



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

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VACANCY BULLETIN: STC 021/2020

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Group Corporate and Shared Services Department has the following short - term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

- Department:** Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Officer: Performance Management
Salary Range: R22 215.52 pm (basic salary excluding benefits)
Location: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Appointment Requirements:

- Grade 12 / NQF level 4 plus National diploma in Human Resource Management and or any related qualification (NQF level 6).
- Two (2) - three (3) years relevant experience in Human Resources.
- Computer Literacy – MS Office Applications.
- Knowledge of HR Policies and Procedures and HR relevant Acts.
- Written, verbal skills and good communication skills.

Primary Function: Provide administration support through communication with internal stakeholder on Individual Performance Management matters, secretarial support and other general administration support to the performance management unit in order to assist the COJ department and employees to implements the performance management system effectively.

Key Performance Areas: Provide administrative support in relation to the unit and PMS forum meetings proceedings. Provide leave management administrative support to the Assistant Director. Coordinate Performance Management awareness training within COJ department. Perform quality assurance and data capturing of PMS review information received information from COJ departments. Stakeholders Relations and Communications. Follow guidance and advice on procedural processes of the Sections functions. Monitoring and reporting. Asset and Resource Management. Ensure effective and efficient operations in the branch and City.

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Leading Competencies: Attention to detail and diligence.

Core Competencies: Batho Pele Principle Ethics, Professionalism; HR and COJ values

For further information relating to job requirements and description, interested applicants can contact Mashudu Rasalanavho at (011) 407 6322

An application letter and comprehensive CV must be emailed to Mashudurasa@joburg.org.za.

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

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