals and standards, and evaluate effectiveness. Develop annual operating budgets and provide fiscal direction to the unit and control expenditures of assigned cost centers. Develops and implements policies and procedures that support the pursuit of department strategic goals and objective and are consistent with overall policies ensuring the efficient and safe operation of the unit. Establish, implement and direct an extensive and comprehensive company-wide facilities preventive, predictive and planned maintenance program. Establish and direct annual maintenance programs, to testing overhaul of Heating and refrigeration systems and associated control systems, as well as start-up and shutdown. Conduct maintainability review of new construction design document to assure compliance with published standards and to ensure reasonable repair and overhaul access to building systems.

Qualifications

- BSc Engineering / B Engineering / B Tech
- 5 years relevant experience in Infrastructure Maintenance at a senior level, preferably within a public entity.
- Minimum competencies for senior managers in local government as defined in the MFMA.
- ECSA Registration as a Pr. Eng. / Pr. Tech

Requirements

- Project Management skills
- Understanding of the MFMA and related regulations.
- Extensive knowledge of the Built Environment Legislation.

2. ACCOUNTS RECEIVABLE MANAGER (Salary R27 995.19 per month Basic Salary plus benefits)

Duties and Responsibilities

Manage the processing of all new credit applications for guaranteed buyers. Maintain an accurate register of all guarantees relating to guaranteed buyers. Ensure a healthy cash flow and maintain good long term relationships with clients. Ensure the following debtors are well controlled and that all outstanding monies are collected: Cold Storage Debtors; Sundry Debtors; Direct Delivery Debtors, Agent PC Rental Debtors and Guarantee Debtors. Manage the completion of new account applications, credit checks and trade references to ensure that the company has all of the relevant information on the debtors. Manage the reconciliation of debtor accounts. Manage and present all reports and journals as needed on accounts receivable accounts. Pass credit notes upon authorization. Ensure that unallocated deposits received are cleared. Review age analysis and debtors' accounts continuously. Ensure that statements and invoices are printed and distributed to debtors. Attend to all customer queries. Manage and expedite collection of arrears, month end reporting activities. Assist in year-end audit processes as they relate to Accounts Receivable. Oversee the Account Receivable department

Qualifications

- B Com Degree / B Tech / National Diploma in Finance
- 5 years' experience in an account receivable environment
- Minimum Competencies for financial officials as defined in the MFMA

Requirements

- Knowledge of public sector finance regulations will be an advantage.
 - Knowledge of JDE system will be an advantage
 - Advanced Excel skills
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3. MANAGEMENT ACCOUNTANT

(Salary R27 995.19 per month Basic Plus Benefits)

Duties and responsibilities

Participate in the development of the annual budgeting process, including strategic financial planning. Implement, monitor and evaluate budget policies and procedures and make recommendations as necessary. Ensure communication of budget policies, guidelines and directives from Treasury to line managers. Ensure budget allocations to line managers and monitor all requirements of operating and capital expenditure patterns. Implement internal controls to support all departments so that they can adhere to financial management principles. Prepare the medium-term revenue and expenditure budget in the required National Treasury template. Load and maintain online budgets on JDE System. Prepare and submit National Treasury and shareholder returns on monthly, quarterly and annual basis. Produce the monthly management accounts and variance analysis reports and communicate variances. Manage cash flow on a monthly, quarterly and annual basis and advise on the implications and forecasting.

Qualifications

- B Com Accounting / B Com Cost Management
- 5 Years' experience in a Financial / cost management environment
- Minimum Competencies for financial officials as defined in the MFMA.

Requirements

- Knowledge of public sector finance regulations will be an advantage
 - Knowledge of the JDE System will be an advantage
 - Advanced Excel Skills
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4. SCM BID COMMITTEE OFFICER

(Salary R 16 647.11 per month Basic plus Benefits)

Duties and Responsibilities

Coordinate and provide comprehensive administrative support for all BID Committees' meetings while ensuring compliance to meeting protocols and JM standard guidelines before, during and after the meetings. Take minutes in all bid committees meetings i.e. BSC, BEC and BAC. Ensure proper Filing of all tenders / bids and Documentation. Ensure all minutes must be signed accordingly and within reasonable time. Prepare BEC and BAC reports. Participate in the procurement of various goods and services in terms of MFMA Act, PPPFA Act, BBBEE Act and other National Treasury Regulations. Assist with implementation of SCM Policy and strategy at operational level. Compilation of bid documents, RFP's and tender adverts, conduct tender openings; evaluates tenders and proposals in terms of prescribed procedures. Process procurement transactions and supplier invoices for payment on JDE Oracle. Ensure compliance to MFMA and all other statutory requirements for SCM in your activities.

