

CITY-WIDE SECONDMENT NOTICE: 001/2018

**TO ALL STAFF MEMBERS
CITY OF JOHANNESBURG
REQUEST FOR ASSISTANCE ON A SECONDMENT BASIS TO
DEPARTMENT OF PUBLIC SAFETY - EMS**

Request for staff on a secondment basis to Department of Public Safety- EMS.

Interested employees are invited to consider making their services available on a **SECONDMENT** basis, in accordance with the City of Johannesburg's Group Employee Mobility Policy. The employee will be seconded on his/her current salaries and existing Conditions of Service. This is a great opportunity to gain new skills, experience and exposure.

The duration of the secondment would be for a period not exceeding **SIX (6) MONTHS**.

1. **Department:** Public Safety - EMS
Branch: Corporate Services
Designation: Accident Investigation: Operational Manager

Experience/Skills/Educational Requirements:

- Grade 12 plus NQF level 6 diploma or degree a relevant 3 years tertiary qualification in Accident Investigations
- Three (3) – five (5) years' experience in Accident Investigations.
- Computer literate in all Microsoft Office.
- Must have a good working knowledge of EMS Core business.
- Must have a valid driver's license.

Job Description:

Engage in all investigation of possible punitive against all EMS staff members for non-compliance of all COJ policies and procedures related ethics and discipline. Engage in motor vehicle investigations of the effectiveness of policies, procedures, systems and processes related to Ethics and Compliance. Assist in implement reactive programmes within EMS so that staff in compliant with all relevant COJ Policies and procedures. Manage mainly motor vehicle accidents and possible and possibly other investigation of none compliance and none ethical activities within EMS. Effectively manage the integrity, recording, safekeeping and maintenance of all evidence of investigations and the management of all administrative records related to the section. Ensure the integrity of all motor investigators at all times. Write standards reports and implement investigations methodologies that is on an acceptable international standard. Implement actions in motor vehicle Investigation measures against all EMS staff members for non- compliance of all COJ Policies and Procedures. Finalise all motor vehicle investigation cases received as per allocation. Monitor and report on progress of motor vehicle investigations. Facilitate and support management on issue of motor vehicle investigations.

Application letters together with a comprehensive CV's can be submitted to Winnifred Montswagae and emailed to WinnifredL@joburg.org.za who can be contacted on (011) 758 - 5183 for more information.

PUBLICATION DATE: 11 MAY 2018

CLOSING DATE: 24 MAY 2018

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AURIE KWATSHA
A/DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE AND
TRANSFORMATION
GROUP HUMAN CAPITAL MANAGEMENT