



Education, Training and Development Practices
Sector Education and Training Authority

The ETDP SETA recruiting a quality oriented, self motivated and innovative individual to assume responsibility as a:

DATA ANALYST (REF.: 25074/01)
Salary: R621 469.08 per annum (Total Cost to Company) | This is a fixed term contract until 31 March 2020

The ETDP SETA needs to employ a suitably qualified Data Analyst who will be responsible for the designing, development, implementation, management and support of the mission: critical company reporting. The incumbent will be working closely with provincial offices to gather information and develop business requirements for data analysis and reporting as well as use database tools to develop reporting solutions to meet business needs. The successful applicant will be based at ETDP SETA offices in Johannesburg. Reporting to the IT Manager, the incumbent must have the following minimum requirements:

Qualifications: •A minimum of a Bachelor's degree in IT, Computer Science, Information Systems or related field •A Data Management Certification, Reporting Tool Certification or Microsoft SQL related certification will be an added advantage.

Experience and Knowledge: •At least 5 years experience working directly with databases, warehouses and BI systems •Advanced SQL Server programming and knowledge of data warehouse best practices •Proven experience on ETL, such as SQL Server Integration Services or any other ETL tool •Advanced knowledge of OLAP technologies and dimensional modelling •Strong technical ability and creative problem solving skills •Excellent communication skills (written and verbal) •Excellent Management Information Systems Knowledge and operations •Excellent skills in IT architecture, applications and maintenance •Good organisational and time management skills which would lead to timely delivery on all outputs •The ability to work under pressure and with minimum supervision •Good networking software and hardware, applications and methodologies skills •Good understanding of IT standards and platforms and knowledge of IT products and services (software and hardware) •Knowledge of data backup and storage •Knowledge of data recovery methods •Good understanding of Service Level Agreement frameworks •Be prepared to work outside of official hours •Computer literacy (MS Office packages) and an ability to work with data •A valid driver's licence.

Ultimate Recruitment Solutions has been appointed to handle the responses for this position. Applications must be submitted via email to etdpseta@ursonline.co.za (with the relevant post title in the subject line) or fax to 086 654 1819. Detailed job specifications can be viewed on www.ursonline.co.za

NB: The successful candidate will have to enter into performance contract with ETDP SETA.

Interested applicants (who qualify in respect of all the criteria above) are invited to send their comprehensive Curriculum Vitae with contactable referee details, certified copies of Qualifications and Identity document, a valid driver's licence and covering Letter highlighting previous career achievements to the email address and fax number mentioned above.

CLOSING DATE: 05 DECEMBER 2018

The appointment will be made in accordance with the ETDP SETA's Employment Equity Policy. Further, the ETDP SETA promotes the employment of people with disabilities and reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only.

Applications with no certified copies of qualifications, drivers licence and ID document will be disqualified.

www.ursonline.co.za



VACANCY

Office Assistant

• Phuthaditjaba Local Office • REF: PHUTHA/OA/16/11/2018

This position exists at Phuthaditjaba Local Office. Please visit our website on www.legal-aid.co.za to view full advert and follow instructions to apply. Closing date: 04 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

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.

Chief Director: Human Capital Management
Salary: All-inclusive annual remuneration package of R1 189 338.
The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs (Ref. COO04/2018)

Enquiries: Mr G Ntshane, tel. (012) 399-8628
Closing date: 10 December 2018

Note: For more information regarding the requirements and duties, please visit our website at www.environment.gov.za Click on "Vacancies" and ensure you follow the correct link to the position of interest. This is a re-advertisement and candidates who responded to the initial advertisement may still apply.

environmental affairs
Department: Environmental Affairs
REPUBLIC OF SOUTH AFRICA

www.humanjobs.co.za Human Communications 144466

CITY OF JOHANNESBURG VACANCIES

PERMANENT POSITIONS
Department: Community Development
Branch: Library and Information Services

Librarian
Salary: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Tertiary qualification in Library & Information Science/NQF level 7 • Basic Computer Literacy • Member of LIS Professional Body • Two (2) years' public library experience as Library Assistant with administrative experience/skills. Job description: Render a people-oriented, efficient and cost effective Library and Information Service to the public.

Contact Person: Puleng Kgabane. Tel No: (011) 407- 6553.
Email: KgabaneP@joburg.org.za Workplace: Various Regions (A; B; C; D; E; F & G); JCL

Department: Development Planning
Branch: Building Development Management

Quality Assurance Officer: Plans Examination & Inspection
Salary Range: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 with a National Diploma (NQF level 6) in Building Discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying • Two (2) - three (3) years' relevant work experience • In depth knowledge and understanding of applicable legislation, Council Policies and By-Laws as well as building inspection and approval process • Must have a valid driver's licence.

