

## Permanent Positions

**Department:** Office of the City Manager

**Branch:** Group Strategy Policy Coordination & Relations

### Specialist: Research

**Salary:** R33 606.24 per month (basic salary excluding benefits)

#### Educational requirements and experience

- Postgraduate degree in Public Policy, Social Sciences, Politics, Development Planning or related discipline or commensurate qualification or experience (NQF level 7) • At least 3-5 years' relevant experience in undertaking research within a large organisation in either the public or private sector • Experience with project management within an organisation • Knowledge of the policy framework of Government and the regulation and legislation that drive it • Sound knowledge of strategy formulation and strategic planning in the public sector, including principle and practices • Excellent verbal and written compunction, interpersonal, negotiation and liaison skills and the ability to work in partnership with internal and external stakeholders • Sound knowledge of data analysis and evaluation, and ability to translate data into accessible reports for diverse audiences • Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation • Substantial strategic thinking, risk management and planning skills and experience, together with capacity to initiate or develop innovate solutions to often complex, multi-faceted issues and problems • Principle and practices of administration and personnel management • Principle and practices of project management • Principle and practices of municipal budget preparation and administration • Principles of supervision, training and performance evaluation • Ability to handle the demands of various personality types • Computer literacy and negotiation skills.

#### Job description:

The incumbent will undertake research, monitor and track implementation of policy and strategy for the City of Johannesburg as a whole, which involves collection and interpretation of strategic information; policy research and analysis; formulation and communication of policies and strategies to the executive to the Executive Mayor, Mayoral Committee and citywide. He/she will also provide guidance, develop and incorporate policies and Strategies of the City's departments and municipal entities, ensure policy and strategy implementation tracking, assessment and reporting as well as contribute to the work of the Strategy and Relations Directorate of the City of Johannesburg. Specifically this would entail ensuring that the overarching long-term City development strategy and the medium-term integrated development plan are formulated and revised; and providing the overarching strategic and policy frameworks which promote cooperative and facilitate developmental local government in Johannesburg. This will be achieved as the incumbent fulfils their role and responsibilities to:

- Provide research for input of policy and strategy content a technical input to departmental support functions. This work may involve inter alia content; support to the conceptualisation and design of programmes. Projects and business plans aligned to Joburg 2040 • Collaborate with other departments and ensure that policies and strategies are aligned to Joburg 2040
- Provide advice and support to departments and municipal entities so that they can be able to develop sector-specific policies and strategies in order to ensure appropriate response to issues, department challenges, new trend and align the response to the corporate policy and challenge • Assist to execute new corporate strategies and policies where necessary based on sound empirical research methods and built on transparent public participation processes • Assist to execute and continually ensure that research and new thinking policy and strategy in the City • Periodically monitor and assess the impact of strategy and policy, develop reports and propose remedial measures where strategy and policy is either not being implemented effectively or is not having the appropriate impact • Contribute to the enhancement of the long-term strategic positioning of the COJ nationally and internationally.

**Applications for this position, including a comprehensive CV should be forwarded to e-mail: siphwek@joburg.org.za**

**Enquiries: Siphiwe Khumalo, tel. (011) 761-0307**

### Specialist: Community-based Planning

**Salary:** R33 606.24 per month (basic salary excluding benefits)

#### Educational requirements and experience:

- Public Administration degree in Management or Planning or Development or related discipline or commensurate qualification or experience (NQF level 7) • At least 6-8 years' relevant experience in management administration and planning within a large organisation at a management level in either the public or private sector • Experience with project management within an organisation • Knowledge of the policy framework of Government and the regulation and legislation that drive it • Sound knowledge of strategy formulation and strategic planning in the public sector, including principle and practices • Excellent verbal and written compunction, interpersonal, negotiation and liaison skills and the ability to work in partnership with internal and external stakeholders • Sound knowledge of data analysis and evaluation and ability to translate data into accessible reports for diverse audiences • Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation • Substantial strategic thinking, risk management and planning skills and experience, together with capacity to initiate or develop innovate solutions to often complex, multi-faceted issues and problems • Sound understanding of applying public administration principles and implementing contemporary management practices, particularly as they relate to Community-based Planning functions • Principle and practices of administration and personnel management • Principle and practices of project management • Principle and practices of municipal budget preparation and administration • Principles of supervision, training and performance evaluation • Ability to handle the demands of various personality types • Ability to maintain strong professional and positive demeanour • Computer literacy and negotiation skills.

