

Permanent Positions**Department: Environmental & Infrastructure Service Department****Branch: Impact Management & Compliance Monitoring****Unit Head: Impact Management & Compliance Monitoring****Salary range: R47 915.18 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Relevant B degree or National Diploma/NQF level 7
- Minimum of 10 years' relevant experience with a preference for experience within the public sector
- At least 5 years' management experience
- Qualification and experience in terms of minimum competencies prescribed by National Treasury
- In-depth knowledge and understanding of the following legislation and frameworks: Municipal Systems Act; MFMA; National Environmental Management Act (NEMA); National Environment Act; Environment Conservation Act; Conservation of Agricultural Resources Act; Air Quality Act; National Water Act; Waste By-laws; Storm-water By-laws and Air Quality By-laws.

Job description:

The successful candidate will establish, lead and direct integration and compliance of the environmental regulatory framework in order to promote environmental sustainability and resource conservation in the City of Johannesburg and ensure that the unit team meets its mandate and executes its duties in managing the following key performance areas: Strategic, business and operational planning; general management; strategic support; compliance monitoring and enforcement and impact management.

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

Enquiries: Mavis Nengwenani, tel. (011) 587-4249

Branch: Oversight and Management Support**Unit Head: Oversight and Management Support****Salary range: R47 915.18 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Relevant B degree or National Diploma/NQF level 7
- Minimum of 10 years' relevant experience with a preference for experience within the public sector
- At least 5 years' management experience
- Qualification and experience in terms of minimum competencies prescribed by National Treasury
- In-depth knowledge and understanding of the following legislation and frameworks: Municipal Systems Act; MFMA; National Archives Act; Occupational Health & Safety Act and Employment Equity Act.

Job description:

The successful candidate will establish, lead and give strategic direction to all Units within the Environment and Infrastructure Services Department as well as develop and monitor policies and procedures for support services to provide effective and efficient services and informed measures to increase productivity. He/she will also direct and manage the team within the Oversight & Management Support Unit to perform the duties as contained in the following key performance areas: Strategic, business and operational planning; general management; contract management and legislative compliance; ME oversight and monitoring; departmental performance management; risk, safety and health management; committee support; human resources mainstreaming activities eg employment equity, youth development' training and development (work skills plan), change management and logistics and administration.

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

Enquiries: Isaac Dube, tel. (011) 587-4310/4327

Branch: Water Management and Biodiversity**Unit Head: Water Management and Biodiversity****Salary range: R47 915.18 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Relevant B degree or National Diploma/NQF level 7 in any of the following areas: Environmental and Natural Sciences, Civil Engineering and/or Urban Planning specialising in Integrated Water Resource Management/Biodiversity and Open Space Planning/Municipal Water Services and Water Quality
- Minimum of 10 years' relevant experience with a preference for experience within the public sector
- At least 5 years' management experience
- Qualification and experience in terms of minimum competencies prescribed by National Treasury
- In-depth knowledge and understanding of the following legislation and frameworks: Municipal Systems Act; MFMA; National Water Services Act; National Water Act; National Water Resource Strategy and National Environmental Management Act.

Job description:

The successful candidate will establish, lead and direct the strategic planning and coordination of the water and biodiversity function for the City to support long-term sustainability and resilience. He/she will also direct and manage the unit team to meet its mandate and execute its duties in managing the following key performance areas: Strategic, business and operational planning; general management; strategic support; biodiversity and open space planning; catchment management and water quality and water services policy and regulation.

Applications for the above position, including a comprehensive CV, should be forwarded to e-mail: Miehleketo@joburg.org.za

Enquiries: Miehleketo Mabasa, tel. (011) 587-4221

Department: Group Corporate & Shared Services**Branch: Group SHELA & FCM****SHE Specialist (2 Posts)****Salary range: R21 151.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

- 3-year tertiary qualification in Safety Management or equivalent/NQF Level 6
- Formal intermediate level computer training in Microsoft Word/Excel
- 3 years' experience in an occupational health and safety field within Local Government or Corporate Sector
- 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 successful candidate will lead the implementation of an Occupational Health and Safety (OHS) programme that will minimise the injuries and diseases and mitigate risks to the health and safety of employees, the community and the environment as well as monitor whether the requirements of the Occupational Health and Safety Act (85/1993), Regulations and other applicable statutes and the provisions of the City of Johannesburg (CoJ) grading system are met. In addition, he/she will advise and monitor regarding legal compliance with the Disaster Management Act, ensure proactive council preparedness relative to potential disaster at council-occupied properties and council activities, monitor whether the recommendations for corrective measures are implemented and monitor and evaluate the successes and failures of the CoJ OHS management programme.

Applications for the above position, including a comprehensive CV, should be forwarded to e-mail: Lawrencen@joburg.org.za

Enquiries: Lawrence Ngobeni, tel. (011) 407-6787

Administration Document Management Manager**Salary range: R21 151.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma in Public Management and Administration or equivalent/NQF level 6 PLUS a Certificate in Records/Document Management from National Archives of SA or any recognised institution
- PC literacy including MS Office applications
- 3-5 years' management experience in records and administration.

Job description:

The successful candidate will perform administration tasks/activities associated with the provision of effective document and information management systems, flow and management of correspondence, retrieval and filing of files and disposal of obsolete files in line with the relevant guidelines and legislation.