Qualifications

- Matric plus Secretarial or Office Administration Diploma.
- National Diploma in Supply Chain Management and other relevant qualification will be an added advantage.
- 3 years' experience as a Committee Officer.

Requirements

- Advanced Computer skills.
 - Knowledge of JDE system will be advantage.
 - Strong comprehension of Government and Municipal Supply Chain Regulations.
 - Ability to communicate in English and writing reports and minutes.
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5. MANAGER: SAFETY HEALTH AND ENVIRONMENT (SHE) (Salary R36 406.55 per month Basic plus Benefits)

Duties and Responsibilities

Develop a set of environmental and occupational health and safety policies and plans aligned to the relevant legislation and market operations. Develop, implement and maintain rigorous procedures for waste removal and cleaning of the market precinct. Monitor and evaluate the performance of waste removal and cleaning contractors against compliance standards. Ensure that statutory appointments in terms of the OHSA are done intermittently and coordinate the statutory monthly meeting to ensure a hazard free environment within the market precinct.

Develop and maintain ammonia gas detection and alarm system. Register and ensure compliance of the refrigeration plant as a major hazard installation. Design emergency evacuation plans for the ammonia plant and entire precinct. Facilitate safety awareness and education programmes within the precinct. Ensure health and safety risk assessments are conducted within the precinct and ensure medical surveillance of staff is conducted and reports are kept in term of OHSA. Develop and ensure safety induction is conducted for all new contractors and visitors to the market. Develop and maintain an accurate and compliant incidents register for all incidents within the precinct.

Qualifications

- Degree or National Diploma in Natural Science/ Occupational Health & Safety.
- 5 Years relevant experience in Occupational Health & Safety.
- Environmental Management Training

Requirements

- Understanding of SHE matters at a technical policy level.
 - Project Management skills will be an added advantage.
 - Knowledge of the public sector regulations.
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6. QUALITY ASSURANCE SUPERVISOR (Salary R23 179.43 per month Basic plus benefits)

Duties and Responsibilities

Schedule and co-ordinate inspection duty points and shifts, to ensure efficient and uninterrupted service delivery to stakeholders. Supervise day-to-day product inspections and hygiene activities at all inspection duty points. Ensure that QA SOPs are implemented and adhered to. Ensure relevant supplier food safety information is obtained and captured on SPS Producer Profiles. Communicate and liaise with market agents, producers, hygiene contractors and other stakeholders regarding food quality, food safety and hygiene matters. Monitor and approve inspection findings of QA Inspectors. Investigate food complaints and queries as they arise and compile reports of action taken. Assist in training of stakeholders on food quality, food hygiene and food safety. Co-ordinate and oversee audits relating to the food hygiene. Ensure monthly food hygiene audits related to Hazard Analysis Critical Control Point (HACCP) are conducted and ensure that audit findings are closed out.

Qualifications

- Degree or National Diploma (NQF level 7) in a food science or food hygiene related discipline (Food Technology, Biotechnology, Environmental Health, Agriculture Crop Science, Food Science)
 - At least 3 years relevant experience in food science or food hygiene related discipline
 - Experience in supervision of staff and participation in stakeholder engagement activities will serve as an added advantage
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7. QUALITY ASSURANCE INSPECTOR (Salary R17 872.33 per month Basic plus Benefits)

Duties and Responsibilities

Ensure quality control and food safety of produce (i.e. inspection, product testing, mass verification, and food condemnations) in accordance with food quality and food safety policies, procedures and relevant regulations. Liaise with JM food suppliers to obtain relevant food safety and quality information and capture on the sales processing system; and continually update the Supplier Food Safety Profiles. Perform hygiene inspections and audits of JM facilities and food premises relating to food safety programs in accordance with procedures, standards and protocols. Communicate and liaise with producers, market agents and stakeholders regarding inspection findings. Ensure the correct use of calibrated testing equipment during the course of duties and report deviations to Supervisor. Conduct monthly food hygiene audits for Hazard Analysis Critical Control Point (HACCP) system. Draw samples for testing and submit to laboratory in accordance with procedures; and report the results to the relevant parties

Qualifications

- Degree / National Diploma / NQF level 6 in a food science or food hygiene related discipline
 - At least 2 years relevant experience in food science or food hygiene related discipline
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8. NETWORK AND SYSTEMS ADMINISTRATOR (R31 499.36 per month plus Benefits)