#### Job description:

The incumbent will be responsible for the coordination and management of Community-based Planning processes in the City of Johannesburg, ensuring effective and efficient participatory planning to promote community action and participation and to link these to the delivery requirements for the Institutional Performance Management System to ensure effective service delivery. This will be achieved as the incumbent fulfils their role and responsibilities to:

- Manage the processes of community-based planning in the COJ, which allow for effective and efficient service delivery at grass-root level • Oversee the development of community-based planning and ensure its integration into the City's planning process • Ensure a development service delivery approach in the City's strategic plans and programmes • Form strategic and developmental partnerships with NGOs and CBOs and private sector • Equip the Executive with strategic information in relation to community needs so as to plan for the short and medium term • Brief Mayoral Committee, Council and Executive Management Team on community-based planning in the City • Provide regular and consolidated feedback to the Deputy Director: Community-based Planning so as to inform City Manager and Executive Mayor its community-based planning processes related to medium- and short-term planning and instruments • Disseminate information citywide ie internal and external stakeholder liaison and communication • Research and analyse community-based planning projects and programmes on an ongoing basis.

**Applications for this position, including a comprehensive CV should be forwarded to e-mail: Glyniss@joburg.org.za**

**Enquiries: Glynis Scheepers, tel. (011) 407-7076**

### Specialist: Integrated Development Planning and Business Planning (2 Posts)

**Salary:** R33 606.24 per month (basic salary excluding benefits)

#### Educational requirements and experience:

- Degree in Management or Planning or Development or related discipline or commensurate qualification or experience (NQF level 7) • At least 6-8 years' relevant experience in planning within a large organisation in either the public or private sector • Experience in project management within an organisation • Knowledge of the policy

framework of Government and the regulation and legislation that drive it • Sound knowledge of strategy formulation and strategic planning in the public sector, including principle and practice • Excellent verbal and written compunction, interpersonal, negotiation and liaison skills and the ability to work in partnership with internal and external stakeholders • Sound knowledge of data analysis and evaluation, and ability to translate data into accessible reports for diverse audiences • Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation • Substantial strategic thinking, risk management and planning skills and experience, together with capacity to initiate or develop innovate solutions to often complex, multi-faceted issues and problems • Sound understanding of applying public administration principles and implementing contemporary management practices, particularly as they relate to integrated planning functions • Principle and practices of administration and personnel management • Principle and practices of project management • Principle and practices of municipal budget preparation and administration • Principles of supervision, training and performance evaluation • Ability to handle the demands of various personality types • Ability to maintain strong professional and positive demeanour • Computer literacy and negotiation skills.

#### Job description:

The incumbents will be responsible for the coordination and management of Integrated Planning process in the City of Johannesburg, ensuring effective and efficient business planning and linking these to the delivery requirements for Institutional Performance Management System to ensure effective service delivery. This will be achieved as the incumbents fulfil their roles and responsibilities to:

- Manage the processes of strategic planning in the City, which allow for the effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System
- Operationalise Corporate Strategy – Integrated Planning policy and frameworks (Develop IDPs, SDBIPs and Business Plans) • Brief Mayoral Committee, Council and Executive Management Team on strategic planning in the City, business planning and relevant processes • Provide consolidated feedback to the Deputy Director: Integrated Planning in terms of the City's medium- and short-term planning and instruments • Disseminate information citywide ie internal and external stakeholder liaison and communication
- Coordinate strategic planning processes as they relate to Community-based Planning
- Manage public consultation and outreach processes • Research and benchmark on an ongoing basis to ensure best practice with regard to strategic planning in the City.

### Deputy Director: Integrated Development Planning

**Salary:** R38 648.66 per month (basic salary excluding benefits)

#### Educational requirements and experience:

- Degree in Management or Planning or Development or related discipline or commensurate qualification or experience (NQF level 7) • At least 8 years' relevant experience in planning within a large organisation in either the public or private sector • At least 5 years' experience within a senior management position and preferably within a Provincial or Local Government environment • Experience with project management within an organisation • Knowledge of the policy framework of Government and the regulation and legislation that drive it • Sound knowledge of strategy formulation and strategic planning in the public sector, including principle and practices • Excellent verbal and written compunction, interpersonal, negotiation and liaison skills and the ability to work in partnership with internal and external stakeholders • Sound knowledge of data analysis and evaluation, and ability to translate data into accessible reports for diverse audiences • Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation • Substantial strategic thinking, risk management and planning skills and experience, together with capacity to initiate or develop innovate solutions to often complex, multi-faceted issues and problems • Sound understanding of applying public administration principles and implementing contemporary management practices, particularly as they relate to integrated planning functions • Principle and practices of administration and personnel management • Principle and practices of project management • Principle and practices of municipal budget preparation and administration • Principles of supervision, training and performance evaluation • Ability to handle the demands of various personality types • Ability to maintain strong professional and positive demeanour • Computer literacy and negotiation skills.

