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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Researcher**
- **Messenger**
- **Information Officer**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
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RESEARCHER

Department:	Legislature
Branch:	Legislature & Oversight
Designation:	Researcher
Remuneration:	R42 403.58 pm (basic salary, excluding benefits)
Location:	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- Degree / NQF level 7 in Social Science, Development Studies, Transport, Economics, Built environment, Law, Business Administration Governance or Management sciences or any other equivalent and related qualification.
- 5 - 7 years working experience in conducting research.
- Knowledge of relevant local Government legislative and policy framework, such and MFMA, PFMA, MSA, etc.
- Knowledge of research methodology, software and people management

Primary Function:

Provide effective research and analysis services to the Section 79 Portfolio Committees and Standing Committees. Initiate, implement and manage research project in order to guide committee decision and actions in the exercise of their oversight and scrutiny mandate. Additionally, to provide research and advisory services to chairpersons of committee in the fulfilment of their duties to committees and their key performance areas (as stated in the performance agreements with the Chairperson of Chairpersons). Manage and develop strategic annual actions programmes of Section 79 and standing committees. Manage the content and process of oversight activities of committees through identification of relevant oversight areas, providing background reports and monitoring the implementation to committee recommendations and council resolutions. Provide knowledge management services to the respective portfolio and standing committees.

Key Performance Areas:

- Conduct oversight research and provide analytical support to section 79 portfolio and standing committees as per budget cycle to ensure that the Portfolio and standing Committees achieve their strategic goals.
- Plan, monitor and evaluate support to portfolio and standing committees. Unscheduled work instructions and to ensure that the coordination of shared activities occurs.
- Track Committees Strategic and operational Risks

Leading Competencies:

- Professionalism,
- Team Player,
- Conceptual Thinking; and
- Assertive
- Emotional Intelligence



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Core Competencies:

- Analytical Skills;
- Report writing;
- Organizational Management;
- Good communication;
- Project management,
- Computer literacy (MS Office Programs, SPSS),
- Monitoring and evaluation

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ENQUIRIES ONLY:

Contact Person: Tebogo Mogodiri / Sharon Gardner
Tel No: (011) 407 6002 / 6294

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1sSQGQNzpSqO50m63eDphBwew554>

APPLY ONLINE VIA: www.joburg.org.za

CLOSING DATE: TUESDAY, 23 MAY 2023

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MESSENGER

Department:	Legislature
Branch:	Legislative & Oversight
Designation:	Messenger
Remuneration:	R11 458.23 pm (basic salary excluding benefits)
Location:	158 Civic Boulevard, Metro Centre, Braamfontein

Appointment Requirements:

- Grade 10 – 12 / NQF level 2 – 4 qualifications.
- Six (6) months' relevant experience.
- Must have a valid driver's license.

Primary Function:

The incumbent will be responsible to pick up and deliver documents and parcels / packages for Council and Committee Services Section so that items reach their destination within the stipulated time.

Key Performance Areas:

- Ensure councilors and Officials receive documents on time.
- Ensure an accurate record of deliveries is kept.
- Ensure safety and accuracy.

Leading Competencies:

- Good communication; and
- Time management

Core Competencies:

- Attention to detail.

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INFORMATION OFFICER

Department:	Legislature
Branch:	Legislative & Oversight
Designation:	Information Officer
Remuneration:	R24 119.71 pm (basic salary excluding benefits)
Location:	158 Civic Boulevard, Metro Centre, Braamfontein

Appointment Requirements:

- Grade 12/NQF level 4 plus diploma in Document / Information Management and Archival systems or any other related qualification at NQF level 6;
- 1 – 3 years' experience in document / information management and archiving and /or experience in the political environment and public sector / local government processes;
- Experience in identifying problematic areas and giving of government processes;
- Knowledge of archiving and Information management;
- Understanding of political environment and public sector /local government processes;
- Basic research knowledge;

Primary Function:

Compile and manage information on both areas; Political and Constitutional.

Key Performance Areas:

- Data input on Jozinet, shared folders and online committees' system in respect of decision database as well as other projects of Jozinet and Committees system;
- Ensure correct information is distributed and updated on different database;
- Coordinate information aimed at the public (external information) and Information aimed at Councillors and staff (Internal Information)
- Ensure compliance to the access to information Act;

Leading Competencies:


- Computer Literacy (All Microsoft Programs)
- Excellent communication;
- Ability to Prioritise and plan effectively
- Coordination Skills;
- Time management;


Core Competencies:

- Initiative;
- Attention to detail.
- Team Player



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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Unit Head: Facilities Enhancement

APPLICATION REQUIREMENTS

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UNIT HEAD: FACILITIES ENHANCEMENT

<u>Department:</u>	Community Development
Branch:	Facilities Management Unit
<u>Designation:</u>	Unit Head: Facilities Enhancement
<u>Remuneration:</u>	R67 622.85 pm (basic salary, excluding benefits)
<u>Location:</u>	Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Degree in the Built Environment (Engineering, Quality Surveying, Architecture Building).
- Project management Certificate
- Registration with a Professional Body.
- Ten (10) years' experience within a Facilities Environment / Built Environment.
- Five (5) to ten (10) years in a Senior Management post with a large budget and diverse Human Capital component with strong emphasis on Communication and Human Resources Management and financial acumen, meeting tight deadlines.
- MFMA Knowledge.

