CITY OF JOHANNESBURG

VACANCY CIRCULAR: 022/2020

1. Interested applicants are invited to apply for the positions listed in the circular.

2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application letter for each position must be submitted and it must be clearly indicated on the application letter for which post(s) applicants are applying, (e.g. post no. 2).

3. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.

4. The City of Johannesburg reserves the right not to make an appointment.

5. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.

6. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

7. The City of Johannesburg is an equal opportunity employer.

8. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 03 JUNE 2020

CLOSING DATE: WEDNESDAY, 17 JUNE 2020

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

6th Floor, B Block
Metropolitan Centre
158 Civic Boulevards

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Johannesburg
South Africa

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PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Health
   Branch: **Environmental Health**
   Designation: **Business Licensing Officer**
   Salary Range: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 is required;
- Must have a valid driver's license;
- Three (3) year's local government environment experience;
- Computer literacy, good communication and coordination skills are required; and
- Knowledge of the Business Act (Act 71 of 199) and court procedures.

Primary Function: Ensure compliance with the Business Act, 1991 (Act 71 of 1991) in the City of Johannesburg.

Key Performance Areas: Perform the full activity of Trade License inspection of residential, commercial or other occupied premises and/or public facilities to determine compliance to statutory legislation. Enforce specific procedures and measures at any business premises as defined by the Business Act. Ensure effective awareness for achieving compliance. Coordinate specific administration and reporting requirements associated with key performance and results indicators of the functionality. Maintain business license information system.

Leading Competencies: Collaborative / Teamwork & Accountability.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males, Colored Males, Indian Males, White Males and White Female including people with disabilities.

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Fax No: (011) 314 1716
Workplace: Region A (Various Clinics)
E-Mail: maggiepa@joburg.org.za

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinic and Substance Abuse

2. **Department:** Health
Branch: **Environmental Health**
Designation: **Secretary**
Salary Range: R14 240.70.79 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4;
- 1 years' experience in secretarial duties with excellence;
- Basic knowledge of the City's processes, best practices and policies and procedures on Health issues; and
- Skill required: good communication and computer literacy (MS Office).

Primary Function: Provide professional secretarial duties and administrative support to the office of the Regional Manager.

Key Performance Areas: Implement and monitor the service delivery Plan (SDP as defined by the key performance indicators (KPI's) as well as all other responsibilities described in relevant Health Legislation. Implement performance management systems to measure compliance with SDP and level of work quality. Assist with distribution of information. Perform specific tasks and activities associated with administration procedures.

Leading Competencies: Ability to function under stress; Time management; High level of confidentiality and organisational skills.

Core Competencies: Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Impact and Influence.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males, Indian Females, White Females including people with disabilities.

Contact Person: Maggie Sibiya **E-Mail:** maggiepa@joburg.org.za
Tel No: (011) 237 8023
Fax No: (011) 314 1716
Workplace: Region A (Various Clinics)

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours.

Department:	**Health**
Branch:	**Environmental Health**
Designation:	**Manager: Environmental Health**
Salary:	R36 758.55 – R49 116.02 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus B Tech in Environmental Health/NQF level 7;
- Registration with the Health Professional Board of SA as an independent Environmental Health Practitioner;
- Legal requirements by statutory body: HPCSA;
- 5 years' in a management position, of which at least 3 years at a supervisory level/operational manager;
- Computer literacy (MS Office); and
- Must have a valid driver's license.

Primary Function: 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 plan and relevant legislation. Manage, co-ordinate and direct the operations of the operational managers, environmental health practitioners, pest control and support staff to ensure municipal health services as defined 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.

Key Performance Areas: Identify and define the immediate, short- and long-term objectives of the environmental health section. Direct and control the key performance indicators and outcomes of personnel within the section by implementing performance management to measure compliance with SDP. Assist HR in the recruitment and selection process and identifying and filling positions. Manage staff by initiating disciplinary procedures where necessary; attending to HR issues pertaining to salary, benefits and other matter; checking attendance and scheduling leave; scheduling of staff to ensure adequate coverage of services all the time and coordinating the compilation of a database and ensuring that the staffing establishment's list of all staff in the section is updated and maintained. Ensure community involvement through networking. Communication and marketing of the Unit. Environmental Health Information Management. Manage all assets and goods.

Leading Competencies: Collaborative Teamwork; Management & Accountability.

Core Competencies: Attention to detail and high level of accuracy in the recording and capturing of information; Ability to work independently; High level of Communication skills required to work with people; Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism; Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males, including people with disabilities.

