

CITY OF JOHANNESBURG VACANCIES

025/2018

PERMANENT POSITIONS

Department: Community Development
Branch: Various

General Workers x 12

Salary Range: R7 546.71pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 10 / NQF level 2 is required.
- Three (3) months in cleaning industry or related field
- Must have knowledge of cleaning material and chemicals sufficient to maintain clean facilities.
- Knowledge of safety hazards and precautions.
- Knowledge of lifting techniques.

Job Description:

Cleaning and maintenance of the facility and surrounds according to safety standards. Assist with setting up venues. Responsible for operating grass cutting equipment and machinery. Assist with the performance of minor maintenance duties. Report building defects.

Contact Person: Nonjabulo Sibiya
Tel No: (011) 407 - 6553
Workplace: Various Regions (A; B; C; D; E; F & G)
Hand Delivery to Metropolitan Centre, 158 Civic Boulevard, Braamfontein 14th Floor A Block

Department: Group Finance
Branch: Property Branch

Driver/Messenger

Salary Range: R8 716.45 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12 or equivalent / NQF level 4.
- Valid code 8/10 driver's license and advanced defensive driving certificate.
- Public Drivers Permit (PDP) is required.
- At least three (3) years' experience as a driver/messenger and/or knowledge of admin related duties and responsibilities would be an advantage.

Job Description:

Provide a shared driver service within the Finance Property Unit to carry out collections (pick-ups) and deliveries so that the required mail, documents, stationery, building plans, parcels, equipment and passengers are collected and delivered where required. Undertake tasks associated with the collection, batching and distribution of mail and other related administrative support services.

Contact Person: Julia Matshalene
Email: juliamat@joburg.org.za
Tel No: (011) 358 3391
Workplace: 66 Jorissen Street, Braamfontein

Department: Legislature
Branch: Legislature & Oversight

Deputy Director: Research

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

Educational Requirements and Experience

- Masters degree (NQF level 9) in Public Administration, Political

Science or Social Science.

- Five (5) years' research experience in the Legislative Sector, local Government, Provincial and National Governments with at least three (3) years' experience at Senior Management level.
- Knowledge of the South African Local Government System.

Job Description:

Direct and manage the Legislature's Research Services Unit by developing and implementing effective research strategy by aligning it with the GDS and IDP.

This is an employment equity targeted position and preference will be given to White Male; African Female; White Female, including people with disabilities.

Contact Person: Violet Sidaki
Email: VioletSi@joburg.org.za
Tel No: (011) 407 6814
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Department: Social Development
Branch: Targeted Beneficiaries Unit

Programme Coordinator - Youth X 2

Salary: R18 348.23 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12 / NQF level 4 plus Youth or Community Development certificate.
- Three (3) years' experience in Youth Development work.
- Must have a valid driver's license

Educational Requirements and Experience

- To facilitate the implementation of social development programmes and projects for youth development:
- Provide Community outreach and awareness to involve youth and community leaders in the youth development programmes
- Establish and manage partnership and relationships with key stakeholders within the youth development sector.
- To coordinate skills and development intervention and workshops to youth forums, youth formation and unorganized youth.
- Monitor and evaluate the mainstreaming and overall performance of the department on the youth development programmes.
- Establish and facilitate regional youth forums
- Ensure implementation of programmes within the youth advisory centres
- Implement youth development and all other related programme elements as informed by the youth development policy
- Manage budget relevant to the programme in the area of operations

Contact Person: Katlego Legwale
Tel No: (011) 407 6235
Workplace: Various Regions
Hand deliveries at Ground Floor, A Block Entrance, Metropolitan Centre, Braamfontein

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

Closing date: 12 June 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.

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#TALENT360WORDSOFWISDOM

**FINDING A
NEW JOB CAN
BE A
CHALLENGING
AND
FRUSTRATING
EXPERIENCE
BUT YOU CAN
MAKE IT A
BIT EASIER
ON YOURSELF
IF YOU USE
PROACTIVE
STRATEGIES
FOR FINDING
A NEW JOB.**

“Build, cultivate, and utilize your network of contacts.

For the vast majority of job-seekers, a large and strong network of contacts of people who know you and want to help you uncover job leads, results in more job opportunities.

Networking, in person and online, is essential to your job-search success. Continually seek out new people to add to your network.”