Job description: Assess, audit plans and carry out inspections in order to ensure compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant Regulations and By-Laws.

Contact Person: Leyandre Ndlovu. Tel No: (011) 407 6588. Email: LeyandreN@joburg.org.za
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Chief Building Inspector
Salary: R24 297.53 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 with a National Diploma (NQF level 6) in a Building Discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying • Three (3) years' relevant work experience • At least one (1) year's supervisory experience • Must have a valid driver's licence.

Job description: Supervise and lead a building inspectorate team, control and inspect building operations in developed and undeveloped areas in order to ensure compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant Regulations and By-Laws.

Contact Person: Sofiah Rahiman. Tel No: (011) 407 6588. Email: SofiahR@joburg.org.za
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Department: Office of the City Manager / Branch: Group Legal & Contracts

Driver/Messenger
Salary Range: R9 326.60 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 10/NQF level 2 • Valid driver's licence • At least three (3) years' work related experience.

Job description: Undertake tasks associated with the collection, batching and distribution of mail, stock items and other related correspondence/documents and providing general office support for the department.

Contact Person: Vuyo Mazamisa. Tel No: (011) 407 7634/7259. Email: VuyoMaz@joburg.org.za
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

The following positions are aimed at re-enforcement of staffing in preparation for the extended clinic hours

Department: Health / Branch: Environmental Health

Pest Control Operator
Salary Range: R8 478.73 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 10/NQF level 2 • Registration/Certification as pest control operator would be preferable • Entry post, thus no experience required • Basic knowledge in Pest Control and Basic Customer Care • Basic command of English.

Job description: Performs tasks/activities associated with vector control using hand held equipment for spraying of poisons and placing of rodenticides and rodent traps and other appropriate measures to curb and control risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Regions of the City of Johannesburg.

Contact Person: Maggie Sibiyi. Tel No: (011) 237 8023. Fax No: (011) 314 1716.
Workplace: Region A. Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.
Contact Person: Sindisive Ngubeni. Tel No: (011) 718 9657. Fax No: (011) 718 9761.
Workplace: Environmental Health Region B. Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).
Contact Person: Sibongile Maloka. Tel No: (011) 986 0271. Fax No: (011) 986 0165.
Workplace: Region D. Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto.
Contact Person: Tholakeke Zitha. E-Mail: TholakekeZ@joburg.org.za. Tel No: (011) 582 1502.
Workplace: Region E Health Department.
Contact Person: Mathibe Monyamane or Kgomotso Mogotsi. Tel No: (011) 861 8133 or (011) 407 6396. Workplace: Region F Various Clinics. Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.

Branch: District Health Systems

Administration Assistant (Region A to G)
Salary: R13 371.55pm (basic salary excluding benefits)

Educational requirements and experience: • NQF Level 3 • Computer Literacy in MS Office Applications • Three (3) years' relevant experience.

Contact Person: Maggie Sibiyi. Tel No: (011) 237 8023. Fax No: (011) 314 1716. Workplace: Region A. Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.
Contact Person: Sindisive Ngubeni. Tel No: (011) 718 9657. Fax No: (011) 718 9761.
Workplace: Environmental Health Region B. Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).

Job description: Perform the administrative function of the department.

Contact Person: Maggie Sibiyi. Tel No: (011) 237 8023. Fax No: (011) 314 1716.
Workplace: Region A (Hikensile Clinic). Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.
Contact Person: Sindisive Ngubeni. Tel No: (011) 718 9641. Fax No: (011) 718 9761.
Workplace: Region B (Randburg Clinic). Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).
Contact Person: Cathy Mtimkulu. Tel No: (011) 761 0247. Fax No: (011) 472 0016.
Workplace: Region C (Zandspuit Clinic). Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida.
Contact Person: Sibongile Maloka. Tel No: (011) 986 0271. Fax No: (011) 986 0165.
Workplace: Region D. Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto.
Contact Person: Tholakeke Zitha. E-Mail: TholakekeZ@joburg.org.za. Tel No: (011) 582 1502.
Workplace: Region E Health Department.
Contact Person: Mathibe Monyamane or Kgomotso Mogotsi. Tel No: (011) 861 8133 or (011) 407 6396. Workplace: Region F Various Clinics. Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.
Contact Person: Mantombi Maloka or Kgomotso Mogotsi. Tel No: (011) 211 8903.
Workplace: Region G (Various Clinics). Hand deliveries to Ennerdale Civic Centre, 1 Smith Walk & Katz Rd, Ennerdale or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.