Contact Person: Mpho Sehularo
Email: mphosehu@joburg.org.za
Tel No: (011) 718 9657
Workplace: Region B

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinics and Substance Abuse

3. **Department:** Health
Branch: **Integrated Policy and Planning Unit**
Designation: **Manager: Inter- Governmental Relation (IGR)**
Salary: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus B degree / NQF level 7 or equivalent qualification in quantitative discipline minimum.
- Five (5) years' experience in Local Government environment and IGR and Communication
- Knowledge and experience must be extensively linked with latest Marketing and Communication / Partnership trends and Research practices.
- Knowledge in the use of statistical packages for research (SPSS, STATA etc).
- Must have proven record on IGR / partnership processes.
- Computer literacy (Microsoft Word and Excel); and
- Must have a valid driver's license.

Primary Function: To assist with and developing internal and external partnerships with stakeholders at the highest level, identify and develop strong, mutually beneficial relationships that have strategically compatible areas of expertise as it relates to the Department of Health Priorities, Strategies and Policies. And in closing of MOUs with a wide range of potential stakeholder including corporates, Learning Institutions, foundations and other health strategic partners, Coordinate and manage intergovernmental relations activities and meetings.

Key Performance Areas: Capture / provide reports on various datasets as specified and per relevant data applicant. In consultation with (and under guidance from) the Deputy Director IGR and Partnerships, the Manager Partnership will direct, coordinate and facilitate. Coordinate and develop of relationships with existing and potential projects partners. Manage the implementation of procedures and systems associated with controlling flow and quality systems/ statutory and audit requirements regulating recordkeeping on projects under management. Develop and facilitate planning and coordination process within the context of specific programs / projects being managed.

Leading Competencies: Collaborative Teamwork; Management & Accountability.

Core Competencies: Attention to detail; good communication; logical thinking; Customer and Service Delivery Management (Batho Pele) Ethics, Interpersonal and Coordinating skills

This is an employment equity targeted position and preference will be given to African Males, Colored Males, Indian Males, White Males and African Females including people with disabilities.

Contact Person: Promise Mbedzi **E-Mail:** promisemb@joburg.org.za
Tel No: (011) 407 7048
Workplace: Health Department

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours

4. **Department:** Health
   Branch: **Integrated Policy and Planning Unit**
   Designation: **Manager: Health Information System (HIS)**
   Salary: R36 758.53 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus Degree in Nursing/Environmental Health;
- Computer literacy, a background and/or certificate in DHIS, TIER. Net and Electronic; Health Information.
- Five (5) – Seven (7) years' experience in Nursing/Environmental Health or background and/or certificate in the Heath Information System, TIER. Net Software, Analytic, numeracy and problem-solving skills; and
- Must have a valid driver's license.

Primary Function: Provide monitoring and evaluation (M&E), including HIS leadership, implementation, guidance, capacity building, mentoring and support to district, sub-district (Region) and facility HIS staff, including line and program managers. Ensure the timely submission of quality routine monthly/quarterly data by sub-district Information Officers. Deliver feedback as and when required so as to enable the monitoring of the departmental performance against the strategic plans and broad strategic objectives of the City's Health Department and Gauteng and National Departments of Health on a monthly, quarterly and annual basis.

Key Performance Areas: Support, participate and monitor the implementation of appropriate M&E and HIS related strategies, policies, SOP's, business plans as well as the Health strategic imperatives of the Municipality; manage the District's routine health data for Local Government health facilities and any relevant Non-Medical Sites and Private Providers (PPs) as it relates to Primary Health Care (PHC), Environmental health Services (EHS) and Campaign data (using approved and nationally standardized data applications, e.g. electronic patient health record (eHealth); DHIS; TB and HIV Information Systems [THIS] through TIER.Net; any MS Excel developed spreadsheets and other locally customized data applications). Conduct data validation and verification of reported data by Regions; Responsible for operational logistics and training. Promote accountability of employees in using resources and ensuring that implementation of objectives are met; Perform general duties and render support to management.

Leading Competencies: Collaborative/Teamwork & Accountability.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, Health Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males, Colored Males, Indian Males, White Males and African Females including people with disabilities.

