

**Permanent Positions****Department: Community Development****Branch: Arts, Culture and Heritage (Museums and Galleries)****Chief Curator: James Hall Museum of Transport****Salary range: R34 515.05 per month (basic salary excluding benefits)****Appointment requirements:**

• Grade 12 and a 3-year tertiary degree/diploma in Museum Management, Automotive Engineering, Public Administration, Business Management or relevant field (NQF level 7) • Driver's licence • Public Driver's Permit will be an added advantage • Computer literacy • Knowledge of/skill in mechanical repairs • Ability to work odd times, including weekends and/or public holidays • Bilingual.

**Primary function:**

• Formulate and implement policies • Manage staff • Oversee budget and financial controls • Champion public programmes • Ensure safety and security in the museum • See to the marketing and promotion of the museum • Ensure that the museum facilities are well-maintained • Formulate a strategic vision for the museum • Liaise with partners and stakeholders • Ensure that the museum conforms to international museum standards.

**Key performance areas:**

• Manage all financial matters at the museum • Initiate, formulate and manage programmes and activities • Manage staff, schedules and activities • Manage facility • Manage administration, research and development • Marketing and promotion.

**Leading competencies:**

• Team orientated • Decision making.

**Core competencies:**

• Good organising and time management skills • Good problem-solving skills • Ability to work independently with minimal supervision.

**Workplace: Road Stand No 56, Rosettenville**

**Applications, accompanied by a comprehensive CV, should be forwarded to e-mail: vacancies-comdev@joburg.org.za Enquiries: Thato Sepuru, tel. (011) 407-7053**

**Department: Development Planning****Branch: City Transformation & Spatial Planning****Assistant Director: Area-based Planning****Salary range: R38 605.23 per month (basic salary excluding benefits)****Appointment requirements:**

• Bachelor's degree (or equivalent)/NQF level 7) in Town Planning and Regional Planning or Urban Development Studies • At least 6 years' experience in the field of spatial and city planning • At least 2 years' managerial experience • Excellent verbal and written communication skills • Ability to solve problems and resolve issues and present complex ideas and proposals • Well-developed strategic and lateral thinking.

**Primary function:**

• Provide strategic metropolitan and regional planning development services • Formulate and implement frameworks, policies, precinct plans and development strategies of high-level complexity and the initiation of development projects and programmes • Provide research and analysis of urban development trends and formulate growth management strategies • Provide development direction, integration with IDP and associated strategies and plans • Manage and provide input into development processes, projects and programmes • Direct interface and make recommendations to political level, Senior Officials and the public • Perform general management duties including legal compliance and financial management of the Sub-directorate's resources.

**Key performance areas:**

• Perform general management duties in the Sub-directorate • Ensure legal compliance in all the Sub-directorate's functions and duties • Perform financial management duties in line with the MFMA • Provide strategic direction/guidance for spatial planning and city development with various stakeholders • Direct the formulation of spatial plans, frameworks and development strategies • 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 undertaken by other departments or external parties • Be responsible for area-based coordination processes • Facilitate community and stakeholder participation • Coordinate development and implementation efforts with internal and external department agencies and stakeholder • Provide strategic advice and support on development to all stakeholders and interested parties • Manage multidisciplinary project teams/tasks/consultant teams in the formulation and implementation of plans and policies • Perform policy research on urban or development issues • Chair meetings and facilitate workshops • Coordinate capital infrastructure investment.

**Leading competencies:**

• Ability to work with Executive and Senior Management of the CoJ, Municipal Entities and other stakeholders • Strategic direction and leadership • People management • Change leadership • Stakeholder management • Programme and project management • Ability to organise multiple high-level tasks simultaneously • Ability to facilitate and direct consultation with external stakeholders to ensure strategic outcomes • Ability to facilitate stakeholder engagements.

**Core competencies:**

• People management • 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.

**Workplace: 158 Civic Boulevard Metropolitan Centre, Braamfontein**

**Applications, accompanied by a comprehensive CV, should be forwarded to e-mail: SiphweK@joburg.org.za Enquiries: Siphwe Khumalo, tel. (011) 407-7085**

**Branch: Building Development Management****Deputy Director: Building Control Officer****Salary range: R44 397.73 – R60 394.35 – R76 393.41 per month (basic salary excluding benefits)****Appointment requirements:**

• Bachelor's degree/NQF level 7 in following discipline: Architecture, Civil Engineering, Structural Engineering, Building Management, Building Science and Building Surveying • 9 years' relevant experience of which 4 years should have been at managerial level • Computer literate • Valid driver's licence (Code B) • No criminal records (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo Security Vetting and Competency Assessments.

**Primary function:**

As a Building Control Officer, ensure compliance with the National Building Regulations and Building Standards Act (Act 103 of 1997) • Provide architectural expertise to protect the Built environment • Provide professional advice on aesthetic implications of development.