Administrative Assistant (Pharmacy)
Salary: R13 371.55 pm (basic salary excluding benefits)

Educational requirements and experience: • NQF level 3 • Grade 12 plus Basic Pharmacist's Assistant Certificate • Three (3) years' experience • Computer literacy.

Job description: Assesses and process (packing medication) clinics' drug orders in accordance with Good Pharmacy Practice regulations (GPP). Render a support pharmaceutical service in the medicine store and the pre-packaging unit. May perform acts prescribed under the direct personal supervision of a registered pharmacist.

Contact Person: Magedeline Boholo. Tel No: (011) 237 8023. Fax No: (011) 314 1716.
Workplace: Region A (Hikensile Clinic). Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.
Contact Person: Sindisive Ngubeni. Tel No: (011) 718 9641. Fax No: (011) 718 9761.
Workplace: Region B (Randburg Clinic). Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).
Contact Person: Cathy Mtimkulu. Tel No: (011) 761 0247. Fax No: (011) 472 0016.
Workplace: Region C (Zandspuit Clinic). Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida.
Contact Person: Sibongile Maloka. Tel No: (011) 986 0271. Fax No: (011) 986 0165.
Workplace: Region D. Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto.
Contact Person: Tholakeke Zitha. E-Mail: TholakekeZ@joburg.org.za. Tel No: (011) 582 1502.
Workplace: Region E Various Clinics.
Contact Person: Mathibe Monyamane or Kgomotso Mogotsi. Tel No: (011) 861 8133 or (011) 407 6396. Workplace: Region F Various Clinics. Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.
Contact Person: Mantombi Maloka or Kgomotso Mogotsi. Tel No: (011) 211 8903.
Workplace: Region G (Various Clinics). Hand deliveries to Ennerdale Civic Centre, 1 Smith Walk & Katz Rd, Ennerdale or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.

Enrolled Nurse
Salary: R13 371.55 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 plus 2 years' enrolled nurses' certificate and be registered with SANC • Two (2) years' experience after training, provision of comprehensive primary health care services, be licenced to perform relevant nursing duties according to the scope of practice • SANC registration • Knowledge of relevant standards as well as statutory and regulatory framework within the Nursing Act • Computer literacy.

Job description: Applies procedural nursing sequences in the management of comprehensive primary health care services and participates in community focused awareness initiatives, providing support, information distribution and demonstrations to ensure that the health objectives in terms of all relevant national policies and standard guidelines are met.

Branch: Environmental Health

Professional Nurse
Salary Range: R19 632.61 - R24 625.08 pm (basic salary excluding benefits)

Educational requirements and experience: • Matric certificate (NQF level 4) • Diploma/Degree in General Nursing, Midwifery and Community Sciences Post basic (NQF level 7) • SANC registration • Three (3) year post basic experience • Computer literacy • Must have a valid driver's licence.

Job description: Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and participates in community focused awareness initiatives and personal development inter interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable and cost effective health care are realised.

Branch: Environmental Health

Environmental Health Practitioner
Salary: R19 632.61 - R24 625.08 pm (basic salary excluding benefits)

Educational requirements and experience: • National Diploma in Environmental Health (NQF level 6) • Registered with Health Professional Council of South Africa • Three (3) years' relevant experience in an Environmental Health environment • Computer literacy • Must have a valid code 8 driver's licence • Must be a qualified law enforcement officer.

Job description: Coordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impact in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

Contact Person: Maggie Sibiyi. Tel No: (011) 237 8023. Fax No: (011) 314 1716. Workplace: Region A. Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.
Contact Person: Sindisive Ngubeni. Tel No: (011) 718 9657. Fax No: (011) 718 9761.
Workplace: Environmental Health Region B. Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).

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Contact Person: Cathy Mtimkulu. Tel No: (011) 761 0247. Fax No: (011) 472 0016.
Workplace: Region C (Zandspuit Clinic). Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida.
Contact Person: Sibongile Maloka. Tel No: (011) 986 0271. Fax No: (011) 986 0165.
Workplace: Region D. Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto.
Contact Person: Tholakeke Zitha. E-Mail: TholakekeZ@joburg.org.za. Tel No: (011) 582 1502. Workplace: Region E Various Clinics.
Contact Person: Mathibe Monyamane or Kgomotso Mogotsi. Tel No: (011) 861 8133 or (011) 407 6396. Workplace: Region F Various Clinics. Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.
Contact Person: Mantombi Maloka or Kgomotso Mogotsi. Tel No: (011) 211 8903.
Workplace: Region G (Various Clinics). Hand deliveries to Ennerdale Civic Centre, 1 Smith Walk & Katz Rd, Ennerdale or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours.