Contact Person: Promise Mbedzi **E-Mail:** promisemb@joburg.org.za
Tel No: (011) 407 7048
Workplace: Health Department

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours

5. **Department:** Health
   Branch: **Integrated Policy Planning & Research (IPPR)**
   Designation: **Deputy Director: Health Information Systems (HIS)**
   Salary Range: R47 283.61 - R64 320.02 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree or equivalent qualification in quantitative discipline (preferably Health)/NQF level 7; post graduate qualification in Monitoring and Evaluation (M&E) will be an advantage;
- Qualified as a Health professional (personal or environmental);
- Seven (7) – nine (9) years' experience in the Monitoring and Evaluation, Policy Development, Research and Statistical Analysis environment of which five (5) years should be on managerial level.
- Demonstrable experience in working with statistical packages (SPSS, STATA etc.) and Project Management;
- Demonstrable experience in working with Personal, Health Systems (DHIS, TIER and eHealth); and
- Post matric certificate in Computer literacy (MS Office Applications), including MS Excel.

Primary Function: Lead, direct, guide and redefine the scope and reach of the M&E sub unit of the IPPR Unit in the Health Department by developing and reviewing M&E tools in order to measure impact of the pro-poor strategy programs for growth and sustainability whilst creating and maintaining relationships with internal and external stakeholders at the highest level so as to ensure that strategy, procedures ad standards are developed for effective M&E of all programs of Units and Regions in the Department of Health. Contribute through M&E of impacts in the review of the Department partnerships, programmes, policies, planning, strategy and research, thus ensuring pro-poor development and an improvement of standards for the Department. This will ensure a good quality service available across the City. Responsible for capturing, updating and cleaning of District Health Information data; checking quality of the captured data; generating pivot tables and systems generated reports. Assist in health facility data validation. Responsible for ensuring the health data from eHealth is complete, accurate and is uploaded timeously into other City, Provincial and National systems.

Key Performance Areas: Lead, identify and define the immediate, short- and long-term objectives/plans associated with the provision of M&E and impact evaluation services to the Department. Establish, direct, lead, organize and control M&E and impact assessment activities in the sub unit, integrate and align with unit mandate and the production of quality outcomes across a very complex, diverse and knowledge driven environment in order to determine trends and best practices within the various disciplines citywide, nationally and internationally and develop relevant practices and systems for the department. . Establish, direct, lead, organize and control research activities in the field of M&E as well as impact assessments in order to determine trends and best practices within the various disciplines, locally, nationally and internationally and develop objectives to coordinate the development of research strategies in the M&E sub unit. Manage the implementation of financial controls/procedures
and provide information to support financial planning processes in the subunit. Manage and monitor outcomes associated with management and performance of personnel within the M&E subunit. Strategically manage the budget and assets of the subunit.

Leading Competencies: Strategic Direction and Leadership, People Management, Financial Management, Change Leadership, Conflict Management, Programmes and Projects Management. Ability to organise multiple high level tasks simultaneously. Facilitate and direct consultation with external stakeholders to ensure strategic outcomes. Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism, Impact & Influence and Confidentiality. Sound judgement.

Core Competencies: Understanding of local government health legislation and policies as well as health education and training approaches; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality; Dealing with tight deadlines and pressure; Must be able to work extended hours and be on standby.

This is an employment equity targeted position and preference will be given to African Male, Indian Male & African Female, including people with disabilities.

Contact Person: Promise Mbedzi **E-Mail:** PromiseMb@joburg.org.za
Tel No: (011) 407 7048
Workplace: Health Department

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Community Based Substance Abuse Treatment Centers and activation of Mobile Clinics

6. **Department:** Health
Branch: **District Health Services**
Designation: **Deputy Director: District Health Systems Development, Quality Assurance Health Promotion & Ward Based PAC Outreach and National Insurance Implementation**
Salary Range: R47 283.61 - R64 320.02 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree or equivalent qualification in Health Service Management (Nursing Administration); with Community Nursing Science and or Nursing Education (NQF level 7);
- Basic Nursing Diploma or equivalent at NQF level 6 accredited with South African Nursing Council
- (SANC).
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (NQF level 6).
- Proof of current registration with SANC as a Professional Nurse
- Extensive training and experience in National priority Programmes, District Health Information System (DHIS), skills Development and Training, Quality Assurance, Research and Health Promotion Programme Work.
- Seven (7) – nine (9) years' experience in working with National Priority Programes and experience in the Primary Health Care setting of which five (5) years should be on managerial level.
- Extensive knowledge and experience in Research, Monitoring ang Evaluation of Health programmes, District Heath Information System, Training and Development.
- Knowledge of the Local Government environment, Knowledge of relevant standards as well as the statutory and regulatory frameworks within which the employee Development function operate. Knowledge of other business process feeding into and those dependent on the skills development processes.
- Advanced Computer literacy (Microsoft Programmes) Excel and PowerPoint.
- Must have a valid drivers liscense

