

CITY OF JOHANNESBURG

VACANCY CIRCULAR: 058/2018

1. Interested applicants are invited to apply for the positions listed in the circular.
2. If hand delivering applications, please liaise with relevant contact person for the physical address (address list attached). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).
3. Only applications from employees of the City of Johannesburg will be considered, unless otherwise indicated.
4. The City of Johannesburg reserves the right not to make an appointment.
5. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
6. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
7. The City of Johannesburg is an equal opportunity employer.
8. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 07 NOVEMBER 2018

CLOSING DATE: WEDNESDAY, 21 NOVEMBER 2018



SERENA PIENAAR

A/GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT

7/11/18



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

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

PO Box 1049
Johannesburg
South Africa
2000

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

www.joburg.org.za

PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Community Development
Branch: Facilities Enhancement Unit
Designation: Officer
Salary Range: R19 632.61 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Matric plus Post Matric Certificate/NQF level 5.
- NQF level 6 or 7 Project Management Qualification.
- Experience in Construction Projects.
- Computer literacy.

Job Description:

Provide administrative and project support and act as a Project Coordinator on all Community Development projects implemented by the Facilities Enhancement Unit within the City of Johannesburg.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Kgabane Puleng **email:** VacanciesCOMDEV@joburg.org.za
Tel No: (011) 407 6553
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 07 NOVEMBER 2018

CLOSING DATE: 21 NOVEMBER 2018

VACANCY CIRCULAR: 058/2018

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours

2. **Department:** Health
Branch: Region A
Designation: Secretary
Salary: R13 371.55 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12/NQF level 4 plus Secretarial Diploma.
- Three (3) years' experience in secretarial duties.
- Skill required: good communication and computer literacy (MS Office).
- Basic knowledge of the City's processes, best practices and policies and procedures on Health issues.

Job Description:

Provide professional secretarial duties and administrative support to the office of the Regional Manager.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Workplace: Region A
Hand deliveries to 875 16th Road Randjespark Midrand

PUBLICATION DATE: 07 NOVEMBER 2018

CLOSING DATE: 21 NOVEMBER 2018

VACANCY CIRCULAR: 058/2018