Primary Function

Establish, lead and direct, through the application of knowledge, skills and ability to perform in a high pressure environment, the Facilities Enhancement, Networks and Relations Unit comprising Administration and Logistics, Tenders, Contracts, SLA's, MOU's, Lease Agreements, Performance Development and Enhancements, Capital Projects and Facilities Oversight and Coordination and the Networks, Relationships and Stakeholder Enhancement operations in the Community Development department by developing strategy, controls for Finance and Human Capital (Unit specific) that will have a high impact on Departmental success across diverse activities and relationships with high level Executive staff, Community and Political leadership with the GDS 2040 and IDP, Mayoral Thrusts as guiding beacons. Approximately 650 facilities that are essential in the Unit's scope of service delivery in the department and to improve on the Audit report.

NB: Based on Strategies, Business Plans and good management principles.

Key Performance Areas:

- Identify through a review process, planning for success areas of subunit specific activities including Administration and its components, Facilities Enhancement, Networks Relationships and Stakeholder Enhancement.
- The nature of the new unit requires a cross cutting approach with Human capital and Technology playing and ever-increasing degree of importance to meet development strategies and plans by designing, monitoring evaluating and taking corrective action;



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- Plan, develop, complete for monitor, control the units operating and capital budget to permit expenditure to be in line with legislation, policies plan and projects.
- Lead direct and control the strategic level operations related to Administration and document flow, management and adherence town policies, COJ policies and to ensure optimum value add and use of resources in terms of legislation.
- Direct the Capital implementation of the sub-unit.
- Establish, develop and network with numerous stakeholders in a community environment, set policy, procedures and common goal that align with departmental objectives and deliver total quality managed result based on trust innovation, information system and forecasting.

Leading Competencies:

- Strategic direction and leadership;
- People management;
- Program and project management;
- Financial management;
- Change management;
- Change leadership; and
- Governance leadership.

Core Competencies:

- Moral competence;
- Planning and organizing;
- Analysis and innovation;
- Knowledge and information management;
- Communication and results and quality focus.

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ENQUIRIES ONLY:

Contact Person: Thato Sepuru

Tel No: (011) 407 7198


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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Building Inspector**
- **Senior Legal Administrator**

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BUILDING INSPECTOR

Department:	Development Planning
Branch:	Building Development Management
Designation:	Building Inspector
Remuneration:	R24 119.71 pm (basic salary excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 with a National Diploma (NQF level 6) in building discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building surveying and Quantity Surveying;
- 1 - 3 years' relevant work experience;
- Knowledge and understanding of the National Building Regulations and Building Standards Act, No 1977, other applicable legislation and Council By-Laws;
- Computer literacy (functional knowledge of MS Office packages and operating systems); and
- Must have a valid driver's license.

Primary Functions:

Inspect building operations in developed and undeveloped areas in order to control the quality and safety of structures and ensures compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant regulations and By-Laws. Enforcement of contraventions of the NBR and illegal building activities.

Key Performance Areas:


- Make and forward inputs on work improvements to the Chief Building Inspector.
- Carry out mandatory inspections, i.e. foundation, drainage, roof, interim and final inspection required in terms of the National Building Regulations.
- Carry out various inspections and spot checks in response to requests, queries and complaints from councilor, management, other departments and members of the public.
- Facilitate the enforcement of contraventions of the National Building Regulations and illegal building activities.
- Maintain records of building inspection activities in the allocated region.
- Refer complicated and difficult queries and plan inspections to the Chief Building Inspector.
- Liaise with internal and external stakeholders including the General Public, Professionals (e.g. Engineers, Architects and Developers), Council Department, Regional Offices, Municipal Owned Entities and Agencies and Provincial and Local Government.
- Perform various ad-hoc duties delegated by the Chief Building Inspector from time to time.
- Compile and submit building statistics as and when required.

Leading Competencies:

- Good negotiation and conflict management skills;
- Good problem-solving skills and information gathering skills;
- Excellent verbal, written and communication skills.



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Core Competencies:

- Attention to detail and high levels of accuracy and excellent planning, organising and time management skills;
- Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards;
- Ability to work independently with minimal supervision.

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

ENQUIRIES ONLY:

Contact Person: Battina Raolane

Tel No: 011 407 6684

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SENIOR LEGAL ADMINISTRATOR

<u>Department:</u>	Development Planning
<u>Branch:</u>	Land Use Development Management
<u>Designation:</u>	Senior Legal Administrator
<u>Remuneration:</u>	R29 850.81pm (basic salary, excluding benefits)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a National Diploma in Paralegal, Conveyancing, Notarial Practice, Town or Regional Planning, Planning or related /NQF level 6;
- Valid Code 8 driver's license;
- 3 – 5 years' experience in the Development and/or Town Planning environment;
- Clear criminal record/verification and security check;

Primary Function:

Provide a comprehensive coordination support service in the Legal Administration Unit of Land Use Management by coordinating the various processes in order to ensure policies and legislation are correctly implemented in accordance with Town Planning Ordinances, Schemes and relevant legislation, so that applications for development planning within the City of Johannesburg are evaluated in terms of implementation of land use rights, are legally compliant, that the potential of any legal claims against the council are minimized and that the interests of the Council are legally protected.

Key Performance Areas:

- Provide effective direction and support of the unit in terms of Support Services issues
- Administrative functions in order to provide a comprehensive alignment to the strategies of the department with systems, processes and functions;
- Evaluate and assess applications for legal compliance and implementation viability;
- Utilise professional knowledge and experience to assess and evaluate applications for legally competency and provide advice;
- Ensure functional and secure record, document and information management in the unit;
- Provide a professional advisory and facilitation service to stakeholders.

Leading Competencies:

- Report writing;
- Computer literacy on SAP and Town Planning systems as well as MS Office applications.

Core Competencies:

- Knowledge on Administrative Management;
- Knowledge of Financial Reporting.



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ENQUIRIES ONLY:

Contact Person: Khayelihle Nkosi

Tel No: 011 407 6588

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