**Key performance areas:**

• Ensure that all information, plans, specifications and documents submitted are in accordance with Section 4(3) of the Act by making recommendations on behalf of the City of Johannesburg • Monitor and oversee the inspection of the erection of buildings and any activities or any related matters therewith of which approval was granted and report on any non-compliance with any condition on which approval was granted by the Local Authority at a Strategic level • Manage internal and external stakeholder management on all applicable matters related to the function • Monitor and oversee applications in order to maintain uniformity and consistency and provide direction to safeguard compliance with the National Building Regulations and Building Standards Act (Act 103 of 1997) • Implement procedures, systems and controls to regulate all requirements associated with the Building Control function in accordance with the National Building regulations and Building Standards Act (Act 103 of 1997) • Compile report for Council on Building By-laws, Policies, Guidelines and Standard Operating Procedures, including the reviewing and facilitating amendments thereof • Represent Council in statutory matters and also maintain strict confidentiality to maintain the integrity of the City of Johannesburg at all times • Undertake strategic projects, assignments and duties as required by the City of Johannesburg to deliver on the mandate and objectives of development planning pertaining to the built environment • Prepare capital and operating estimates and manage expenditure against the approved budget allocation.

**Leading competencies:**

• Strategic management • People management • Stakeholder management • Conflict management.

**Core competencies:**

• Attention to detail • High levels of accuracy • Excellent planning organising and time management skills • Technical and managerial skills.

**Workplace: 158 Civic Boulevard Metropolitan Centre, Braamfontein**

**Applications, accompanied by a comprehensive CV, should be forwarded to e-mail: leyandren@joburg.org.za Enquiries: Leyandre Nlotso, tel. (011) 407-6588**

**Department: Group Finance****Branch: Core Financial Accounting****Manager: Assets & Register****Salary: R34 515.05 per month (basic salary excluding benefits)****Appointment requirements:**

• BCom degree in Accounting/Finance or a relevant 3-year qualification (NQF level 7) • Accounting understanding or experience in finance-related field • Qualification and experience in terms of minimum competencies prescribed by National Treasury • 3 years' experience in asset management or finance environment • 5 to 7 years' relevant work experience in asset management or finance field • Understanding of the asset capitalisation process and risks involved • Caseware experience or understanding will be an added advantage • Understanding of the application of the MFMA, National Treasury Regulations and legislative framework that governs Local Government • Good communication, analytical and problem-solving, report-writing and presentation skills • Computer literate • Valid driver's licence.

**Primary function:**

• Plan, design and manage the application of business processes and asset management policy to ensure that assets are accounted for accurately and completely • Monitor compliance with Generally Accepted Accounting Practice (GRAP) and MFMA in accounting for assets by the Core departments.

**Key performance areas:**

• Manage and validate the accuracy of the assets register data • Monitor compliance with GRAP standards, Assets Management Policy, MFMA and the application of business process • Plan and manage the verification process in conjunction with the Assistant

Director to report on outcomes and variances • Manage the accounting process that leads to the preparation of the asset note in the financial statements • Provide guidance and advice to subordinates on processes to follow to maintain adequate performance levels, personal development and training • Manage work attendance and skills development.

**Leading competencies:**

• Operational and technical decision-making • People management • Financial management • Stakeholder management • Programme and project management • Good leadership and change management • Teamwork and accountability • Proven facilitation, liaison and influencing skills.

**Core competencies:**

Attention to detail and high levels of accuracy and excellent planning, organising and time management skills • Good negotiation and conflict management skills • Good problem-solving skills and information gathering skills • Excellent verbal, written and communication skills • Ability to operate with continued pressure to deliver high-quality work standards • Ability to work independently • Good ethics • Confidentiality • Multi-tasking • Strong figures • Ability to work under pressure • Lateral thinker • Use own discretion.

**Workplace: 66 Jorissen Place, Braamfontein****Branch: Core Accounting****Manager Accounting (Monthly Reporting)****Salary: R34 515.05 per month (basic salary excluding benefits)****Appointment requirements:**

• BCom degree in Accounting/NQF level 7 • Qualification and experience in terms of minimum competencies prescribed by National Treasury • 5 to 8 years' overall experience in an Accounting environment or involvement in the preparation of Annual Financial Statements, with GRAP experience, whereby 2 years must be at management/supervisory level • Understanding of the application of the MFMA with respect to financial reporting • Good communication, analytical and problem-solving, report-writing and presentation skills • Computer literate.

**Primary function:**

Oversee the Core Financial Reporting for the City of Johannesburg and its Owned Entities.

**Key performance areas:**

• Plan, manage and perform the year-end closure for Core Council on an annual basis • Plan and manage the year-end audit process for Core Council • Ensure that financial statement is produced and report • Develop evaluation and report monthly departmental management reporting packs • Implement and ensure that the financial statements are prepared in line with any new accounting standards • Ensure that all inter-/intra-company balances are confirmed on a monthly basis • Direct and control outcomes associated with utilisation, productivity and performance of personnel with Core Financial Reporting • Manage and implement financial controls/procedures and provide information to support financial planning sequences • Liaise with other internal and external departments within the COJ.

