

**Permanent Positions****Department: Community Development****Branch: Facilities Enhancement****Unit Head: Facilities Enhancement****Salary range: R47 915.18 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Degree/NQF level 7 in Civil Engineer or equivalent • 5-7 years in a senior management post with a large budget and diverse human capital component with strong emphasis on communication and human resource management and financial acumen, meeting tight deadlines.

**Job description:**

The incumbent will establish, lead and direct through the application of knowledge, skills and the ability to perform in a high pressure environment, the Facilities Enhancement, Networks and Relations Unit, comprising Administration and Logistics, Tenders, Contracts, SLAs, MOUs, Lease Agreements, Performance Development and Enhancement, Capital Projects and Facilities Oversight and Coordination, Networks, Relationships and Stakeholder Enhancement operations in the Community Development department by developing strategy, controls for Finance and Human Capital (unit specific) that will have an impact on departmental success across diverse activities and relations with high-level executive staff, the community and political leadership with the GDS 2040 and IDP and Mayoral Thrusts as guiding beacons. Approximately 650 facilities are essential in the Unit's scope of service delivery and the successful candidate will improve on the 2011/2014 Audit Report based on strategies, business plans and good management principles.

**Applications for this position, including a comprehensive CV, should be forwarded to e-mail:**

johannafa@joburg.org.za

**Enquiries: Johanna Fashi, tel. (011) 407-6552****Department: Group Corporate & Shared Services****Branch: Management Support Services****Deputy Director: Administration & Logistics****Salary range: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- B degree or NQF level 7 qualification in Business Management/Administration or related field • 3-5 years experience in a managerial capacity within an administrative environment and at least 7 years' generalist experience.

**Job description:**

The incumbent will ensure the provision of analytical, administrative, logistical and human resource support and transversal business solutions to enable the Head of Department (HoD), Group Head: Management Services and all Group Heads of the Department to effectively and efficiently deliver on their mandate. Duties will include provision of executive support, administrative and secretarial services by developing, implementing and monitoring the relevant strategies, policies, procedures, systems and Standard Operating Procedures for the Department, management and administration of the office of the HoD, management and coordination of Governance Cluster Committee and decision support services, and management of information flow and correspondence through the HoD and Unit Head Offices. In addition, he/she will be responsible for administration management for the department, departmental planning and budget management for the Management Services Unit (MSU), financial administration and reporting, procurement and expenditure management for the MSU, individual performance management coordination in support of the HoD for Group Heads and developing support networks and contacts that will enhance the functioning of the HoDs office and the Department, so as to assist the Department in delivering on their objectives with specific reference to the coordination of decentralised management support functions in the Department.

**Applications for this position, including a comprehensive CV, should be forwarded to e-mail:**

sedickh@joburg.org.za

**Enquiries: Sedick Hendricks, tel. (011) 407-6767****Department: Social Development****Branch: Office of the Executive Head****Personal Assistant****Salary range: R17 090.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 with Secretarial and/or Administration qualification (NQF level 6) or equivalent qualification or experience • 5 years' administrative and secretarial experience, preferably in a local government/public sector environment.

**Job description:**

The incumbent will coordinate administrative and secretariat activities and requirements associated with the Office of the Executive Head through the application of administrative and secretarial procedures and the execution of sequences associated with the communication, planning, prioritisation, organisation and execution of administrative functions, confidential and executive appointments, events and meetings and take overall responsibility for the exceptional administrative management of the Office of the Executive Head.

**Applications for this position, including a comprehensive CV, should be forwarded to e-mail:**

Socialdevhr@joburg.org.za

**Enquiries: Refilwe Mokgako, tel. (011) 407-7472/6235****Department: Transport****Branch: Scheduled Services Management Agency****Network Manager: Intelligent Transport Systems (ITS)****Salary range: R30 045.70 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Appropriate, minimum 3-year qualification in Information Technology or related discipline (National Diploma or degree at NQF level 6 or 7) • MCSE or CCNA Certification or any other Network Management Certification • 5 years' CT (systems and networking) experience is acceptable and 2 years at a supervisory level • Experience in firewalls, routers, thorough understanding of the OSI network model, Fibre, Ethernet and TCP/IP networking, practical level of experience implementing and managing TCP/IP-based services, troubleshooting focused on determining hardware vs software, hardware vs firmware, software vs operating systems, network vs applications/systems and patterned vs non-repeatable problems • Familiarity with ITS and/or AFC systems knowledge and analytical experience would be advantageous • Ability to immediately package problem situations and take appropriate decisions into delegated authority • Focus on detail • Strong analytical thinker • Think broadly and consider impacts across systems and within the City of Johannesburg • Ability to perform under pressure and execute deadline management as well as report regularly and inclusively.

**Job description:**

The incumbent will manage the key performance areas and result indicators associated with ensuring the smooth operation of the Rea Vaya BRT System's Information and Communication Technology (ICT) network in order to provide maximum performance and availability to the ITS and Automated Fare Collection (AFC) equipment and systems in the City of Johannesburg through the management of the operations to accomplish immediate, short- and long-term service objectives in accordance with the operational and performance criteria determined by the Agency. In addition, he/she will engage with the ITS, AFC and ICT service providers responsible for the maintenance of the relevant equipment and support the ITS/AFC technical team, including planning, development, troubleshooting and implementation of any new ICT, ITS and AFC equipment in future projects.

**Applications for this position, including a comprehensive CV, should be forwarded to e-mail:**

darrylw@joburg.org.za

**Enquiries: Darryl Wicks, tel. (011) 870-4638**

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

**Closing date: 22 March 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.



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