



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

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VACANCY BULLETIN: STC 003/2019

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Social Development Department has the following short term contract opportunities for a period **NOT** exceeding twelve (12) months.

The details are as follows:

- 1) **Department:** Social Development
Branch: Food Resilience
Designation: Administration Assistant
Salary: R13 371.55 pm (all-inclusive salary)

Appointment Requirements:

- Matric (NQF level 4);
- Basic Computer literacy; and
- At least six (6) months' experience in a customer service work environment.

Primary Function: To provide a comprehensive administrative support function to the Expanded Social Packages (ESP) Special Project Unit, including maintenance of accurate records, data cleansing, query resolution, community outreach and awareness, logistics coordination, recording of assets and general office support.

Key Performance Areas: Investigate and resolve non-receipt of ESP rebates escalated by clients, Councilors, Registration Clerks or from any other platform/stakeholders or any other method of communication such as telephonically or via email. Encourage community members to register for the ESP Programme. Administration Duties and Data Cleansing.

Leading Competencies: Collaborative/Teamwork and Independently, Honesty, & Accountability.

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

PUBLICATION DATE: 06 MARCH 2019

CLOSING DATE: 19 MARCH 2019

VACANCY BULLETIN: 003/2019

For further information relating to job requirements and description, interested applicants can contact Refilwe Mokgako at (011) 407 6789.

An Application letter and comprehensive CV must be emailed to RefilweM.org.za.

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

PUBLICATION DATE: 06 March 2019

CLOSING DATE: 19 March 2019



SERENA PIENAAR

ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT

PUBLICATION DATE: 06 MARCH 2019

CLOSING DATE: 19 MARCH 2019

VACANCY BULLETIN: 003/2019
