

PERMANENT POSITIONS

Department: Group Governance
Branch: Governance & Reporting

Deputy Director: Sustainable Service Cluster

Salary Range: R41 493.20 pm (basic salary excluding benefits)

Educational Requirements and Experience:

- A Bachelor degree in Accounting/Public Administration/ Science/Finance/Corporate Governance or LLB / NQF level 7.
- Postgraduate will be preferential.
- At least five (5) years' relevant experience at senior management level in either the public or private sector.
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines.
- Experience with strategic, business planning, and reporting frameworks and requirements helpful.
- Experience with supervising, mentoring staff and supporting professional and leadership environment.
- Working knowledge of recent legislation, particularly relating to Governance, Monitoring and Evaluation and Reporting.
- Implement systems to ensure effective outcomes on financial and non-financial performance reporting.
- Implement systems to ensure compliance with applicable legislation.
- Analyse and interpret financial statements and performance reports.
- Inculcate the culture of good corporate governance.
- Must have a driver's license.

Job Description:

Responsible to capacitate and enable their respective staff to perform to their optimum whilst ensuring inter-departmental alignment in order to achieve the overall strategic objectives of Group Governance. More specifically, the Deputy Director is responsible to ensure an integrated approach to governance and reporting in the cluster and to ensure that there are efficient structures and systems for coordination, oversight, monitoring and evaluation and associated reporting of government business to and from the cluster. This will be achieved as the Deputy Director fulfills their role to:

- Coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of cluster functions;
- Provide leadership and direction in and effectively support internal/external cluster interfaces, so as to build and enhance the profile and integration of the cluster;
- Render administrative, governance and reporting support to the cluster and its technical committees;
- Monitor and track the implementation of decisions of the cluster and its technical committees relating to governance and reporting functions and requirements;
- Provide the necessary governance and reporting support and advice to the cluster convener and committee members in all matters pertaining to governance;
- Ensure functional and secure cluster document and information management;
- Identify and mitigate governance and reporting risk factors and manage reporting compliance within the cluster;
- Provide business management services to the cluster and its technical committees;

- Provide the necessary leadership, management, direction, support and advice to staff in the unit;
- Provide structured feedback to the Director/Unit Head on areas of responsibility;
- Act in the role of Director/Unit Head in his absence;
- Conducts performance evaluation of staff and training requirements;
- Assist in business planning and setting smart objectives;
- Attend all allocated meetings and provide feedback;
- Develop strategic and operating procedures for unit and monitor adherence;
- Monitor day-to-day operations

Contact Person:	Mashali Mokete
E-Mail:	MashaliM@joburg.org.za
Tel No:	(011) 407 6479
Workplace:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Department: Public Safety (Emergency Management Services)

Branch: Training Academy

Training Officer: Medical Training

Salary: R18 348.23 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12 (NQF level 4) / Bachelors degree/B Tech (NQF level 7) Emergency Medical Care/Bachelor of Health Sciences in Emergency Medical Care.
- Current Registration with the HPCSA with the above qualification (ECP);
- Compliant with the minimum requirements of the HPCSA for CPD;
- C1 (Code 10) driver's license with PrDP;
- LGSETA/HWSETA registered Assessor and Moderator;
- Two (2) years operational experience within Emergency Services;
- Have work experience within a recognized Training facility for at least one year;
- Intermediate competency in Microsoft Word, Excel, PowerPoint, Access and Office;

Job Description:

Respond to emergencies, saving lives and protecting property. Performing Quality Assurance of skills in the workplace to determine skills and capacitating learners with the knowledge, skills and competence to safely work within an emergency setting, saving lives and protecting property, manage resources and facilities to ensure training is continued in a safe and reliable manner.

Contact Person:	Winnifred Montswagae
E-Mail:	WinnifredL@joburg.org.za
Tel No:	(011) 758 5183
Workplace:	Florida Park, Medical Training Academy

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Closing date: 29 May 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy.

An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above.

Applications must contain at least 3 referees.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

