

VACANCY BULLETIN: STC 011/2017

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, Group Corporate & Shared Services Department has the following short term contract opportunities for a period NOT exceeding three (3) months.

The details are as follows:

1. **Department:** Group Corporate & Shared Services
Branch: Group Human Capital Management
Designation: Administration Clerk
Salary: R11 640.06 per month (all-inclusive basic salary)

Educational Requirements and Experience

- Grade 12 / NQF level 4.
- Computer literacy.
- One (1) to two (2) years' experience in related field.

Job Description:

The job purpose is to assist in the consolidation, verification, printing facilitation, safekeeping, distribution and monitoring of the City's monthly payslips and that of the Municipal Entities, of which the City is responsible to produce.

An Application letter and a comprehensive CV should be submitted to Patricia Louw at Patricialo@joburg.org.za, who can be contacted on (011) 407 6783.

2. **Department:** Group Corporate & Shared Services
Branch: Group Human Capital Management
Designation: Senior Specialist: Organisational Development
Salary Range: R45 715.68 per month (all-inclusive basic salary)

Educational Requirements and Experience

- Bachelor's degree in Human Resources Management or associated discipline (NQF level 7).
- Organization and Work-study Diploma/Certificate and/or clear training as an Organizational Development Practitioner.
- Five (5) years' relevant experience in organizational development in a large organization.
- Demonstrated experience in organizational development, project management and policy development.

Job Description:

Ensure and assist user departments with tactical and management interventions and other services which will provide them with the necessary resources to improve the effectiveness and efficiency which will ensure that they satisfy the needs of their clients. It involves a range of skills, methodologies and techniques and a particular attitude and approach to solving problems and utilizing opportunities for continuous improvement of organizational performance. Roles and responsibilities will include the tactical integration of strategies, policies, standards and practices across the City; institutional, functional and organizational design and development; job design and development of job descriptions; business process optimization; productivity

improvement programmes and projects; cross cutting programmes and project management; interventions to bring about increased organizational effectiveness and efficiency; manpower planning and change management programmes.

An Application letter and a comprehensive CV should be submitted to Pateka Shumane at Patekas@joburg.org.za, who can be contacted on (011) 407 6658.

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

PUBLICATION DATE: 12 MAY 2017

CLOSING DATE: 17 MAY 2017



**MOOGSYN JONES
DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE
& TRANSFORMATION
GROUP HUMAN CAPITAL MANAGEMENT**