Primary Function: Lead, manage, develop, coordinate, implement, monitor and evaluate District Health Systems (DHS) priorities i.e NHI, quality Assurance Health Promotion / Social mobilization including Ward Based PHC Outreach Programme in the City of Johannesburg

Key Performance Areas: Provide the direction, planning, support and leadership management function. Led, support and control the financial management budget and forecasting. Lead, support control sand participates in the implementation of specific procedures, systems and control association with a supportive and motivating climate for the incumbents in the unit to develop and perform optimally. Render leave management administrative support to Employee Development Unit. Direct the implementation, motor and evaluate DHS priority Programmes in the City. Monitor and evaluate Helth Information processes that are specific to the operation of the Health Promotion programs and issues pertaining to the Skills development and Training, Quality Assurance and Research.

Leading Competencies: Strategic Direction and Leadership, People Management, Financial Management, Change Leadership, Conflict Management, Programmes and Projects Management. Ability to organise multiple high-level tasks simultaneously. Facilitate and direct consultation with external stakeholders to ensure strategic outcomes. Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism, Impact & Influence and Confidentiality. Sound judgement.

Core Competencies: Understanding of local government health legislation and policies as well as health education and training approaches; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality; Dealing with tight deadlines and pressure; Must be able to work extended hours and be on standby.

This is an employment equity targeted position and preference will be given to African Male, Colored Male, Indian Male & African Female, including people with disabilities.

Contact Person: Promise Mbedzi **E-Mail:** PromiseMb@joburg.org.za
Tel No: (011) 407 7048
Workplace: Health Department

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

7. **Department:** Development Planning
   Branch: **City Transformation & Spatial Planning**
   Designation: **Senior Specialist: Strategic Urban Planner X 2**
   Salary Range: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's degree (or equivalent)/NQF level 7 in Town and Regional Planning or Urban Development Studies;
- At least 5 years' experience planning experience, with at least 2 - 3 years' experience in spatial planning strategy formulation and policy development;
- Sound organisational and interpersonal skills;
- Ability to resolve conflict and undertake complex negotiations;
- Computer literacy and excellent verbal and written skills; and
- Project management skills.

Primary Function: Provide strategic planning and development services. Formulate and implement frameworks, polices, precinct plans and develop strategies of high complexity and the initiation of development projects and programmes. Provide development direction, integration with IDP and associated strategies and plans. Management and input into Development processes, projects and programmes. Direct interface and recommendations to political level, senior officials and public. Coordinate the planning, development and management of infrastructure within the City of Johannesburg and to ensure alignment with IDP and associated strategies. Facilitation of development processes and projects for implementation.

Key Performance Areas: Provide strategic direction/guidance for spatial planning and City development; Formulate policies to address and find solutions for urban and developmental issues; Formulate precinct plans and business plans for incorporation into budget processes; Assess precinct plans and frameworks by other departments or external parties (Private developers, communities and Provincial Government); Coordinate area based processes; Capital infrastructure investment coordination; Facilitation of community and stakeholder participation; Coordination of development and implementation efforts with internal and external development agencies and stakeholders; Provide strategic advice and support on development to all stakeholders and interested parties; Management of multi-disciplinary projects teams/tasks/consultant teams in the formulation and implementation of plans and policies; Compliance monitoring of policies/development applications; Policy research on Urban and/or Development issues; Chair meetings and facilitate workshops; Office administration.

Leading Competencies: Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Change management; Problem solving; Resource management and networking skills.

Core Competencies: Attention to detail; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Glynis Scheepers **E-Mail:** Glyniss@joburg.org.za
Tel No: (011) 407 7076
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020

0This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

8. **Department:** Social Development
Branch: **Finance**
Designation: **Financial Administration Office X 2 (posts)**
Salary: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus National Certificate in Financial administration or accounting.
- One (1) years' experience in Finance.
- MFMA

Primary Function: To ensure that the accounts within the Social Development department are correctly complied with and that all spheres regarding the full bookkeeping spectrum are performed efficiently and effectively.

Key Performance Areas: Budget and expenditure monitoring. Monthly reporting, Procurement. Guidance and support (internal and external). Office administration. Management and monitoring of the Unit's needs.

Leading Competencies: Confidentiality; Professionalism; Attention to detail.