Branch: Health

Deputy Director: Regional Health
Salary Range: R44 397.73 pm (basic salary excluding benefits)

Educational requirements and experience: • Degree or Diploma in the Health or Health related field (NQF level 7) • Postgraduate qualification will be advantageous • Ten (10) years' experience in a managerial position • Valid Registration with relevant Professional Body • Valid driver's licence • Knowledge of Local Government environment programmes and projects as well as MFMA, relevant health and health related Acts and legislation, SCM policies and procedures • Computer literacy, effective communication skills, report writing and analytical skills • Experience and understanding of health and health related matters • Must have a valid driver's licence.

Job description: Provide leadership, co-ordinate, plan and manage the implementation of the Personal and Environmental Health Services and ensuring effective administration support in the Sub District/Region. Ensure implementation of the District Health System using the PHC approach in the Sub District/Region including Community Based and Outreach Services within the National, Provincial and Local Government frameworks and in line with the relevant policies. Ensure the implementation of Environmental Health programmes in terms of the Municipal Health Services. Ensure the management, accountability and implementation of the budget allocated for the execution of services in the Sub District/Region. Prepared to serve in any of the Sub Districts/Regions of the City of Johannesburg if such a need arises.

Contact Person: Promise Mbedzi. E-Mail: PromiseMb@joburg.org.za.
Tel No: (011) 407 7048. Workplace: Health Department.

Department: Public Safety / Branch: EMS

Senior Inspector
Salary Range: R34 515.06 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12/NQF level 4 plus National Diploma in Fire Technology / SESI Higher Diploma / IFE • NQF level 6 Certificate • Fire Investigation Certificate/ Advanced Fire Prevention • Intermediate computer literacy in Word, Excel and PowerPoint • Qualification in Project Management • Three (3) - five (5) years' working experience in management, preferable in EMS within Fire Safety • Must not have any criminal record.

Job description: Lead and manage the Proactive Unit by ensuring the formulation and implementation of strategic objectives and policies to enable the directorate to successfully achieve its mandate in relation to Emergency Management Services activities.

Contact Person: Thula Sithole. Tel No: (011) 758 5071 Email: thulas@joburg.org.za
Workplace: Various Fire Safety Offices. Hand deliveries : Cnr. Golf Club Terrace & Ontdekkers, Florida Park Fire Station.

FIXED-TERM PERFORMANCE-BASED CONTRACT POSITION (linked to Term of Office)
Department: Legislature / Branch: Private Office of the Speaker of Council

Deputy Director: Monitoring & Evaluation (M&E)
Salary Range: R733 916 pa (annual package including benefits)

Educational requirements and experience: • Degree in Public Policy/Public Administration (NQF Level 7) • Three (3) to five (5) years' monitoring and evaluation or organisational performance experience, in the legislative sector/local/provincial or national government • Knowledge of the policy framework of government and the regulation and legislation that drives it • Sound knowledge of adaptive management learning principles and practices • Excellent oral and written communication, interpersonal, negotiation and liaison skills and the ability to work in partnership with senior officials and manage relationships with internal and external stakeholders • Principles and practices of project management • Ability to handle the demands of various personality types • Maintain strong professional and positive demeanor • Computer literacy, negotiation and excellent communication skills are crucial • Emotional intelligence, goal orientation.

Job description: To monitor, evaluate and report on the implementation of the Legislature's strategic plan including SDBIP programmes to ensure the achievement of the Legislature Agenda as well as the CoJ mission and vision. The incumbent is responsible for implementing policies, standards and guidelines to ensure effective institutional performance monitoring and evaluation and reporting Legislature-wide. The incumbent is expected to: • Influence tighter uniformity and synergy between strategy and M&E reporting and support informed decision-making by the executive • Investigate and recommend the availability of monitoring and evaluation tools • Provision of content for reporting • Provide consolidated feedback to Chief of Staff in respect of cluster monitoring and evaluation, systems and information • Ensure compilation of legislative compliance reports • Advise the Chief of Staff on corrective measures to be implemented or recommended.

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

Contact Person: Selby Gibbs. E-Mail: hrrm@joburg.org.za. Tel No: (011) 407 7029.
Workplace: 158 Civic Boulevard, Braamfontein.



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

Closing date: 04 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.

www.talent360.co.za

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