Applications for the above position, including a comprehensive CV, should be forwarded to fax: 086 640 6509 or e-mail: samuelma@joburg.org.za

Enquiries: Samuel Masonono, tel. (011) 407-6939

Branch: SHELA & FCM**Deputy Director: Occupational Health****Salary range: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Medical qualification (MBBCh)/NQF level 7 or equivalent qualification
- Diploma in Occupational Health
- Certificate in HIV and AIDS Management
- Registered with the Registered Health Professions Council of South Africa (HPCSA)
- 10-15 years' experience in a working environment with exposure to all basic disciplines of occupational health
- At least 3/5 years' experience and thorough knowledge of the management of a highly strategic department, including budgetary control and management of staff.

Job description:

The successful candidate will direct the implementation of the Occupational Health and Workplace Wellness HIV and Aids programme processes that will minimise injuries and diseases and mitigate risks to the health and safety of employees which meet the requirements of the Occupational Health and Safety Act (85/1993) and other applicable statutes and the provisions of the City of Johannesburg SHE Policy. He/she will also direct the processes aimed at optimising the emotional and physical health of all employees and councillors.

Applications for the above position, including a comprehensive CV, should be forwarded to e-mail: Lawrencen@joburg.org.za

Enquiries: Lawrence Ngobeni, tel. (011) 407-6787

Branch: Group Human Capital Management**Executive Secretary****Salary: R17 090.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 and a Diploma/Certificate in Secretarial Management or Office Administration
- Minimum of 3 years' executive secretarial experience supporting senior management
- Essential computer packages (MS Office, e-mail and the Internet) and advanced communication skills (report writing and verbal) are essential in order to cope with the high degree of work outputs expected.

Job description:

The successful candidate will coordinate activities and requirements associated with the Group Head: Human Capital Management's office through the application of administrative and high-level secretarial procedures and the execution of sequences associated with the communication, planning, prioritisation and organisation of critical, confidential and important documentation, appointments, events/functions and, amongst other things, storage and retrieval of archiving material and meetings.

Applications for the above position, including a comprehensive CV, should be forwarded to e-mail: patricialo@joburg.org.za

Enquiries: Patricia Louw, tel. (011) 407-6783

Department: Group Finance**Branch: Valuation Services****Valuer (8 Posts)****Salary range: R21 151.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate: Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession
- 2 years' property valuation experience
- Computer literacy preferably with spreadsheet and word processing
- Registered with SA Council for Property Valuers Profession.

Job description:

The successful candidate will undertake specific tasks associated with all aspects of property valuations, including property market research and the physical attributes of property as well as fieldwork to be able to operate as a technical expert on property valuation matters for the compilation and maintenance of the City of Johannesburg's Valuations Roll. He/she will also perform valuations for the purposes of endowments, acquisition, alienations, rental insurance, provide an advisory service to the clients of the City of Johannesburg regarding assessment rates and valuation matters and comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA, 6 of 2004.

Area Valuation Manager (10 Posts)**Salary range: R30 045.70 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate: Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession
- 3 years' experience in property valuation
- Supervisory experience
- Computer literacy preferably with spreadsheets and word processing
- Registered as Professional Associated Valuer or Professional Valuer with the SA Council for Property Valuers Profession.

Job description:

The successful candidate will be responsible for ensuring that all properties in an assigned area are valued for the purposes of compiling the valuation roll and supplementary valuation rolls as well as supervising and performing valuations for purposes of endowments, acquisitions, alienations, rental, insurance and providing advisory services to the clients of the City of Johannesburg regarding assessment rates and valuation matters. Furthermore, he/she will comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA, 6 of 2004.

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

Enquiries: Julia Matshalene, tel. (011) 358-3391

Senior Valuation Manager (3 Posts)**Salary range: R33 606.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate: Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession
- 5 years' property valuation experience
- Managerial experience
- Broad experience and understanding of legislative and developmental aspects of property in a Municipal environment
- Demonstrated experience in project development and management
- Extensive experience in property valuation/negotiations of a complex nature
- Computer literacy preferably with spreadsheets and word processing
- Registered as Professional Associated or Professional Valuer with the SA Council for Property Valuers Profession.

Job description:

The successful candidate will lead, direct, plan, develop and manage property valuations in the designated regions within the City of Johannesburg with regard to compilation and maintenance of Valuation Rolls to fulfil the objectives of the City's IDP, policies, programmes and all legislative requirements. In addition, he/she will comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004 and manage, supervise and perform valuations for ad hoc purposes.

Deputy Director**Salary range: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate: Property Valuation or qualification recognised by the SA Council for the Property Valuers Profession
- 10 years' extended valuation experience in property valuation as a Professional Associated Valuer or Professional Valuer
- Managerial experience
- Broad experience in and understanding of legislative and developmental aspects of property in a Municipal environment
- Demonstrated experience in project development and management
- Extensive experience in property valuation/negotiations of a complex nature
- Computer literacy preferably with spreadsheets and word processing
- Registered as Professional Associated or Professional Valuer with the SA Council for Property Valuers Profession.

Job description:

The successful candidate will provide strategic support and manage the municipal valuations and ad hoc valuations to provide an efficient valuation service within the Directorate and to the clients of the City of Johannesburg.

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

Enquiries: Pearl Fambe, tel. (011) 358-3279

Department: Public Safety**Branch: Emergency Management Services Strategic Support****Administration Assistant (2 Posts)****Salary range: R11 640.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 and Administration-related qualification/NQF level 5
- 2 years' experience in admin or related field
- Computer literacy with all MS packages
- Conflict resolution, communication and administrative skills
- Knowledge of diary management, document management, meeting and workshop coordination.

Job description:

The successful candidate will ensure the effective running of the management services office through the proper maintenance of records and the general administration as well as effectively communicate with the other departments.

Applications for the above position, including a comprehensive CV, should be delivered by hand to Thula Sithole, corner Golf Club Terrace and Ontdekkers Street.

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

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

Closing date: 4 April 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.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.



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