

**CITY OF JOHANNESBURG VACANCIES 065/2018**

**3-YEAR FIXED TERM PERFORMANCE BASED CONTRACT POSITION**  
 Department: Office of the Executive Mayor - Branch: Chief of Staff  
**Personal Assistant to the Executive Mayor**  
 Salary Range: R448 692.82 pa (all-inclusive cost to company)  
 Educational requirements and experience: • Grade 12/NQF level 4 or equivalent • PA or Executive Secretary Certificate/Diploma or Office Management Certificate or Diploma (NQF level 6) • Four (4) to five (5) years' experience operating within a similar high pressure environment, e.g. Government Office or Political Office • Computer literacy (MS Office; Lotus Notes; Internet; Social Media) • Office administration procedures; basic protocol and etiquette • Communication/liaison expertise and experience in working with people • High level of confidentiality • Ability to work in a team environment • Multi-skilled on a range of roles applicable to the position.  
 Job description: Provide Personal Assistance and Office Management for the Executive Mayor.  
 Contact Person: Tsholofelo Tlhothomisaang. Tel No: (011) 407 6311. Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein. *Hand deliveries to Human resources, 6th floor, B Block, Metro Centre.*

**PERMANENT POSITION**  
 Department: Group Corporate & Shared Services  
 Branch: Office of the Group Executive Director  
**Executive Assistant: Group Corporate & Shared Services**  
 Salary Range: R38 605.24 pm (basic salary excluding benefits)  
 Educational requirements and experience: • Certificate/Diploma in Public Office Administration /NQF level 6 • A minimum of five (5) years' relevant secretarial/administrative/management experience in a similar environment • Computer literacy, SAP, IT applications, I Pod, Pad • Good interpersonal skills • Knowledge of Local Government environment and programmes and projects, knowledge of local government and all its functions • Communicate clearly and concisely, both orally and in writing • Maintain strong professional and positive demeanor • Time management • Customer orientated with excellent communication skills and a good command of the English language • Attention to detail and quality focused • Emotional intelligence • Goal orientation • Initiative • Flexibility • Change management • Values and integrity • High level of confidentiality • Be able to work independently OR in a team and to take initiative where necessary to achieve necessary outcomes, without constant referral to the GED on established or routine, unique situations as they arise • Ability to work with Executives and senior management of the City, Municipal Entities and other stakeholders • Team worker • Ability to work under pressure • Delivery of outputs within required timeframes and quality • Able to communicate effectively on high level.  
 Job description: To provide administrative and management support at both strategic and operational levels with the primary purpose of ensuring that the execution of operational, strategic and project plans and decisions are implemented within agreed or specified timeline. To ensure the provision of analytical, administrative, logistical and human resource support and transversal business solutions to enable the Head of Department and all Group Heads of the department to effectively and efficiently deliver on their mandate.  
 Contact Person: Sedick Hendricks. Tel No: (011) 407 6767. E-Mail: SedickH@joburg.org.za  
 Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.  
**Closing date: 11 December 2018.**  
 The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.



**top** Legal Aid South Africa  
 VACANCIES  
**Administration Managers**  
 • Tzaneen Local Office - REF: TZANEEN/AM/30/11/2018  
 • Modimolle Local Office - REF: MODIMOLLE/AM/30/11/2018  
 These positions exist at our Tzaneen and Modimolle Local Offices. Please visit our website on [www.legal-aid.co.za](http://www.legal-aid.co.za) to view full advert and follow instructions to apply. Closing date: 18 December 2018.  
 A credible employer of choice rooted in leadership, driven by the value and advancement of human rights. A key contributor to South Africa's constitutional democracy providing quality legal service to the poor and vulnerable.  
 Preference will be given to candidates in terms of Legal Aid SA Employment Equity Plan. People with disabilities are encouraged to apply.  
 LEGAL AID SA RESERVES THE RIGHT NOT TO APPOINT

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**EXPRESSION OF INTEREST FOR VACANCIES:**  
 REQUEST FOR EXPRESSION OF INTEREST FROM A NURSING AUXILIARY/ENROLLED NURSING ASSISTANT (1 POST); COMMUNITY HEALTH NURSE (1 POST) AND ADMINISTRATIVE OFFICER (1 POST) TO MANAGE THE CLINICAL AND OPERATIONAL ASPECTS OF A PRIMARY HEALTHCARE CLINIC IN A DEFINED GEOGRAPHIC AREA IN TSHWANE: SIX-MONTH PERIOD WITH EFFECT FROM 1 JANUARY TO 30 JUNE 2019  
**To view the advertisement, please visit the City of Tshwane Website: <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>**  
**Closing date: 12 DECEMBER 2018**  
[www.tshwane.gov.za](http://www.tshwane.gov.za)  
[www.twitter.com/CityTshwane](https://twitter.com/CityTshwane)  
 City of Tshwane | Official (Page)

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If you believe in a value-based organisation that upholds  
 ♦ People-centric ♦ Performance ♦ Passion ♦ Integrity ♦ Pro-active,  
 then Environmental Affairs is your employer of choice.

