

CITY OF JOHANNESBURG VACANCY CIRCULAR: 028/2020

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 form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. 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, 08 JULY 2020

CLOSING DATE: TUESDAY, 21 JULY 2020



**ENOCH MAFUYEKA
DIRECTOR: TALENT ACQUISITION REMUNERATION
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PERMANENT POSITIONS

This Vacancy is **ONLY** open to Employees of the City of Johannesburg

1. **Department:** Citizen Relationship and Urban Management
Branch: Management Support
Designation: Administrative Assistant
Salary: R14 240.70 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 is required;
- 2 years' relevant administrative experience; and
- Computer literacy in MS Office applications with good communication and coordinating skills.

Primary Function: Perform administrative functions within the unit/department, which includes logistical support in terms of assets management fleet services, Coordination of Repairs and maintenance of telephones and cellular telephones, maintenance issues and general procurement duties.

Key Performance Areas: Render administrative and support service in Citizen Relationship and Urban Management (CRUM (Head Office)). Managing and coordinating documentation and ensuring compliance with the City's processes and procedures.

Leading Competencies: Attention to detail, confidentiality, planning, organizing, reliability, teamwork and accountability.

Core Competencies: Coordination skills, time management, Customer and Service orientation and interpersonal skills.

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

Contact Person: Kgomoiso Mahlaba
Tel No: (011) 080 9311
Workplace: CRUM Head Office

E-Mail: KgomoisoMah@joburg.org.za

PUBLICATION DATE: 08 JULY 2020

CLOSING DATE: 21 JULY 2020

VACANCY CIRCULAR: 028/2020

This Vacancy is **ONLY** open to Employees of the City of Johannesburg

2. **Department:** Group Finance
Branch: Property Unit
Designation: Officer: Accounting X 2
Salary Range: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus National Diploma in Financial field or equivalent/NQF level 6 qualification;
- 2 - 3 years' relevant experience in the financial computerized environment and customer service back office environment;
- Understanding of the application of the Municipal Property Rates Act;
- Understanding of the Rates Policy;
- Understanding of the legislative framework that governs Local Government;
- Understanding of Accounts reconciliation; and
- SAP administrations skills.

Primary Function: To ensure the following, with regards to properties in the City of Johannesburg, is in line with the Rates Policy and other governing legislation:

- Correct property information is reflected in the billing system;
- Correct property ownership.

Key Performance Areas: Processing rates rebate applications. Query resolution. Property alignment between LIS and SAP (property stream). Revenue enhancement in Rates & Taxes. Ad hoc transaction processing. Stakeholder relations and communication. Governance and risk management. Monitoring and reporting. Assets and resource management. General operations.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; Assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines. Analytical ability.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Pearl Fambe
Tel No: (011) 358 3279
Workplace: 66 Jorissen Place, Braamfontein

E-mail: Pearlf@joburg.org.za

PUBLICATION DATE: 08 JULY 2020

CLOSING DATE: 21 JULY 2020

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This Vacancy is ONLY open to Employees of the City of Johannesburg

3. **Department:** Group Finance
Branch: Property – Rates & Taxes
Designation: Operational Manager: Query Resolution
Salary Range: R25 876.88 pm (basic salary excluding benefits)

Appointment Requirements:

- National diploma in Finance or equivalent to NQF level 6; and
- 3 years relevant experience in the financial computerized environment.

Primary Function: Manage operations in transaction processing of rates adjustment related to change of ownership, land valuation changes, government accounting rebate and query resolution in line with the legislative framework applicable to local Government and COJ utilizing all resources available to effectively and effectively delivering service to property owners in City of Johannesburg.

Key Performance Areas: Manage of change of ownership in Rates & Taxes Transaction processing environment. Manage Query Resolution in Rates and Taxes Transaction processing environment. Manage Land Valuation changes in Rates & Taxes Transaction processing environment. Manage Government Accounts and Rebate Application in Rates & Taxes Transaction Processing environment. Governance and Risk Management. Stakeholder relations and communications. Monitoring and reporting. Assets and Resource Management. Planning and Development. People Management and supervision.

Leading Competencies: Conflict Resolution; Customer Service and Management; Time Management and ability to manage and motivate staff.

Core Competencies: Computer literacy (MS Office), Leadership; report writing, and presentation skills required.