#### Job description:

The Deputy Director: Integrated Development Planning will be responsible for the coordination and management of integrated development planning processes in the City of Johannesburg, ensuring effective and efficient business planning and linking these to the delivery requirement for the Institutional Performance Management Systems to ensure effective service delivery • Manage human and financial resources allocated to the Sub-Unit. This will be achieved as the incumbent fulfils their role and responsibilities to:

- Drive and manage the processes of strategic planning in the City, which allow for effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System • Operationalise Corporate Strategy - Integrated Planning policy and frameworks (Develop IDPs, SDBIPs and Business Plans) • Brief Mayoral Committee, Council and Executive Management Team on strategic planning in the City, business planning and relevant processes • Provide consolidated feedback to Unit Head: Integrated and Community-based Planning Unit in terms of the City's medium- and short-term planning and instruments • Disseminate information citywide ie internal and external stakeholder liaison and communication
- Coordinate strategic planning processes as they relate to community-based planning
- Manage public consultation and outreach processes • Research and benchmark on an ongoing basis to ensure best practice with regard to strategic planning in the City
- Manage the business of the Sub-unit • Manage people of the Sub-unit.

**Applications for the above 2 positions, including a comprehensive CV should be forwarded to e-mail: siphwek@joburg.org.za**

**Enquiries: Siphiwe Khumalo, tel. (011) 761-0307**

**Department: Public Safety - EMS**

**Branch: Training Academy**

### Training Officer: Medical Training

**Salary: R17 090.38 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- Grade 12 (NQF level 4), National Diploma (NQF level 6) in Emergency Medical Care/ Bachelor's degree (NQF level 7) in Emergency Medical Care • Current registration with the HPCSA as an ALS (ANT/ECP) • Compliance with the HPCSA CPD requirements
- 2 years' operational experience within Emergency Services, specifically Fire and Rescue of which 1 year's experience within an accredited Medical Training Institution • Competency in Microsoft Word, Excel, PowerPoint and Office • Valid driver's licence (Code C) including PrDP • Fire Fighter 2 • Fire Fighter Instructor NFPA1041 • Hazmat Operations NFPA472; SHE Representative • SAMTRAC/SHEMTRAC • Assessor and Moderator with HWSETA and LGSETA registration.

#### Job description:

The job purpose is to deliver training and education to learners so that they can render best practice in Emergency Care that is within the Department, individual capacity and to the industry and commerce.

### Programme Coordinator: Rescue Training

**Salary: R21 151.24 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- Grade 12/NQF level 4 • Bachelor's degree in Fire Technology or any Fire and Emergency Services NQF level 7-related equivalent qualification • Fire Fighter II • Hazmat Technician • Valid driver's licence (Code C) including PrDP • NFPA 1041 Fire Services Instructor level 1 • Urban Search and Rescue Certificate at Technician level • Current registration with the HCSA at Intermediate Life Support AEA level • ETPD Certificate • LGSETA-registered Assessor and Moderator with HWSETA registration • Intermediate competency in MS Word, Excel, PowerPoint and Access • SAMTRAC/SHEMTRAC • 5 years' operational experience within Emergency Services, of which 2 years should have been within recognised training as a Tutor.

#### Job description:

The incumbent will manage, coordinate and supervise training at a specific level allocated at a high standard and according to the standards laid down by the Training Academy, SAQA, HPCSA, SAISA and other relevant statutory bodies.

**Branch: Training Academy: Commercial**

### Programme Coordinator: Commercial

**Salary: R21 151.24 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- Grade 12/NQF level 4 • Bachelor's degree in Fire Technology/any Fire Fighter NQF level 7 qualification • Fire Fighter II • Hazmat Technician • Valid driver's licence (Code EC1) • NFPA 1041 Fire Service Instructor level 1 • Current registration with the HCSA at Intermediate Life Support AEA level • LGSETA and HWSETA-registered Assessor and Moderator • Intermediate competency in MS Word, Excel, PowerPoint and Access • 5 years' operational experience within Emergency Services, of which 2 years should be within recognised training • SAMTRAC/SHEMTRAC • ETPD Certificate.

#### Job description:

The incumbent will manage, coordinate and supervise training at a specific level allocated at a high standard and according to the standards laid down by the Training Academy, SAQA, HPCSA, SAISA and other relevant statutory bodies.

