



City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

6th Floor, B Block
Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

Tel +27(0) 11 407 6111
Fax +27(0) 11 339 1878

www.joburg.org.za

VACANCY BULLETIN: STC 012/2018

SHORT TERM CONTRACT EMPLOYMENT (STC)

The City of Johannesburg (CoJ), "Office of the Ombudsman" has the following short term contract opportunity for a period NOT exceeding twelve (12) months.

The details are as follows:

- Department:** Office of the Ombudsman
Designation: Project Manager
Salary: R51 441.74pm (basic salary), subject to 2018/19 cost of living adjustment

Educational Requirements and Experience

- National Diploma/NQF level 6 in Business Administration/Management or Public Administration.
- Proven track record in keeping abreast of the changing legislative environment affecting Local Government.
- Minimum of five (5) years' experience in Business Administration/Management or Public Administration and project management.
- At least two (2) years' experience at middle/senior management with some level of strategic influence in a large enterprise.
- Inherent prerequisite of the job necessitates a valid driver's license and own transport.

Job Description:

Lead and assist in the planning and implementation of the site and facilities project for the Office of the Ombudsman. Responsible for significant budgeting, focused on meeting project commitments, including communications with sponsors, stakeholders etc. Spends majority of time on project management responsibilities.

Contact Person: Fola Selubana
Tel No: (010) 288 2800

Email: hr@joburgombudsman.org.za
Workplace: Office of the Ombudsman

SERENA PIENAAR
ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT

03/07/2018

PUBLICATION DATE: 03 JULY 2018

CLOSING DATE: 05 JULY 2018

VACANCY BULLETIN: 012/2018