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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Manager: Management System, Patterns and Trend**
- **Environmental Health Practitioner (Region A-G)**

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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MANAGER: MANAGEMENT SYSTEMS, PATTERNS AND TREND

Department: Health
Branch: Management Support and Development
Designation: Manager: Management System, Patterns and Trend
Remuneration: R42 403.58 pm (basic salary excluding benefits)
Location: Central

Minimum Requirements:

- Grade 12 plus Advanced Diploma or Degree in Administration or Labour or Industrial Relations (NQF level 7);
- Five (5) - seven (7) relevant experience in Labour Relations and administration.
- Must have a valid Code Driver's license.

Primary Function:

To lead, direct, manage, guide, monitor and facilitate implementation as it relates to all administrative and labour relation issues in COJ.

Job Description:

- Personnel and Performance Management. Directs and control the key performance indicators and outcomes of personnel within the MSD unit.
- Training and Development. Oversee, monitor, and evaluate the strategic plan for the training and development in the unit.
- Budget and Monitoring. Manage the implementation of financial control, polices and procedures and give the necessary financial support
- Facilitate Labour Relations dispute in department. Represents management in labour contract negotiations to reconcile opposing claims and recommend concessions or proposes adoption of new procedures.
- Administrative Function. Perform specific activities associated with providing support to line functions

Leading Competencies:

- Good managerial skills
- Great team leader
- Good time management skills

Core Competencies:

- Computer literacy;
- Outstanding negotiation and liaison skills
- Strong ability to establish and maintain good relationships with Management and labour.



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https://share-eu1.hsforms.com/1Dhj_fjLQye9kH2lodWqnAew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Nonhle Mngadi

Tel No: (011) 407-7239

CLOSING DATE: WEDNESDAY, 29 MARCH 2023

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ENVIRONMENTAL HEALTH PRACTITIONER

Department: Health
Branch: Environmental Health Services
Designation: Environmental Health Practitioner
Remuneration: R30 253.23 pm (basic salary, excluding benefits)
Location: Region A - G

Minimum Requirements:

- Grade 12 plus National Diploma in Environmental Health / B Degree in Environmental Health or equivalent (NQF level 6);
- Registered with the Health Professional Council of South Africa as an Independent Practitioner;
- 1 – 3 years' relevant experience in an Environmental Health environment;
- Must have a valid code 8 driver's license.

Primary Function:

Coordinate, investigate, inspect, monitor, evaluate, report, and comply with enforcement procedures, related to the environment. Distribute information and educate as well as advice on practices that negatively impacts the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

Key Performance Areas:


- Conduct inspections and investigations of residential, commercial, or other occupied premises and/or open spaces and or public facilities to determine compliance with-law and statutory legislation;
- Enforce specific procedures and measures on residents, commercial and industrial businesses;
- Participate in the initiation, planning, and identifying project's role players and target group in the provisions of awareness and educational programmes on environment approaches and healthy living to the community;
- Coordinate specific administrative and reporting requirements associated with key performance areas and results indicators;
- Manage and enforce compliance with legislation by institutions such as creches, nursery schools, mental institutions, places of care, day mother etc.


Leading Competencies:

- Strong decision-making skills;
- Time management;
- Excellent communication;



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- Conflict management;
- Analytical thinking skills required;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- 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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Region A - <https://share-eu1.hsforms.com/1w38ZRxleSvaid7ZW1r6hDQew554>

Region B - <https://share-eu1.hsforms.com/1FuNHe6WZRO-iZTIlbsGupQew554>

Region C - <https://share-eu1.hsforms.com/1G3dAnfxCTuiJRhskyzz-igew554>

Region D - <https://share-eu1.hsforms.com/10i5uKW4LSrGRx3uAYoekCwew554>

Region E - <https://share-eu1.hsforms.com/1FiDDA9LESTumQQb0nvGzaAew554>

Region F - <https://share-eu1.hsforms.com/1oKEc35JtRy2uPxP-0vFkqwew554>

Region G - <https://share-eu1.hsforms.com/1d7wWCBkEQ-G9iIFQsXtp2Aew554>

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ENQUIRIES ONLY:

Contact Person: Murendeni Nelufule

Tel No: 011 407 6680


CLOSING DATE: WEDNESDAY, 29 MARCH 2023


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
SPECIALIST: EMPLOYEE WELLNESS PROGRAMME

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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SPECIALIST: EMPLOYEE WELLNESS PROGRAMME

Department: Group Corporate and Shared Services
Branch: Employee Relations & Development
Designation: Specialist: Employee Wellness Programme
Remuneration: R42 403.58 pm (basic salary, excluding benefits)
Location: JMPD, 1041 Wemmer Complex, Village Main Road and Loveday Street

Appointment Requirements:

- BA (Social work or Bachelor of Social Science specializing in social work);
- Registered with a professional body (SACSSP);
- Certificate in EAP/ employee wellness will be an added advantage.
- 5 years in the field of social work wherein two (2) years must be exposure to all basic discipline of employee wellbeing; and
- Skills required: Counselling, analysis, report writing, presentation, problem solving, originating, and implementing project and programmes and formulating and implementing policies and protocols.

Primary Function:

Improve quality of work life and resilience of all employees by developing programmes that enhance wellbeing of the employees and the organization - provision of interventions that will maximize employees' productivity and services delivery of the organization.

