

CITY-WIDE SECONDMENT NOTICE: 003/2018

**TO ALL STAFF MEMBERS
CITY OF JOHANNESBURG
REQUEST FOR ASSISTANCE ON A SECONDMENT BASIS TO
DEPARTMENT OF PUBLIC SAFETY – EMERGENCY MANAGEMENT
SERVICES (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: Operations
Designation: Administration Assistant

Educational Requirements and Experience

- Grade 12/NQF level 4 and/or administrative related qualification.
- Must be computer literate with all MS packages.
- Minimum of two (2) years' experience in administrative or related field
- Conflict resolution, communication and administrative skills required.
- Knowledge of dairy management, document management, meeting and workshop coordination.

Job Description:

Ensure the effective running of the management services office through the proper maintenance of records and the general administration. Effective communication with other departments is critical.

2. **Department:** Public Safety - EMS
Branch: Operations
Designation: Fleet Administrator

Educational Requirements and Experience

- Grade 12/NQF level 4
- Two (2) years previous related experience.
- Valid driver's licence and valid PDP.

Job Description:

Manage EMS vehicles and maintain the roadworthy standard of all the vehicles. Ensure the vehicles are serviced at the regular intervals and that the driver's take care of the vehicles allocated to them. Manage and give direction to junior staff in the section.

3.

Department: Public Safety - EMS
Branch: Operations
Designation: Local Transport Officer

Educational Requirements and Experience

- Grade 10/NQF level 4.
- At least two (2) years' practical experience in a similar environment.

Job Description:

Offer a comprehensive support related service to the fleet office staff, operational staff and end-users of both vehicles and equipment at different sections and stations.

Application letters together with a comprehensive CV's can be hand delivered to Thula Sithole, corner Terrace and Gold Club Terrace, Florida Park Fire Station who can be contacted on: (011) 758 5071 for more information.

PUBLICATION DATE: 10 SEPTEMBER 2018 CLOSING DATE: 21 SEPTEMBER 2018



**SERENA PIENAAR
ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT**