



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Development Planning
Branch: Land Use Development Management
Designation: Specialist: Town Planner
Salary Range: R27 494.16 pm (basic salary excluding benefits)

Appointment Requirements:

- Matric plus a National Diploma in Town Planning or any tertiary qualification related to the Regional Planning discipline/NQF level 6;
- 3 - 5 years' working experience in Town Planning;
- Basic knowledge of Development and Land Use concepts and functions;
- Computer literacy in Microsoft Office;
- Verbal and written communication skills; and
- Knowledge of Local government policies, procedures and protocols.

Primary Function: Process Town Planning applications and implement processes based on set guidelines under the mentorship and guidance of the Senior Specialist (Town Planner) and Manager, in order to promote harmonious and orderly development of the City.

Key Performance Areas: Make and forward inputs on work improvements. Process Town Planning applications based on set guidelines. Provide town planning advice. Participate in an informal mentoring process.

Leading Competencies: Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Conflict management; Problem solving and understanding of applicable legislation, regulations and policies.

Core Competencies: Attention to detail; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

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

Contact Person: Nthabiseng Majara

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Tel No: (011) 407 6534

Workplace: Metropolitan Centre, 158 Civic Boulevard , Braamfontein

PUBLICATION DATE: 28 OCTOBER 2020

CLOSING DATE: 10 NOVEMBER 2020

VACANCY CIRCULAR: 051/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

2. **Department:** Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Manager: Transactions x 2
Salary Range: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Human Resources or relevant qualification at NQF level 7;
- 5 years' experience in Human Resources environment and exposure in a supervisory capacity will be an advantage;
- Ability to supervise a team; and
- Exposure to the SAP Human Capital Management System.

Primary Function: Manage activities and tasks involved in the creation, generation, enhancement and management of and payroll support service to HCM Field Managers through implementations of HCM policies and practices to enhance the smooth operation of the SAP HCM System.

Key Performance Areas: Manage the implementation of procedures and dissemination of information association with transaction Business processes and current and relevant policies and HR related matters in line with the Human Resources Shared Services strategy. Manage and control the professional, technical and operational outcomes related to transactions on the HCM system. Manage the implementation of procedures and systems associate with controlling document flow and quality systems/statutory and audit requirements regulating record keeping. Distribute communication aimed at creating awareness and/or detailing unit interventions and outcomes and seeking acknowledgement.

Leading Competencies: Ability to function under stress; Time management; High level of confidentiality and people management.

Core Competencies: Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Moral competence; planning and organizing.

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

Contact Person: Regina Hartley **E-Mail:** ReginaH@joburg.org.za
Tel No: (011) 407 7191
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 28 OCTOBER 2020

CLOSING DATE: 10 NOVEMBER 2020

VACANCY CIRCULAR: 051/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

3. **Department:** Group Corporate and Shared Services
Branch: Employee Relations & Development
Designation: Assistant Director: Presenting
Salary: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's Degree in Labour Relations Management or Human Resources Management/NQF level 7;
- 6 - 8 years' management experience in Labour/Industrial Relations;
- Proven track record in Labour Relations Management and litigation; and
- Valid driver's license.

Primary function: Provide strategic expert labour relations oversight, advisory, advocacy, counsel and support, ensuring consistency and quality of collective agreements, labour policies and procedures. Work with a team of Operational managers: Labour Relations, HR professionals and Line managers to address employee relations issues by providing advice and direction, including providing counsel and support to managers in addressing employee grievances.

Key Performance Areas: Manage the activities relating to compliance and support, according to the Department's policies and guidelines, so that they are done in a cost effective and efficient manner. Manage, facilitate/prepare and control procedures associated with grievance, disciplinary and appeal hearings on behalf of the Municipality. Represent the Municipality in disciplinary and appeal hearings. Facilitate/prepare for and or represent the Municipality in disputes at the SALGBC, CCMA or independent dispute resolution bodies. Provide support and assistance in the City's litigation processes. Provide practical training and guidance to management on procedures and applications associated with specific Labour Relations processes. Perform specific administrative tasks/responsibility associated with the functionality. Facilitate the maintenance of the relationship with stakeholders. Provide employee relations advisory services in support of attaining labour peace and stability. Provide support in collective bargaining. Manage and monitor staff within the department so that they are able to achieve the objectives set for them. Define/adjust the role boundaries; workflow processes and job design against laid down service delivery requirements.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders.

Core Competencies: People Management, Leadership, COJ values, Batho Pele principles, Ethics and Integrity, Confidentiality of staff personal information to be maintained all times, Conflict Resolutions and Loyalty.

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

Contact Person: Mashudu Rasalanavho **E-Mail:** Mashudurasa@joburg.org.za
Tel No: (011) 407 6322
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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VACANCY CIRCULAR: 051/2020

This Vacancy is **ONLY** open to Employees of the City of Johannesburg

4. **Department:** Health
Branch: Environmental Health
Designation: Pest Control Operator
Salary Range: R9 594.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 10/NQF level 2;
- Registration/Certification as pest control operator;
- 1 years' experience required;
- Basic knowledge in Pest Control and Basic Customer Care; and
- Basic command of English.

Primary Function: 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.

Key Performance Areas: Conduct inspections of residential, commercial or other premises and/or open spaces and/or public facilities to determine compliance to By-laws and statutory legislation. Enforce specific procedures and measures on residents, commercial and industrial businesses.

Leading Competencies: Collaborative Teamwork.

Core Competencies: Ability to work independently; Customer and Service Delivery; (Batho Pele) Ethics, Integrity and Professionalism.

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

Contact Person: Sam Ndou **Email:** HCMHEALTH@joburg.org.za
Tel No: (011) 407 7062
Workplace: Region A

Contact Person: Nonhlanhla Mtshali **Email:** HCMHEALTH@joburg.org.za
Tel No: (011) 407 7436
Workplace: Region B

Contact Person: Promise Mbedzi **Email:** HCMHEALTH@joburg.org.za
Tel No: (011) 407 7048
Workplace: Region D

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CLOSING DATE: 10 NOVEMBER 2020

VACANCY CIRCULAR: 051/2020

Tel No: (011) 407 7048
Workplace: Region D

Contact Person: Promise Mbedzi
Tel No: (011) 407 7048
Workplace: Region F

Email: HCMHEALTH@joburg.org.za

Contact Person: Sam Ndou
Tel No: (011) 407 7062
Workplace: Region G

Email: HCMHEALTH@joburg.org.za

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VACANCY CIRCULAR: 051/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

6. **Department:** Health
Branch: Region C and Region D
Designation: Medical Doctor
Salary Range: R86 443.89 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Health Science (MBChB)/NQF level 8;
- Current registration with Health Professions Council of South Africa (HPCSA);
- 7 - 9 years' relevant experience in working in a primary health care setting;
- Knowledge of Legislation, best practices and policies and protocols on Health;
- Computer literate (All MS Office) and good communication skills;
- Must be willing to work extra hours whenever required;
- Must be willing to work across the sub-district facilities of the City of Johannesburg;
- Must be willing to provide in service training and case studies;
- Must be form part of the multidisciplinary team;
- Must be resilience and ability to cope with change; and
- Must have a valid driver's license.

Primary Function: Render Primary Health Care Services within the DHS legal framework and in terms of the National Norms and Standards. Render clinical, medical and emergency services within the relevant scope of practice and in support of the NHI implementation process. Facilitate and support the education and training of medical, pharmaceutical and nursing staff. Participate in research within the City and conduct health promotion. Be involved with outreach programmes and other community based health related activities. Support management in all health related issues.

Key Performance Areas: Render comprehensive health care service to patients and the community. Conduct, coordinate and monitor health education and training for communities and personnel. Participate in outreach programme within communities. Promote and facilitate research and in –house project to establish trends in health as a whole and identify emerging health challenge. To improve, maintain and sustain service delivery and health care outcome in terms of the strategic objectives within health.

Leading Competencies: Must be able to work under pressure, Work independently and Make decision.

Core Competencies: Must form part of the multidisciplinary team. Must be resilience and ability to cope with charge. Work extra hours whenever required. Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism Impact and Influence and Confidentiality.

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

Contact Person: Sam Ndou
Tel No: (011) 407 7062
Workplace: Region C

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Contact Person: Sam Ndou
Tel No: (011) 407 7062
Workplace: Region D

Email: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 28 OCTOBER 2020

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VACANCY CIRCULAR: 051/2020

This Vacancy is ONLY open to Employees of the City of Johannesburg

7. **Department:** Housing
Branch: Public Housing Programme
Designation: Driver
Salary Range: R10 553.63 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 10/NQF level 2;
- Must have a valid driver's licence Code 8, with PDP (Public Driving Permit);
- 1 year relevant experience: and
- Knowledge of transport processes and procedures.

Primary Function: Render an effective and efficient driver and internal and external Courier Service involving the transportation of equipment, material, documents and personnel by driving and safeguarding a Council leased motor vehicle in compliance with the City's vehicle utilization policies.

Key Performance Areas: Perform specific tasks/activities prior to and on completion of allocated assignments. Complete internal transaction documentation (e.g. schedules, log sheet, progress report, overtime compliance etc.) and related forms (vehicles checklist). Collect and deliver correspondence to and from various municipal facilities across the city. Transporting of goods and personnel. Compliance with the City's Fleet Policy. Deliver documentation to various venues as well as organizations and companies with which the region conducts business, as directed. Collect goods. Attend to mail from the post office and deposits/payments. Ensure that a council sponsored cellphone is available to receive calls.

Leading Competencies: Ability to work under pressure and overtime in order to meet deadlines.

Core Competencies: Good communication (verbal and written), time management, customer relation, ability to prioritise and reorganize trips as and when the need arises.

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

Contact Person: Fisani Dube
Tel No: (011) 018 6661
Workplace: Region G

E-Mail: Housingrecruitment@joburg.org.za

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CLOSING DATE: 10 NOVEMBER 2020

VACANCY CIRCULAR: 051/2020

This Vacancy is ONLY open to Employees of the City of Johannesburg

8. **Department:** Housing
Branch: Public Housing Programme
Designation: Administration Assistant
Salary Range: R15 130.73 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 is required; and
- 1 – 2 years relevant experience in administrative work environment.

Primary Function: Perform administrative functions within the unit/department, which includes logistical support in terms of assets management, fleet services, management of telephones and cellular telephones, maintenance issues and general procurement duties.

Key Performance Areas: Render administrative and support services in Housing. Assist the coordination and repairs and maintenance of telecommunication requirements. Assist with Asset inventories. Transport by hand of restricted documents dealing with all types of sensitive and confidential information. Manage and control all activities in the collection and delivery of stores issues.

Leading Competencies: Time Management, Coordinating Work under pressure. Work independently. Batho Pele Principles. HR and COJ values.

Core Competencies: Computer Literacy and Office applications.

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

Contact Person: Sibongile Mthembu **E-Mail:** Housingrecruitment@joburg.org.za
Tel No: (011) 018 6661
Workplace: Various Regions

PUBLICATION DATE: 28 OCTOBER 2020

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VACANCY CIRCULAR: 051/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

9. **Department:** Housing
Branch: Human Settlement Policy & Planning & Research
Designation: Deputy Director: Policy and Guidelines
Salary: R50 238.79pm (basic salary excluding benefits)

Appointment Requirements

- A Degree in Public Policy Development Studies or a Bachelor of Law (LLB) is required/NQF level 7;
- 7 - 9 years' experience in Housing environment of which 4 years' experience at middle management level;
- Experience of managing teams of people that have delivered high quality outputs on time and according to set budgets;
- Extensive and proven experience in field of policy;
- Experience of teamwork and team leadership in a scientific and development context;
- Experience in managing and planning work from both scientific and financial/human resource perspective;
- Strategy development, policy, analytical, interpretation of legislation required; and
- Strong theoretical experience and exposure, experience in the field of Housing essential.

Primary Function: Lead, direct and manage the development and review of policies and guidelines for the Human Settlements and Built Environment.

Key Performance Areas: Provide strategic support, leadership and management for the Sub-Unit and the achievement of integrated sustainable Human Settlements and other Housing priorities. Assist the Unit with strategic and service delivery policy planning and management. Provide a seamless administration of the unit that is supportive to maximum attainment of the Departments goals. Coordinate and manage the development of policies and guidelines for the Human Settlements. Manage the process of developing human settlement policies and guidelines. Plan and develop the department strategies and research plan. Build and maintain strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support around Housing. Maximize the productivity by optimizing the effectiveness of its employees in order to enable achievement of objectives of the Policy and Guidelines Sub-Directorate. Financial management and control of the Sub-Directorate. Provide monitoring and reporting and governance and risk for the Sub-Directorate.

Leading Competencies: Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills. Time management; High level of confidentiality and Organisational skills.

Core Competencies: Teamwork; High level confidentiality; Value and Integrity; Attention to detail and focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles and goal oriented.

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

Contact Person: Sanele Tasana **E-Mail:** SaneleT@joburg.org.za
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Workplace: 222 Smit Street, Braamfontein

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VACANCY CIRCULAR: 051/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

10. **Department:** Housing
Branch: Human Settlement Policy, Planning & Research
Designation: Deputy Director: Research & Strategy Benchmarking
Salary: R50 238.79pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Research/Social Sciences or Management Sciences/NQF level 7;
- 7 - 8 years' experience in Housing environment of which 4 years' experience at middle management level;
- Experience of managing teams of people that have delivered high quality outputs on time and according to set budgets;
- Extensive and proven experience in field of research;
- Experience using statistical analysis software;
- Experience of teamwork and team leadership in a scientific and development context;
- Experience in managing and planning work from both scientific and financial/human resource perspective;
- Strategy development, policy, analytical, interpretation of legislation required;
- Strong command of both advanced qualitative and quantitative research methods and its application; and
- Strong theoretical experience and exposure, experience in the field of Housing essential.

Primary Function: Lead, direct and manage the Development of Research agenda and strategy benchmarking for the Human Settlements and Built Settlement Environment.

Key Performance Areas: Provide strategic support, leadership and management for the Sub-Unit and the achievement of integrated sustainable Human Settlements and other Housing priorities. Develop qualitative, quantitative research, periodic surveys, various strategy products and knowledge management incubation. Research and investigate the trends in the preparation of the Quantative. Plan and develop the department strategies and research plan. Build and maintain strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support around Housing. Maximize the productivity by optimizing the effectiveness of its employees in order to enable achievement of objectives of the Policy and Guidelines Sub-Directorate. Financial management and control of the Sub-Directorate. Provide monitoring and reporting and governance and risk for the Sub-Directorate.

Leading Competencies: Ability to function under stress; Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills. Time management; High level of confidentiality and Organisational skills.

Core Competencies: Teamwork; High level confidentiality; Value and Integrity; Attention to detail and focused; Knowledge of local government policies, protocol and procedures; Batho Pele Principles and goal oriented.

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

Contact Person: Sibongile Mthembu **E-Mail:** Housingrecruitment@joburg.org.za
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Workplace: 222 Smit Street, Braamfontein

PUBLICATION DATE: 28 OCTOBER 2020

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VACANCY CIRCULAR: 051/2020

This Vacancy is **ONLY** open to Employees of the City of Johannesburg

- 11. Department:** Social Development
Branch: Targeted Beneficiaries Unit
Designation: Sub Unit Head: People with Disabilities (PWD) (DD level)
Salary: R50 238.79 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Social Sciences/Developmental/Disability Studies (NQF level 7);
- 7 - 9 years' management experience;
- A proven track record and 3 years working experience in the development and provision of disability educative and awareness programmes is required;
- Knowledge of legislation and policies related to PWD sector is crucial;
- Valid code 8 driver's license; and
- Skills required: report writing, ability to work independently, presentation and interpersonal skills.

Primary Function: Direct and manage key performance and result indicators associated with the provision of Persons with Disabilities Empowerment services in the Targeted Beneficiaries Unit through the development, coordination and implementation of business planning processes, performance management, monitoring and evaluation mechanism with regards to the implementation of White Paper on the rights of PWDs and the City's Growth and Development Strategy.

Key Performance Areas: Plan, direct and facilitate and manage the development and implementation of Persons with Disabilities projects and programmes. Evaluate and manage outcomes associated with the utilization, productivity and performance of staff within the Persons with Disabilities. Ensure effective governance and identification of risks. Ensure effective stakeholder management. Execute sound financial management and control and contribute information to support financial planning processes within the section. Manage assets and resources of the section. Monitor and evaluate sectional performance.

Leading Competencies: Leadership, People Management. Project Management; Financial Management and Change Management.

Core Competencies: Computer Literacy; good communication and networking skills required.

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: Nokulunga Vezi **E-Mail:** NokulungaV@joburg.org.za
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Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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