Key Performance Areas:

- Develop and manage the Citywide EAP strategy compliant with national and international norms and standards and lead the City of Johannesburg towards having the status of political leadership and a workforce that can perform their duties effectively and efficiently.
- Manage the various EAP processes internally and externally.
- Manage change in these business processes and train line management and staff in currently accepted best practices.
- Assist in the compilation and administer departmental/regional budget needed to perform the EAP function in the City. Carry out the EAP functions mandate of promotion, counselling, referral and feedback.
- Maximize return on human capital investment through value adding interventions to improve organizational performance.
- Create, manage, and maintain a highly skilled and professional team of student social workers and interns, ensure upskilling in terms of latest challenges within the organization.



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Leading Competencies:

- Ability to function under stress;
- Time management;
- High level of confidentiality and people management;
- Collaborative/Teamwork;
- Value and Integrity;
- Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Practice professionalism;

Core Competencies:

- Analytical mind and lateral thinking;
- Diplomatic assertive way of functioning;
- Extensive travelling and extended working hours.
- Computer literacy (Microsoft Word and Excel);
- Good communication (verbal and written);
- Coordinating skills;
- Presentation;
- Facilitation skills.

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ENQUIRIES ONLY:

Contact Person: Regina Hartley
Tel No: 011 407 7191


CLOSING DATE: WEDNESDAY, 29 MARCH 2023


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **Assistant Director: Skills Development**

APPLICATION REQUIREMENTS

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ASSISTANT DIRECTOR: SKILLS DEVELOPMENT

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group Human Capital Management (GHCM) (Employee Relations & Development)
<u>DESIGNATION:</u>	Assistant Director: Skills Development
<u>REMUNERATION:</u>	R47 428,59 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus Degree in Human Resource Management (HRM)/Human Resource Development (HRD) or related tertiary qualification in the Discipline HRM at NQF level 7;
- 6 - 8 years' experience in the HRD/HRM field in either the Public or Private sector, of which 4 years' experience must be on management level.

Primary Function:

Develop, implement and monitor the HRD strategy, policies and workplace skills plan to ensure that the quality of training outcomes are controlled and aligned to career pathing and succession planning.

Key Performance Areas:

- HRD Strategy and HRD Policy development and implementation;
- Financial Control and control management;
- Compliance to all relevant HRD legislation, HRD policies and directives;
- Develop and implement the City Core Workplace Skills Plan;
- Develop tools to measure the effectiveness of HRD initiatives;
- Project management of HRD-related projects;
- Liaise with the City Group and External Stakeholders (eg. LGSETA, COGTA, National Treasury etc.);
- People management;
- Manage all HRD-related resources;
- Ensure the coordination, administration and implementation of all sectional reports, resolutions and assessments conducted in the City Core;
- Facilitate the sub-directorate performance management planning process.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Good facilitation and influencing skills;
- Good listening and communication;
- Presentation and facilitation skills;
- Coordinating skills;
- Administration skills;



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- Problem-solving skills;
- Critical thinking skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.

Core Competencies:

- Formulation and implement HRD Strategy, HRD Policies and HRD Systems and HRD Processes;
- Knowledge of HRD Policies, HRD Systems and HRD Processes, Public Services Environment, Skills Development Act, Skills Development Levies Act, South African Qualifications Act, Employment Equity Act, Municipal Finance Management Act, Youth Commission Act, Labour Legislation (LLA, BCEA);
- 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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APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sibongile Mthembu

Tel No: 011 407 7139

CLOSING DATE: WEDNESDAY, 29 MARCH 2023



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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Manager: Transport Planning & Policy

APPLICATION REQUIREMENTS

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MANAGER: TRANSPORT PLANNING & POLICY

DEPARTMENT:	Transport
BRANCH:	Planning & Policy
DESIGNATION:	Manager: Transport Planning & Policy
REMUNERATION:	R42 403,58 pm (basic salary, excluding benefits)
LOCATION:	Old Mutual Building, 75 Helen Joseph Street, Johannesburg

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree in Built environment, specialising in Transport Planning (NQF level 7) or related qualification;
- 5 – 7 years' relevant experience in Local Government at supervisory/management level;

Primary Function:

Provide an efficient and effective management support service in the implementation and monitoring of Transport Policy and Planning strategies, policies and integrated transport plans to ensure that these policies and procedures are implemented and adhered to by relevant stakeholders.

Key Performance Areas:


- Plan, coordinate and supervise the activities relating to Transport Policy and Planning, according to the City's policies and guidelines, so that they are done in a cost-effective and efficient manner;
- Manage and monitor sequences associated with the implementation of statutory laws and by-laws related to Transport Policy and Planning;
- Manage the implementation of procedures and systems associated with controlling document flow and quality systems/statutory and audit requirements regulating recordkeeping;
- Project management and contract management in accordance with relevant City regulations, policies and processes;
- Staff management;
- Liaise with counterparts in various City, Provincial, and National Departments to ensure that planning and implementation of policies are aligned and well-integrated with and into various planning instruments in line with the vision of the City.


Leading Competencies:

- Computer literacy including MS Office Applications;
- Good communication, presentation, and coordinating skills;
- Accountability and report-writing skills;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.



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Core Competencies:

- Understanding of first principles in transport planning;
- Understanding of traffic engineering;
- Understanding of Transport Models;
- 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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ENQUIRIES ONLY:

Contact Person: Estelle Buys
Tel No: 011 022 8858

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