Core Competencies: Basic Computer Skills; Data Capturing, analytical and communication skills (verbal and writing).

This is an employment equity targeted position and preference will be given to African Males, Colored Males, Indian Males, White Males and white Females, including people with disabilities.

Contact Person: Rose Molete **E-Mail:** RoseMol@joburg.org.za
Tel No: (011) 407 7636 / 3050
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

9. **Department:** Community Development
Branch: **Library and Information Services**
Designation: **Librarian**
Salary: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- B. Bibl. Degree or 4-year B. Degree plus Higher Diploma in Information Science/NQF level 7;
- 1 – 3 years' public library experience; and
- Computer Literacy (MS Office, Internet, Outlook) and Library Systems.

Primary Function: Render a people-oriented, efficient and professional Library and Information Service to the public.

Key Performance Areas: Render and supervise routine library operations. Deliver Reading Development and Holiday Programmes. Plan and implement outreach programmes, implement in-house training. Manage and control financial matters concerning the day to day operations. Manage the staff matters and Library collections.

Leading Competencies: Ability to function under stress; Time management; Organisational skills.

Core Competencies: Collaborative/Teamwork; Values and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics; Integrity and Professionalism; interpersonal skills and communication skills.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males and Indian Females including people with disabilities

Contact Person: Thato Sepuru **E-Mail:** thatose@joburg.org.za
Tel No: (011) 407 7035
Workplace: Region A – G, JCL

PLEASE INDICATE THE VACANCY APPLICATION IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

10. **Department:** Community Development
Branch: **Library & Information Services**
Designation: **Library Assistant**
Salary Range: R11 720.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 or recognition of prior learning (RPL) is required;
- Required standard of literacy, numeracy and general knowledge; and
- Six (6) to twelve (12) months' experience in a library environment required.

Primary Function: The position will assist the Librarian in rendering a direct Library and Information Service to the public. It will assist with all administrative operations of the library and partake Outreach Programmes by actively helping and conducting Story Sessions and reading competitions and programmes. It will further partake in personnel and staff skills development and also adhere to library financial procedures.

Key Performance Areas: Assist with daily administrative and operational tasks of the library. Adhere to library financial procedures. Partake in personal staff skills development and outreach programmes

Leading Competencies: Ability to work in a team; time management; interpersonal people and communication skills.

Core Competencies: Collaborative/Teamwork; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males and African Females and White Females including people with disabilities

Contact Person: Thato Sepuru **E-Mail:** Vacanciescomdev@joburg.org.za
Tel No: (011) 407 7198
Workplace: Region A – G, JCL

PLEASE INDICATE THE VACANCY APPLICATION IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

11. **Department:** Economic Development
Branch: **Tourism**
Designation: **Manager: Convention Bureau**
Salary: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Tourism or Hospitality Management (NQF level 7);
- 5 - 7 years' relevant experience;
- Excellent verbal and written communication; MS Office; Advanced report writing skills required;
- Must have a valid code 8 driver's license.

Primary Function: Promote Johannesburg as a leading South African conference destination. Lead a team to attract and deliver meetings, incentives, conferences and exhibitions or events (MICE) contributing to the economic growth of the city and supporting revenue generation in stimulating economic growth in the tourism industry. Manage a diverse client portfolio, whilst supporting a dedicated team in the delivery of high-quality services to industry partners, stakeholders and member organisations. Position the City of Johannesburg internationally as a preferred business tourism destination. Direct the planning and development of the strategic sales plan that will meet targets and objectives set down by the Johannesburg Convention Bureau, which include positioning of Johannesburg as one of the world's premier business tourism destinations and securing of business events for Johannesburg.

Key Performance Areas: General management, stakeholder management, strategic support, personnel management, financial control, organising of bids and planning business development activities.

Leading Competencies: Confidentiality; Professionalism: Economic and Business values and COJ values. Batho Pele principles.

Core Competencies: Basic knowledge of Business Management/Economics concepts and functions. Business and COJ Values.

This is an employment equity targeted position and preference will be given to African Males, Colored Males, Indian Males, White Males, Colored Females, Indian Females, including people with disabilities.

Contact Person: Thembelihle Nogemane **E-Mail:** rirhandzum@joburg.org.za
Tel No: (011) 703 5513
Workplace: Cnr West & Rivonia Rd, 4th floor, Sandton Library, Sandton

PUBLICATION DATE: 03 JUNE 2020 **CLOSING DATE: 17 JUNE 2020**

VACANCY CIRCULAR: 022/2020