**Branch: Training Academy**

### Training Officer/Tutor: Fire and Hazmat (4 Posts)

**Salary: R17 090.38 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- Grade 12 (NQF level 4) National Diploma (NQF level 6) in Fire Technology/Associate Diploma/SAESI or IFE Members Certificate • Current registration with the HPCSA as an Intermediate Life Support • 5 years' operational experience within Emergency Services, specifically Fire and Rescue of which 2 years' experience within an accredited Fire Training Academy • Competency in Microsoft Word, Excel, PowerPoint and Office • Valid driver's licence (Code C) including PrDP • Assessor with LGSETA and HWSETA registration • Moderator • SHE Representative • All appliance (Pump & Aerial) • Hazmat Technician • Fire Services Instructor NFPA 1041.

#### Job description:

The job purpose is to deliver training and education to learners so that they can render best practice that is within the Department, individual capacity and to the industry and commerce.

**Branch: Corporate Services**

### Programme Coordinator: Fire & Hazmat Training

**Salary: R21 151.24 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- Grade 12/NQF level 4 • Bachelor's degree in Fire Technology/any Fire Fighter NQF level 7 equivalent qualification • Fire Fighter II • Hazmat Technician • Valid driver's licence (Code EC1) • NFPA 1041 Fire Service Instructor level 1 • Current registration with the HPCSA at Intermediate Life Support AEA level • LGSETA- and HWSETA-registered Assessor and Moderator • Intermediate competency in MS Word, Excel, PowerPoint and Access • 5 years' operational experience within Emergency Services, of which 2 years should have been within recognised training • SAMTRAC/SHEMTRAC • ETPD Certificate.

#### Job description:

The incumbent will manage, coordinate and supervise training at a specific level allocated at a high standard and according to the standards laid down by the Training Academy, SAQA, HPCSA, SAISA and other relevant statutory bodies.

**Applications for the above 5 positions, including a comprehensive CV, should be forwarded to e-mail: thulas@joburg.org.za**

**Enquiries: Thula Sithole, tel. (011) 758-5227**

**Branch: Corporate Services**

### Manager: Fire & Hazmat

**Salary: R30 045.70 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- Grade 12 plus BTEch degree in Fire Technology or any Fire and Emergency Services - NQF level 7-related qualification (SAESI Associate Higher Diploma or IFE Member) • Fire Fighter II • HAZMAT Technician • Aerial Appliances • Pump Driver Operator • Valid Code C1 driver's licence • HPCSA-registered Intermediate Life Support (AEA) • Fire Services Instructor 1 • ETD Practitioner Certificate • LGSETA-registered Assessor and Moderator • SAMTRAC/SHEMTRAC • Computer literacy (MS Word, Excel, PowerPoint and Office) • At least 10 years in EMS of which 5 years must have been obtained as a Programme Coordinator as an Accredited Training.

#### Job description:

The incumbent will manage and ensure the professional status of the Emergency Services training provider, the educator and administrator through education and training programmes and structures (with specific reference to Fire and Hazmat training) that supports legislative initiatives and compliance with recognised statutory bodies.

**Applications for this position, including a comprehensive CV, should be forwarded to e-mail: shumanim@joburg.org.za**

**Enquiries: Shumani Maano, tel. (011) 222-8085**

**Department: Group Corporate & Shared Services**

**Branch: Group SHELA & FCM**

### COID Specialist

**Salary: R17 090.20 per month (basic salary excluding benefits)**

#### Educational requirements and experience:

- National Diploma in Public Administration/Environmental Health or Occupational Health or Safety Management or equivalent/NQF Level 6 • Formal intermediate level computer training in Microsoft Word/Excel • 3 years' experience in occupational health and safety field • Intensive application and understanding of Compensation of Occupational Injuries and Diseases Act and the Occupational Health and Safety Act • Ability to analyse COID claims, data entry using sophisticated software, irate client's queries, legal aspects and Council systems and structures.

#### Job description:

The incumbent will implement and coordinate the City of Johannesburg's Health and Safety Programme with the purpose of accident and loss reduction and ensure legal compliance with the Occupational Health and Safety Act, the Compensation for Occupational Injuries and Diseases Act and other related legislation.

**Applications for this position, including a comprehensive CV, should be forwarded to e-mail: Lawrencen@joburg.org.za or hand delivered to 14th Floor, Block A, Metropolitan Centre, Braamfontein**

**Enquiries: Lawrence Ngoeni, tel. (011) 407-6784**

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

**Closing date: 23 May 2017**

**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.**

Applications must contain at least 3 referees. An application letter together with a 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 unsuccessful.

