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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**PERSONAL ASSISTANT****APPLICATION REQUIREMENTS**

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## PERSONAL ASSISTANT

<b><u>Department:</u></b>	Citizens Relationship & Urban Management
<b><u>Branch:</u></b>	<b>Office of the Group Head: CRUM</b>
<b><u>Designation:</u></b>	<b>Personal Assistant</b>
<b><u>Remuneration:</u></b>	R24 119.71 pm (basic salary, excluding benefits)
<b><u>Location:</u></b>	Traduna House, 118 Jorison Street, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus Diploma in Business Management/ Administration or similar and /or relevant qualification at NQF level 6;
- 2 - 4 years' relevant experience in a Senior secretarial / Executive Secretary or Personal Assistant administrative role.
- Knowledge of the local Government;
- Knowledge of related policies and legislation governing the distribution functions;
- Understanding of the City's strategic business planning and performance management processes;
- Computer literacy including MS Office applications.

### **Primary Function:**

**To provide general administrative support to the office of the Group Head: CRUM. Provide a high- level reception service to the persons visiting the Office of the Group Head: CRUM.**

### **Key Performance Areas:**

- Provide sound management of the administration in the office of the Group Head: CRUM;
- Render secretarial functions and related administration to the office of the Group Head: CRUM;
- Manage all Head office CRUM meetings and related logistics; and
- Provide effective dairy management for the Group Head: CRUM;

### **Leading Competencies:**

- Computer literacy including MS Office Applications;
- Good Administrative skills;
- Interpersonal skills
- Problem solving skills;
- Good planning and Organizational skills;
- Good project management skills
- Good coordinating skills
- Good Communication (verbal and written) skills;
- Good time management skills
- Accountability, administration and management skills;



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### **Core Competencies:**

- High level of confidentiality
- Working independently;
- Working under pressure and ability to prioritise.
- 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/1EM4RwkawSCGDZQFzbu1UAew554>

**APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)**

### **ENQUIRIES ONLY:**

**Contact Person:** Thabiso Nkosi

**Tel No:** 011 376 8532 / 8682


**CLOSING DATE: WEDNESDAY, 19 JULY 2023**


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**Specialist: Town Planner**

**APPLICATION REQUIREMENTS**

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## SPECIALIST: TOWN PLANNER

<b>Department:</b>	Development Planning
<b>Branch:</b>	<b>Land Use Management</b>
<b>Designation:</b>	<b>Specialist: Town Planner</b>
<b>Remuneration:</b>	R29 850.81 pm (basic salary, excluding benefits)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric plus a National Diploma in Town Planning or any tertiary qualification related to the Regional Planning discipline/NQF level 6;
- 3 - 5 years' working experience in Town Planning;
- Basic knowledge of Development and Land Use concepts and functions;
- Knowledge of Local government policies, procedures and protocols.
- Must have a valid driver's license – Code 08

### **Primary Function:**

**Process Town Planning applications and implement processes based on set guidelines under the mentorship and guidance of the Senior Specialist (Town Planner) and Manager, in order to promote harmonious and orderly development of the City.**

### **Key Performance Areas:**

- Make and forward inputs on work improvements.
- Process Town Planning applications based on set guidelines.
- Provide town planning advice.
- Participate in an informal mentoring process.
- Participate in planning related hearing and meetings.

### **Leading Competencies:**

- Computer literacy in Microsoft Office;
- Verbal and written communication skills.


### **Core Competencies:**


- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Conflict management;
- Problem solving and understanding of applicable legislation, regulations and policies.
- Attention to detail;
- Batho Pele Principles.





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**ENQUIRIES ONLY:**

Contact Person: Tiyani Maringa

Tel No: 011 407 6514


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**SENIOR SECRETARY**

**APPLICATION REQUIREMENTS**

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## SENIOR SECRETARY

**Department:** Group Finance  
**Branch:** Group Strategic Supply Chain Management  
**Designation:** Senior Secretary  
**Remuneration:** R18 481.12 pm (basic salary excluding benefits)  
**Location:** Metro Centre, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4 is required;
- Must be in possession of a Secretarial / Office Administration Certificate or equivalent (NQF level 5);
- 6 – 12 months' relevant secretarial/administrative experience;
- Knowledge of relevant administrative duties and secretarial functions.

### **Primary Function:**

Coordinate activities and requirements associated with the Deputy Director's office through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, functions and meetings.

### **Key Performance Areas:**

- Secretarial support to the Directorate.
- Administrative support and record keeping to the department.
- Manage the Deputy Director's diary and programme of activities.
- Reception/telephonic and office support.

### **Leading Competencies:**

- Desk Etiquette;
- Stakeholder Relations and Communications;
- Asset and Resource (Materials and Tools) Management;
- Monitoring and Reporting.

### **Core Competencies:**

- Computer Literacy (MS Office);
- Leadership Skills;
- Report Writing and
- Presentation Skills.





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**ENQUIRIES ONLY:**

Contact Person: Mmaphuti Dikgomo

Tel No: (011) 021 2570

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**Area Manager: Security Services**

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## ARE MANAGER: SECURITY SERVICES

**Department:** Public Safety - JMPD  
**Branch:** Security Services  
**Designation:** Area Manager: Security Services  
**Remuneration:** R42 403.53 pm (basic salary, excluding benefits)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 Certificate / NQF level 4.
- Degree in Security Risk Management, Criminal Justice and /or Forensic Management (NQF level 7);
- Grade A PSIRA accredited certificate.
- (SSA) Security Managers Course will be an added advantage;
- 5 years relevant experience required inclusive of proven supervisory experience;
- Knowledge of minimum Information Security Standards, Physical Security Standards and other relevant security directives legislation and regulations;
- Knowledge of applicable rules, regulations, policies and procedures;
- Knowledge of parameters of jurisdiction and basic public safety operations;
- Understanding basic protective and security practices;
- Ability to organize, priorities and where applicable delegate work activities to efficiently accomplish tasks and meet objectives;
- Valid driver's license.

### Primary Function:

**Plan, organise and manage security service functions. Create and maintain a secure working environment through the optimal use of manpower, resources and systems and to ensure compliance with legislation policies and procedures.**

### Key Performance Areas:

- Manage the security operations, guarding and patrolling services;
- Ensure that security strategies are aligned with organizational objectives and consistent with policy and regulations;
- Promote a common understanding of the security goals and objectives;
- Maintain and improve employee performance in line with an organizations objectives;
- Manage the working environment by understanding group dynamics and working with others achieve a shared goal;
- Assisting with financial budgetary matters relating to operational matters;

### Leading Competencies:

- Computer literacy MS Office (Word; Excel, PowerPoint etc.);
- Good Communication, interpersonal and report writing skills;
- Confidentiality; Accountability and Team player



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### **Core Competencies:**

- Ability to deal calm with emergency situations;
- Critical thinking and problem solving;
- High level of Integrity;
- Good working knowledge of various security related legislation;
- Honest, Reliable and Punctuality.

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### **ENQUIRIES ONLY:**

**Contact Person:** Mmangwathi Hamese

**Tel No:** 011 407 7126

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