

Job description:

Reporting to the Specialist: Stakeholder Management, the Officers will provide the required support to strengthen and maintain collaborative relations with key stakeholders to ensure the successful delivery of the projects, programmes or activities of the unit. The post will contribute to fulfilling of the Department's strategic objectives by interpreting and influencing internal and external environments by creating positive relationships with all stakeholders.

Applications for the above positions, including a comprehensive CV, should be forwarded to e-mail: gabsilez@joburg.org.za
Enquiries: Gabsile Zitha, tel. (011) 407-7529

Branch: Group Legal and Contracts

Senior Legal Advisor (2 Posts)

Salary range: R33 606.24 pm (basic salary excluding benefits)

Educational requirements and experience:

- A Bachelor's degree in Law (eg Bluris, BProc, LLB (NQF Level 7) and admission as an Attorney or Advocate to the Bar
- A minimum of 2 years' practical legal experience post admission (admitted Attorney/Advocate at the Bar)
- Skill in the drafting and reviewing of legal documents
- Computer literacy in MS Office
- The ability to conduct legal research
- Report-writing skills
- Project management skills
- Negotiation skills
- A valid driver's licence.

Job description:

To render a professional legal advisory support service to Council Departments, Municipal-owned Entities, Executive Committees and Section 79 Committees (ie legislative procurement and portfolio committees); provide support and legal comments on reports; draft reports to the Mayoral Committee and Section 79 Committees; draft and review by-laws and policies on matters within the competency of the Municipality and amendments thereto; drafting, commenting on and negotiating agreements; institute, defend and manage litigation; representing Council before or on statutory bodies; commenting on legislation; ensuring and monitoring compliance with legislation.

Applications for the above positions, including a comprehensive CV, should be forwarded to e-mail: sofiah@joburg.org.za
Enquiries: Sofiah Rahiman, tel. (011) 407-6287

Department: Public Safety

Branch: HOD Office Management and Shared Support Services

Secretary

Salary range: R11 640.06 pm (basic salary excluding benefits)

Educational requirements and experience:

- A Grade 12/NQF level 4 plus Administration-related field qualification (NQF Level 6)
- 2 years' experience in admin or a related field
- Computer literacy in the MS Office package
- Conflict resolution, communication and administrative skills
- Knowledge of dairy management, document management, meeting and workshop coordination.

Job description:

The successful candidate will provide secretarial support to the Office Administration Manager.

Branch: Emergency Management Operations

Advanced Life Support Providers (6 Posts)

Salary range: R30 045.70 pm (basic salary excluding benefits)

Educational requirements and experience:

- Grade 12/NQF level 4
- A National Diploma in Emergency Ambulance Technology or Critical Care Assistant or Emergency Care Practitioner/BTech/NQF Level 7
- Newly qualified graduates (CCA; NDip: BTech)
- 2 years in an operational capacity in emergency services
- Valid registration with HPCSA
- Valid Code 10 driver's licence with PRDP.

Job description:

The successful candidates will take charge of proactive and reactive Quality Assurance activities in relation to medical emergency management activities within the risk profile of the City of Joburg in order to ensure service delivery in line with agreed and acceptable service delivery standards.

Applications for the above 2 positions, including a comprehensive CV, should be delivered by hand to Martindale Headquarters, cnr Golf Club Terrace & Ontdekkers Roads, Florida Park or e-mailed to: thulas@joburg.org.za
Enquiries: Thula Sithole, tel. (011) 758-5227

Divisional Chiefs: Medical (6 Posts)

Salary range: R33 606.24 pm (basic salary excluding benefits)

Educational requirements and experience:

- Grade 12/NQF level 4
- A BTech in Emergency Medical Care/NQF Level 7 (formal qualification should include the following areas of training - alternatively the incumbent must have attended the following courses: Management; Labour Relations; Project Management; Report-writing; OHASA; Municipal Finance Management Act and Conflict Management)
- Valid HPCSA registration
- A valid Code 10 driver's licence with PRDP
- Advanced computer literacy (MS Office)
- 10 years' emergency management services operational experience plus 3 years as Station Commander: Advanced Life Support.

Job description:

The successful candidates will manage and allocate Advanced Life Support Providers within the Emergency Management Services in order to maximise operational capacity, and will ensure world-class treatment and care by promoting all relevant protocols and policies through sound Clinical Governance. They will integrate with all industry stakeholders, both nationally and internationally, to maintain the professional status and quality of the emergency care personnel employed by the City of Joburg and will implement continued professional development, continuous education and quality assurance to the ALS Providers. The role undertakes sector management at major incidents and specialised operations to coordinate medical evacuation and rescue and supports daily operational capacity and specialised operations by rendering advanced care where necessary.

Applications for the above position, including a comprehensive CV, should be forwarded to e-mail: shumanim@joburg.org.za
Enquiries: Shumani Maano, tel. (011) 222-8085

Department: Public Safety - EMS

Branch: Operations

Deputy Director: Emergency Communication Centre & Resource Planning

Salary: R38 648.66 pm (basic salary excluding benefits)

Educational requirements and experience:

- Grade 12/NQF level plus BTech in Fire Technology or in Emergency Medical Care
- Valid HPCSA registration
- Relevant Call Centre Management Course
- Valid Code C driver's licence
- The incumbent should meet the standards of the core competency requirements prescribed by National Treasury
- Advanced computer literacy in Word, Excel, PowerPoint and Access
- Formal qualification should include the following areas of training, alternatively the incumbent must have attended such courses: * Management qualification * Labour Relations Management * Project Management * Report-writing skills * OHASA * Municipal Financial Management * Conflict management
- 10 years' Emergency Management Services experience and 5 years' management experience as Divisional Chief/Senior Management in Emergency Communication Centre.

Job description:

The successful candidate will manage the strategic tasks related to Emergency Communication Centre through support of effective work monitoring to ensure increased service delivery, implement Customer Charter South African National Standards (SANS10090) and other relevant service standards and intergovernmental liaison, project management to ensure that the strategic objectives of the operations of the Directorate are met and to give effect to the EMS departmental Integrated Development Plan.

Applications for the abovementioned position, including a comprehensive CV, should be forwarded to e-mail: simonn@joburg.org.za
Enquiries: Simon Ngwetjana, tel. (011) 222-8085

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

Closing date: 21 February 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. Certified copies of Identity Documents are a prerequisite.

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

