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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
**Deputy Director: Emergency Community
Centre & Resource Planning**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
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DISCLAIMER

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DEPUTY DIRECTOR: EMERGENCY COMMUNITY CENTRE & RESOURCE PLANNING

<u>DEPARTMENT:</u>	Public Safety: Emergency Management Services (EMS)
<u>BRANCH:</u>	Operations
<u>DESIGNATION:</u>	Deputy Director: Emergency Community Centre & Resource Planning
<u>REMUNERATION:</u>	R54 544,98 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Martindale

Minimum Requirements:

- Grade 12 or equivalent NQF level 4 plus a Degree or B Tech in Fire Technology or in Emergency Medical Care at NQF level 7;
- 7 – 9 years of EMS Operations experience and 5 years of management experience as Divisional Chief;
- Must have a valid HPCSA registration;
- Aquatic Exercise Association Certificate (AEA);
- Intermediate Life Support (ILS) Certification;
- Must have a valid driver's license Code C1 and valid PrDP.

Primary Function:

Manage the strategic tasks related to the Emergency Communication Centre through the support of effective work, monitoring to ensure increased service delivery, implementing Customer Charter, South African National Standards (SANS10090) and other relevant service standards and intergovernmental liaison, project management to ensure that the strategic objectives of the operations of the Directorate are met and to give effect to the EMS departmental Integrated Development Plan.

Key Performance Areas:

- Oversee and conduct strategic planning process for the Emergency Communication Centre, including resource planning and allocation;
- Establish Administration and Technical support, manage the Radio Technical Emergency Communication Call Taking and Dispatch Systems Administration Sections in order to ensure proper radio communication and emergency call taking and dispatching to give effect to IDP, EMS Department and Directorate goals and objects;
- Oversee and conduct strategic planning process for the Emergency Communication Centre, inclusive of Call Taking and Dispatching within the Department;
- Customer Relations Management; establish a cooperative partnership with multi-sectoral role players in accordance with the Department's strategic objectives and Directorate objectives to give effect to the City's IDP;
- Manage the Emergency Communication Centre budget and assets of the Section;
- Manage staff within the Unit;
- Oversee and conduct strategic human resource planning for Operations.



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Leading Competencies:

- Management Skills, Labour Relations Management, Project Management, Report writing skills, OHASA, Municipal Financial Management and Conflict management;
- Strategic management;
- Project management;
- People, Stakeholder and Conflict management;
- Business acumen;
- Fairness and transparency;
- Assertive and accurate intellectual capacity;
- Advanced Computer literacy including MS Office Applications (including Access);
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.

Core Competencies:

- Knowledge of Emergency Communications Control Room Operations;
- Knowledge of Emergency Medical Preparedness and Response;
- Knowledge of Medical Information Management and Communication through gathering and analysis of data;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

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<https://share-eu1.hsforms.com/1W2NffnJOS4ai60vvtzIDlwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: David Moleele
Tel No: (011) 222 8085

CLOSING DATE: TUESDAY, 06 DECEMBER 2022



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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Regional Manager: Region A

APPLICATION REQUIREMENTS

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REGIONAL MANAGER: REGION A

<u>DEPARTMENT:</u>	Social Development
<u>BRANCH:</u>	Management Support Unit
<u>DESIGNATION:</u>	Regional Manager: Region A
<u>REMUNERATION:</u>	R54 544,98 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Midrand

Minimum Requirements:

- Grade 12 plus B Degree in Social Science/Developmental Studies (NQF level 7);
- 7 - 9 years' relevant experience on management level in Social Science/Development Studies;
- Working knowledge of Council policies, procedures and applicable legislations;
- A valid driver's license is also required.

Primary Function:

Plan, lead, organize and control in an integrated manner all Social Development Services in the Region, in line with the legislative frameworks including the cities policies, frameworks and strategies (Growth Development Strategy, Integrated Development Plan and Departmental Business Plan) in order to transcend poverty, unemployment and creating prospects for social inclusion thereby improving the quality of life of communities.

Key Performance Areas:

- Plan and direct Social Development Services in the Region in order to ensure sound financial management of the Department in accordance with Council policies and procedures and the MFMA;
- Direct the staff in the Regions in order to ensure an effective HR management service within the Department in line with CoJ HR objectives;
- Monitoring, evaluation and Stakeholder Management to ensure the efficient and smooth running of the Department facilities for effective and efficient service delivery and programmes to communities in line with CoJ strategic priorities and Departmental mandate;
- Budget, risk, and assets management to ensure sound financial management of the Department in accordance with council policies/procedures and the MFMA.

Leading Competencies:

- Ability to deal with various types of pressure (human relations, public, political and emotional);
- Leadership, Strategic Management, Financial Management, People Management, Project Management, Stakeholder Management, Conflict Management and Risk Management;



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- Computer literacy including MS Office Applications;
- Interpersonal and report writing skills;
- Accountability, accuracy, financial skills (budgeting etc.), and attention to detail;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Knowledge in project management, knowledge management, strategic management, and stakeholder relations management;
- Confidentiality, Deadline driven, Good ethics, Professionalism, and Integrity;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics;
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ENQUIRIES ONLY:

Contact Person: Nthabiseng Majara

Tel No: 011 407 6534

CLOSING DATE: TUESDAY, 06 DECEMBER 2022

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Secretary (Sports & Recreation)

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SECRETARY (SPORTS AND RECREATION)

<u>DEPARTMENT:</u>	Community Development
<u>BRANCH:</u>	Sports & Recreation
<u>DESIGNATION:</u>	Secretary
<u>REMUNERATION:</u>	R16 427,66 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Johannesburg Stadium, 124 Van Beek Street, New Doornfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus a Diploma (NQF level 6) in Secretarial or relevant office Management qualification;
- 1-year relevant experience;
- Language proficiency (reading and writing) in English;
- Knowledge of Information management.

Primary Function:

To ensure an effective and efficient secretarial service is rendered in the office of the Manager Sports and Recreation, thereby enhancing service delivery in the Region.

Key Performance Areas:

- Provide an efficient telephone for the Regional office;
- Maintain an efficient record keeping and retrieval system;
- Perform secretarial and administrative duties;
- Communicate required information to management, staff and Public;
- Keep recreation facility/activity programme updated;
- Receive and Make functions/hall bookings;
- Assist Manager/Office with programme implementation.

Leading Competencies:


- Batho Pele Principles;
- Decision making;
- Attention to detail;
- Customer service;


Core Competencies:

- Computer Literacy and Office Application;
- Good communication (verbal and written);
- Literacy;
- Numeracy.



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ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: (011) 407 7198

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