

Department: Citizen Relationship and Urban Management
Branch: Citizen Relationship Management
Designation: Regional Director
Salary: R51 441.74pm (basic salary excluding benefits)

Contact Person:
 Derick Briel
Tel No:
 (011) 407 7507
Workplace:
 Region B

Educational Requirements and Experience

- A B-degree/ NQF level 7 in an appropriate field example Public Management / Administration, Engineering, Planning, Accounting, Economics, Development Planning etc.
- A least seven (7) years' experience in a senior management position within Local Government.
- Knowledge of Local Government environment.
- Knowledge of contract management principles and the ability to lead and improve service delivery within the City.

Job Description:

To act and assume all responsibilities pursuant as the Regional Executive Head of Region (A-G) and support the City Manager in the localized urban governance functions support the mobilization of community participation in the region, support implementation of the City's service delivery programme in the region and to provide advice to management and leadership on all issues pertaining to the region. This is towards ensuring that the CoJ is providing a single point of accountability for the City based in the 7 Regions i.e the provision of localised citizen and customer contact points and that the regions act as a central mechanism to mobilize citizens, NGO's, rate payer organisations, street committees, School Governing Body, a partnership of becoming the eyes, ears, mouthpiece and activators of the city on issues of service delivery, urban management and citizen relationship.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: DerickB@joburg.org.za

Department: Development Planning
Branch: Corporate Geo- Informatics
Designation: Information Officer
Salary: R12 496.77 pm (basic salary excluding benefits)

Contact Person:
 Leyandre Ndlovu
Tel No:
 (011) 407 6588
Workplace:
 Metropolitan Centre,
 158 Civic Boulevard
 Braamfontein

Educational Requirements and Experience

- National Diploma / NQF level 6 in GIS, Geography or Town Planning
- Qualification in Public Administration or Customer Serviced will be an added advantage.
- One (1) – three (3) years' experience in map interpretation and knowledge of the Town Planning Schemes.

Job Description:

Provide support to the operational managers at the Public Information sections and attending to the operational functionality of the Section as well as adhering of the procedures and applications to facilitate and support the recording, circulation and maintaining of information with regards to providing property information to external and internal clients to ensure that accurate and quality information is to the clients satisfactions and is easily understandable.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: LeyandreN@joburg.org.za

Department: Development Planning
Branch: Corporate Geo- Informatics
Designation: Street Address Officer
Salary: R18 348.23 pm (basic salary excluding benefits)

Contact Person:
 Maesela Mahlako
Tel No:
 (011) 407 6584
Workplace:
 Metropolitan Centre,
 158 Civic Boulevard
 Braamfontein

Educational Requirements and Experience

- Grade 12 / NQF level 4 with Maths, Geography and Physical Science.
- Diploma in GIS, Town Planning and Geography (NQF level 6).
- Three (3) years' relevant experience.

Job Description:

Allocate, validate and approve street names and street numbers to stands to ensure the correct use and display of the allocated numbers in accordance with the Local Government Ordinance, governing the allocation s of street addresses. Populate GIS/LIS database with allocated street addresses.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: MahlakoM@joburg.org.za

Department: Development Planning
Branch: Regulatory and Management Support
Designation: Manager Stores and Procurement
Salary: R32 257.05 pm (basic salary excluding benefits)

Contact Person:
 Leyandre Ndlovu
Tel No:
 (011) 407 6588
Workplace:
 Metropolitan Centre,
 158 Civic Boulevard
 Braamfontein

Educational Requirements and Experience

- Grade 12 / NQF level plus degree in Business and Accounting (NQF level 7).
- Seven (7) years relevant finance experience with at least three (3) in a procurements position.

Job Description:

The incumbent will be required to manage and controls processes associated with the procuring and / or specific services thought interaction and communication internally and externally on aspects pertaining to the availability of products and / or alternatives, pricing, quality, lead times and services delivery standards against agreed terms and conditions. Attend to specific administrative information and reporting requirements.

This section services the following Directorates in Development Planning –

- Office of the Executive Director;
- Strategic Support;
- Regulatory and Management Support;
- Building Development Management ;
- Land Use Development Management
- Corporate Geo Informatics;
- City Transformation;
- Alexandra Renewal Project;
- Office of the MMC.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: SofiahR@joburg.org.za

Department: Health
Branch: District Health Systems
Designation: Environmental Health Practitioner
Salary: R18 348.23 pm (basic salary excluding benefits)

Contact Person:
 Kgomotso Mogotsi
Tel No:
 (011) 407 6396
Workplace:
 Metropolitan Centre,
 158 Civic Boulevard,
 Braamfontein,

Educational Requirements and Experience

- National Diploma in Environmental Health (NQF level 6).
- Registered with Health Professional Council of South Africa.
- Three (3) years relevant experience in an Environmental Health environment.
- Must have a driver's license.

Job Description:

PCoordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impacts in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: kgomotsomogo@joburg.org.za

Department: Health
Branch: Environmental Health
Designation: Manager: Environmental Health
Salary: R32 257.06 pm (basic salary excluding benefits)

Contact Person:
 Kgomotso Mogotsi
Tel No:
 (011) 407 6396
Workplace:
 Metropolitan Centre,
 158 Civic Boulevard,
 Braamfontein

Educational Requirements and Experience

- National Diploma / B Tech in Environmental Health qualification (NQF level 7).
- Registered with Health Professional Council of SA as a independent Environmental Health Practitioner.
- Computer literacy skills required.
- Five (5) years in an Environmental Health Environment of which at least three –five years at a Managerial level.

Job Description:

Manage the planning, organizing, implementation, monitoring, control and evaluation of environmental health services in the region.

Manage / oversee the execution of strategies, programmes and action plans in accordance with the principles of environmental health that are in line with the provincial and national health plans, the integrated development plans, the city's service delivery plans and relevant legislation. Manage, coordinate and direct the operations of the operational managers, environmental health practitioner, pest control and support staff to ensure that the municipal health services as define in the national health act are implemented.

Educate advice and act on practices that negatively impact on the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: kgomotsomogo@joburg.org.za

Department: Group Finance
Branch: Treasury
Designation: Manager: Loan Administration
Salary: R32 257 06 pm (basic salary excluding benefits)

Contact Person:
 Mkhuleko Shongwe
Tel No:
 (011) 358 3578
Workplace:
 66 Jorissen Place

Educational Requirements and Experience

- Grade 12 / NQF level 4 plus 3 year B degree in Finance, Mathematics, Stats, Quants or related field (NQF level 7).
- Postgraduate preferable.
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.
- At least five (5) years' experience in Treasury or investment environment.
- Strong Analytical – financial Modelling; numerical- valuation of financial instruments; computer literacy; communication (verbal and written); accuracy and calculation and interpersonal skills required.
- Local Governance; Treasury Administration; Treasury Systems; Loan administration knowledge required.
- Understanding and Application of MFMA techniques.

Job Description:

Provide support for the administration, loan analysis and calculation management of the Loan Book.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: MkhulekoS@joburg.org.za

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

CLOSING DATE: 07 NOVEMBER 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.