Duties and Responsibilities

Administer all aspects of an advanced, distributed computer system supporting a specified functional area of company operations and provide third line support. Manage multiple linked databases to include data safety and integrity and disaster recovery procedures. Manage multiple servers, workstations, and terminals, ensuring proper integration of these components with existing company computer systems. Plan and implement system security policy, to include firewalls, host and client access, file permissions, and user accounts. Conduct capacity planning, and develop capital and operating budget proposals. Provide advice and technical support to end users regarding specific operational / applications issues. Ensure software license compliance. Research, evaluate, install, configure, and troubleshoot all hardware, peripherals, and equipment. necessary to meet integrated systems objectives. Describe security in more detail. Be able to monitor intrusion detection and take appropriate action. Project management of new and major implementations. Management of all system recovery exercises. Perform IT security management that includes Firewall administration, Patch Management, VPN, End Point security. Ensure compliance to IT Governance framework.

Qualifications

- B Degree / B Tech / 5years experience in similar role
 - IT Technical certification (Networks and /or Microsoft essential)
 - 5 Years' experience in a systems and networks role
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9. WELLNESS OFFICER (NURSE)
(Salary R17 872.33 per month Basic plus Benefits)

Duties and Responsibilities

Provide Occupational health care services; including attending to all occupational injuries, and assist with annual occupational screening and assessments. Do medical surveillance as a secondary function when needed. Draw up occupational medical surveillance action plan according to recommendations from the Hygienist report. Attend to medical emergencies as a priority. Perform duties which indirectly support patient care such as scheduling, record keeping, and maintaining supplies inventories. Review patient charts, obtain and record patient information and medical history and determine reasons for patient visits as and when required. Record and report observed symptoms, reactions, treatments, and changes in the patients' conditions

Administer medications; apply sterile dressings. Perform medical examinations and evaluations, diagnoses, treatment, follow-up, consultation, and health education. Assist with emergencies and injuries on duty. Administer a specific health care activity, such as HIV prevention and education. Practice safe, environmental, and/or infection control methods. Monitor all employees with chronic conditions to ensure they manage their health conditions. Indirectly strive to reduce employee absenteeism. Undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

QUALIFICATIONS

- Diploma/ NQF level 6 in Primary Health Nursing, Registration with the SANC and/or SASHON;
- Dispensing License
- Trained Spirometer Operator
- 3 Years' relevant experience in Occupational Nursing
- Ability to operate an Audiometer

10. SNR MANAGER: MONITORING AND EVALUATION
(Salary Package R926 699.00 PA- Total Cost to Company)

Duties and Responsibilities

Create a data driven monitoring plan and performance based review and budget allocation process. Plan and coordinate annual program planning and reviews. Identify and monitor overlaps, dependencies and alignment to JM/CoJ goals. Collect, capture, analyze, and report performance data to EXCO, Board and CoJ. Map budgets to specific M&E program activities for vigorous analysis of efficiency and cost effectiveness. Monitor and evaluate the development, revision and application of corporate and divisional/units strategic processes, planning and concepts, and strategies to mitigate identified risk and related corrective measures. Provide advice in the process of preparing and coordinating the following corporate reports: Corporate Plan, Monthly corporate performance reports and key KPIs to EXCO, Quarterly performance and mandatory submissions to CoJ. Contribute to compilation of the Annual Integrated Report Support corporate Balance Scorecard (BSC) development including development of key performance indicators and target. Frequently collect and review audit evidence of the Corporate BSC from business and supporting divisions. Continuously monitor and analyze actual progress against set Corporate BSC targets and where appropriate recommend corrective actions. Provide advisory support to the various divisions to ensue alignment of divisional scorecards to the Corporate BSC. Conceptualize and guide the application of relevant tools and instruments for monitoring and measuring strategic implementation through the company and its divisions/units. Recommend and implement the improvement of strategic measurements tools.

QUALIFICATIONS

- B Degree in Business Administration / Finance / related fields
- 5 years relevant M&E experience (3 of which must be at management level)
- Audit experience and extensive knowledge in Strategy processes will be added advantage

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make an appointment. Please forward all applications by email to vacancy@joburgmarket.co.za Please note all applications must be accompanied by: a cover letter indicating which position you are applying for, a concise CV, certified copies of ID and Qualifications. Incomplete applications and applications received after 12:00 on 29 March will be rejected. Please take note: if not contacted after 8 weeks of closing date, consider your application as being unsuccessful.

Regrettably hand delivered applications will NOT be accepted.

Enquiries can be directed to Thulisiwe Nkosi on (011)992-8017

The closing date is 29 March 2018