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

Contact Person: Pearl Fambe
Tel No: (011) 358 3279
Workplace: Jorissen Place

E-Mail: pearlf@joburg.org.za

PUBLICATION DATE: 08 JULY 2020

CLOSING DATE: 21 JULY 2020

VACANCY CIRCULAR: 028/2020

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

4. **Department:** Group Legal & Contracts
Branch: Municipal Courts and Prosecutions
Designation: Operational Manager: Courts
Salary : R25 876.88 pm (basic salary excluding benefits)

Appointment Requirements:

- Diploma in Paralegal/Legal Administration (NQF level 6);
- 3 years' experience in administration and municipal courts procedures; and
- Must have a valid driver's license;

Primary Function: Manage key performance indicators associated with administrative processes in the Johannesburg Municipal Courts through the implementation of set processes for aiding by -law prosecutions and including liaising with magistrates and prosecutors to ensure matters of procedure (e.g. summonses, warrants contempt, bail etc.) are carried out.

Key Performance Areas: Manage and coordination of procedures, systems and control within all the various sections of North Municipal Courts. Control workflow processes and output levels of administrative personnel in order to ensure departmental personnel are capable of interpreting requirements and applying administrative procedures and guidelines to accomplish laid down objective and deadline. Provide specific activities associated with providing support to line functions to enable accomplishment of service delivery objectives and standards.

Leading Competencies: People Management

Core Competencies: Computer literacy (MS Office);

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

Contact Person: Vuyo Mazamisa **E-Mail:** VuyoMaz@joburg.org.za
Tel No: (011) 407 6452
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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5. **Department:** Legislature
Branch: Office of the Chair of Chairs
Designation: Cluster Coordinator x 2
Salary Range: R20 908.74 pm (basic salary excluding benefits)

Appointment Requirements:

- B Degree in Public Administration/Social Sciences;
- 3 years' experience providing administration support and in conducting research; and
- Computer literacy; MS office Applications (especially MS Word and Excel).

Primary Function: To offer research support and administration coordination to allocated Legislature Cluster(s) of Sections 79 Chairpersons.

Key Performance Areas: Provision of Cluster Committee Support and administration. Make the necessary logistical arrangements for cluster coordination. Perform activities associated with enhancing the cluster's oversight and scrutiny objectives. Provide research that is informed by Cluster Action Plans. Present results for discussion and recommendations to the Cluster.

Leading Competencies: Understanding of Municipal, Provincial Legislature or Parliamentary environment. Understanding of meeting protocols and standing rules and orders of Councils. Customer service, verbal and written communication, relationship building time management, assertiveness, interpersonal, negotiation, flexibility, attention to detail, confidentiality, planning and organising, reliability, stress tolerance, teamwork & accountability.

Core Competencies: Research skills; Presentation skills; Communications (verbal and written); coordination; analytical editing; project management; time management and research skills required. Advanced computer literacy (all Microsoft programmes), active listening and records management.

Contact Person: Sharon Gardner/Refiloe Maisela **E-Mail:** hrm@joburg.org.za
Tel No: (011) 407 6294/6270
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 08 JULY 2020

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FIXED TERM CONTRACT POSITION (LINKED TO TERM OF OFFICE)

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6. **Department:** Legislature
Branch: DA Party Caucus Support
Designation: Researcher
Annual total remuneration package: R 712 282.02 all-inclusive cost to company

Appointment Requirements:

- Honours Degree/NQF level 8 in Public Administration, Communications or related tertiary qualification in Social Sciences or Humanities;
- Suitably qualified candidate as defined by Section 20(3) of the EE Act will be considered;
- Experience in political communications and research analysis;
- At least 3 – 4 years' experience operating in a political environment, with at least 1 year in local government;
- Understanding of Public Policy and Political Administration as well as knowledge of dynamics of political party and skilled in political communications;
- Knowledge of relevant legislative and policy framework, such as MFMA, PFMA, MSA, etc.; and
- Knowledge of research methodology, software and people management.

Primary Function: To enhance the political support to the DA Caucus Councilors through the provision of research, communication and stakeholder management services.

Key Performance Areas: Enhance oversight work of DA Caucus in Legislature. Enhance political operations and administration. Manage and implement the Caucus' communication strategy. Oversee the management of complaints relating to councilors. Manage Caucus Research Projects, Stakeholder Relations Portfolios and Caucus Communications. Act as a liaison between Caucus and Project Stakeholders. Ensure quality control of documents and effective record keeping.

Leading Competencies: Professionalism, Team Player, Conceptual Thinking and Assertiveness.

Core Competencies: Analytical, Report Writing, Organizational Management, Communication, Coordination, and Project Management, Computer Literacy (MS Office Programs, SPSS), Monitoring and Evaluation skills' required. Attention to detail and logical thinking; Proactive; Flexibility; Integrity; Customer Focus; CoJ & Legislature Values; Batho Pele Principles; Professionalism; Work under Pressure; Work Independently and Confidentiality

Contact Person: Sharon Gardner/Refiloe Maisela **E-Mail:** hrm@joburg.org.za
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