**Leading competencies:**

• Operational and technical decision-making • People management • Financial management • Stakeholder management • Programme and project management • Good leadership and change management • Teamwork and accountability • Proven facilitation, liaison and influencing skills.

**Core competencies:**

• Attention to detail and high levels of accuracy and excellent planning, organising and time management skills • Good negotiation and conflict management skills • Good problem-solving and information gathering skills • Excellent verbal, written and communication skills • Ability to operate with continued pressure to deliver high-quality work standards • Ability to work independently • Good ethics • Confidentiality • Multi-tasking • Strong figures • Ability to work under pressure • Lateral thinker • Use own discretion.

**Workplace: 66 Jorissen Place, Braamfontein**

**Applications for the above 2 positions, accompanied by a comprehensive CV, should be forwarded to e-mail: Ngcobob@joburg.org.za Enquiries: Bonokwakhe Ngcobo, tel. (011) 358-3854**

**Department: Group Finance: Revenue Shared Services Centre****Branch: Credit Management****Accounting Officer****Salary: R19 632.61 per month (basic salary excluding benefits)****Appointment requirements:**

• Grade 12/NQF level 4 • 2 to 3 years' experience in customer service • Basic knowledge of debt collection, call centre collections, customer services or credit management • Knowledge of local government will be an added advantage • Strong phone and verbal communication with active listening skills and telephone etiquette • Computer literacy.

**Primary function:**

Collect on arrear municipal account debtors using Omni-channels through dialer collections incorporating inbound and outbound systems such as telephonic, e-mail, sms, chat services, online AOD services, track & trace systems and the usage of SAP CRM/ ISU systems in rehabilitating arrear debtors back to current.

**Key performance areas:**

• Be responsible for inbound and outbound arrear collection by collecting on arrear account debt associated with CoJ arrear account debtors and guided by the Credit and Debt Collection Policy • Provide arrear debtors with the full process applicable to payment arrangements • Maintain and improve current debtors' accounts • Improve and maximise revenue collection on accounts with queries • Trace the City's customers who are in arrears in order to obtain their latest contact details to collect outstanding debt.

**Leading competencies:**

• Operational and technical decision-making • Stakeholder Management • Teamwork and accountability • Activity management • Customer liaison and influencing skills.

**Core competencies:**

• Attention to detail and high levels of accuracy and excellent planning, organising and time management skills • Good negotiation and conflict management skills • Good problem-solving and information gathering skills • Excellent verbal, written and communication skills • Ability to operate with continued pressure to deliver high-quality work standards • Ability to work independently • Good ethics • Confidentiality • Multi-tasking • Strong figures • Ability to work under pressure • Lateral thinker • Customer and service delivery management (Batho Pele) ethics • Use own discretion.

**Workplace: Thuso House, 61 Jorissen Street, Braamfontein**

**Applications, accompanied by a comprehensive CV, should be forwarded to e-mail: Matthews@joburg.org.za Enquiries: Nthabiseng Monesa, tel. (011) 358-3528**

**Department: Public Safety - Emergency Management Services (EMS)****Branch: Disaster Management****Data Capturer****Salary range: R11 005.39 per month (basic salary excluding benefits)****Appointment requirements:**

• Grade 12/ NQF level 4 • 1 year's minimum office assistant/administration experience • Typing 60 words per minute • Computer literate with all MS Office packages (Word, Excel, PowerPoint) and Lotus Notes/Microsoft Outlook • Knowledge of data analysis • Conflict resolution, communication and administrative skills.

**Primary function:**

Provide data capturing support to the Disaster Management Centre.

**Key performance areas:**

• Coordinate plans and forms to be captured and update data • Ensure data is captured properly in a systematic and efficient manner • Type and retrieve data • Receive calls and messages. • Type and update data received from the super team • File all data electronically and manually.

**Leading competencies:**

• Attention to detail • Manage strict deadlines.

**Core competencies:**

• Work overtime and flexi-time when required.

**Workplace: Various****Branch: Finance****Driver/Messenger****Salary: R9 326.60 per month (basic salary excluding benefits)****Appointment requirements:**

• Grade 10/NQF level 2 • 2 years' driving experience within the Metro City • Valid Code C1 driver's licence and PDP • Extensive knowledge of the Johannesburg area.

**Primary function:**

• Offer a coordinated supportive comprehensive communication, mail distribution, messenger and postal service within and outside of Emergency Management Services so organisational goals in totality can be achieved and realised.

**Key performance areas:**

Transport goods, parcels and documents from one point to the other, which includes loading and off-loading of goods.

**Leading competencies:**

Good communicator and attention to detail.

**Core competencies:**

Time management.

**Workplace: Martindale**

**Applications for the above 2 positions, accompanied by a comprehensive CV, should be hand delivered to Florida Park Fire Station, HR Offices, Cnr Golf Club Terrace & Ontdekkers, Florida Park Enquiries: Thula Sithole, tel. (011) 758-5071**

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

**Closing date: 11 June 2019**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointments 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.

