

CITY OF JOHANNESBURG

VACANCY CIRCULAR: 032/2020

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, 22 JULY 2020

CLOSING DATE: TUESDAY, 04 AUGUST 2020



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

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PERMANENT POSITIONS

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

1. **Department:** Housing
Branch: Public Housing Programme Support
Designation: Manager: Old Age Flats
Salary: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's degree / NQF level 7 in Public administration / Business Administration or Business management
- Five (5) – seven (7) years relevant experience in the Housing environment of which 2 years in a management / a supervisory level.
- Basic knowledge of Public Administration / Business Administration. Knowledge of waiting list processes.

Primary Function: Manage and implement allocation processes in order to ensure that Old Age facilities are allocated properly in accordance with applicable policy and procedure and performing all relevant management duties pertaining to allocations and instructions.

Key Performance Areas: Identify, define and manage immediate, short and long-term objectives / plans associated with the Housing Waiting List System. Manage task/ activities with the implementation of procedures and monitors compliance with standards and specification with regards to the Housing Service Delivery Plan in relation to allocation of old age facilities. Undertake the responsibility of producing schedule, year plans related to allocations tasks. Provide input onto the strategic plan and development in Housing and the City. Build and maintain strong relation with internal and external business units, entities, key stakeholder and peers to ensure the correct focus and support around Housing. To efficiently and effectively manage the operational assets and resources of the Section cost effectively in accordance with the legislative framework of the City's policies and procedures. To maximize the productivity of Allocations Sub- Section by optimizing the effectiveness of its employees in order to enable achievements of objectives of the Section and manage the human resources thereof. Manage all aspects of the finance in the control of allocation Subsection, including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as the with City's policies and procedures. Provide quality report on the functions and performance. Comply with all relevant legislative framework including the City Code of Ethics, manage and mitigate risk effectively.

Leading Competencies: Good coordinator; 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.

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Core Competencies: Computer Literacy (Microsoft Word and Excel); good communication (verbal and written) and coordinating skills required.

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

Contact Person: Tshifhiwa Ndou **E-Mail:** Housingrecruitment@joburg.org.za
Tel No: (011) 407 6630
Workplace: 222 Smit Street, Braamfontein

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