Cape Town

**Control Environmental Officer Grade A: Effluent Disposal Norms and Standards**  
 Salary: R468 513 per annum (all-inclusive total package of R639 600) (Ref. OC 52/2018)  
 Enquiries: Ms N Baijnath-Pillay, tel. (021) 819-2409

**Environmental Officer Specialised Production: Effluent Disposal**  
 Salary: R380 364 per annum (all-inclusive total package of R532 646) (Ref. OC 53/2018)  
 Enquiries: Ms N Baijnath-Pillay, tel. (021) 819-2409

**Environmental Officer Specialised Production: Dumping**  
 Salary: R380 364 per annum (all-inclusive total package of R532 646) (Ref. OC 54/2018)  
 Enquiries: Ms F Albertus-Stanley, tel. (021) 819-2457

**Environmental Officer Specialised Production: Oil Spills**  
 Salary: R380 364 per annum (all-inclusive total package of R532 646) (Ref. OC 55/2018)  
 Enquiries: Ms F Albertus-Stanley, tel. (021) 819-2457

**Senior Handyman: Oils Spills**  
 Salary: R136 800 per annum (all-inclusive total package of R210 782) (Ref. OC56/2018)  
 Enquiries: Mr TJ Ntje, tel. (021) 510-0417

**Control Environmental Officer Grade A: Estuaries Management**  
 Salary: R468 513 per annum (all-inclusive total package of R639 600) (Ref. OC 57/2018)  
 Enquiries: Mr P Khati, tel. (021) 819-2495

**Environmental Officer Specialised Production: Environmental Impact Assessment (EIA)**  
 Salary: R380 364 per annum (all-inclusive total package of R532 646) (Ref. OC58/2018)  
 Enquiries: Ms NP Tonjeni, tel. (021) 819-2451

**Control Scientific Technician Grade A: Physical Oceanography**  
 Salary: R422 139 per annum (all-inclusive total package of R538 115) (Ref. OC61/2018)  
 Enquiries: Mthuthuzeli Gulekana, tel. (021) 819-5022/Jimmy Khanyile, tel. (021) 819-5007

**Marine Research Assistant III**  
 Salary: R242 475 per annum (all-inclusive total package of R365 341) (Ref. OC62/2018)  
 Enquiries: Jimmy Khanyile, tel. (021) 819-5003/Marco Worship, tel. (021) 819-5017

**Scientist Production Grade A: Coastal Research**  
 Salary: R585 366 per annum (all-inclusive remuneration package, conditions apply) (Ref. OC63/2018)  
 Enquiries: Mr L Madikiza, tel. (021) 819-5010/Dr S Kirkman, tel. (021) 819- 5051

**Specialist Scientist: Biological Oceanography**  
 Salary: R1 185 210 per annum (all-inclusive remuneration package, conditions apply) (Ref. OC64/2018)  
 Enquiries: Jimmy Khanyile, tel. (021) 819-5003/Ashley Johnson, tel. (021) 819-5003

**Specialist Scientist: Chemical Oceanography**  
 Salary: R1 185 210 per annum (all-inclusive remuneration package, conditions apply) (Ref. OC65/2018)  
 Enquiries: Jimmy Khanyile, tel. (021) 819-5003/Ashley Johnson, tel. (021) 819-5003

Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered.  
 Applications should be forwarded to the Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town 8000 or hand deliver to 14 Loop Street, Cape Town, for attention: Human Resource Management.  
 The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to successful candidates only. The Department reserves the right not to make an appointment. All short-listed candidates will be expected to avail themselves for an interview at the Department's convenience.  
**Closing date: 24 December 2018**  
 If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful.  
 For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za) Click on "Vacancies" and ensure you follow the correct link to the position of interest.

**environmental affairs**  
 Department: Environmental Affairs  
 REPUBLIC OF SOUTH AFRICA

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