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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

### PERMANENT POSITIONS:

- **General Worker**
- **Officer: Scorecard, IDP/SDBIP**

#### 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.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

#### DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## GENERAL WORKER

<b>DEPARTMENT:</b>	Social Development
<b>BRANCH:</b>	<b>Substance Abuse Unit</b>
<b>DESIGNATION:</b>	<b>General Worker</b>
<b>REMUNERATION:</b>	R9 531,54 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Region C

### **Minimum Requirements:**

- Standard 8/Grade 10/N1 is required;
- 1 - 3 months experience in performing multipurpose duties;
- Must be able to read, communicate and carry out instructions; and
- General housekeeping and basic cleaning skills.

### **Primary Function:**

**Assist the directorate with general functions. The primary function of this position is the cleaning of facilities and surroundings as well as upkeeping of those facilities in terms of repairs and maintenance of those facilities.**

### **Key Performance Areas:**

- Cleaning and maintenance of hygienic workplace;
- Maintain a clean and neat facility in accordance with hygienic protocol at all times, both inside and outside;
- General functions;
- Preparation of facilities for groups, preparing refreshments and assisting with administrative duties, and arranging furniture;
- Handyman duties.

### **Leading Competencies:**

- Teamwork;
- Must know cleaning materials and chemicals sufficient to maintain a clean facility;
- Knowledge of safety hazards as well as precautionary measures.


### **Core Competencies:**


- Follow instructions and good communicator;
- Fit and healthy to move and set up equipment;
- Organising skills in respect of cleaning in general;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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

<https://share-eu1.hsforms.com/1-LzHatGuQmiUsKI9oOhjJwew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Johannes Mofokeng  
**Tel No:** (011) 407 6736/6235

**Contact Person:** Refilwe Mokgako  
**Tel No:** (011) 407 7472/6686

**CLOSING DATE: TUESDAY, 30 APRIL 2024**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.



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## OFFICER: SCORECARD, IDP/SDBIP

<b><u>Department:</u></b>	Social Development
<b><u>Branch:</u></b>	<b>Management Support Unit</b>
<b><u>Designation:</u></b>	<b>Officer: Scorecard, IDP/SDBIP</b>
<b><u>Remuneration:</u></b>	R24 119,71 pm (basic salary, excluding benefits)
<b><u>Location:</u></b>	118 Jorissen Street, Traduna Building, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus a National Diploma (NQF level 6) in Business Studies/Administration Management/Public Administration;
- 1 – 3 years' relevant experience
- Valid driver's license.

### **Primary Function:**

**Provide reliable and comprehensive integrated reporting and coordinate key performance and result indicators associated with the provision of performance monitoring and reporting in the department through the coordination and implementation of the business plan processes, performance management, monitoring, and evaluation mechanism with regard to all directorates in the department.**

### **Key Performance Areas:**

- Develop and facilitate planning and performance coordination processes with the department;
- Foster compliance of the department to related legislative functions in respect of Performance Management and compile reports required;
- Consult and coordinate with coordinators regionally and within the Units to ensure relevant items are reflected in the agenda;
- Maintain professionalism and work ethics in the execution of the responsibilities;
- Responsible for ensuring adherence to deadlines in relation to the submission of reports.

### **Leading Competencies:**


- Communication and good interpersonal relationship skills;
- Strong analytical and report-writing skills;
- Problem-solving and attention to detail skills;
- Numerical skills;
- Planning and organizing skills;
- Ability to understand broader business issues;
- Communication and presentation skills.


### **Core Competencies:**

- Computer literacy (MS Office);
- Good command of English;
- Knowledge of City of Johannesburg policies and prescripts;
- Knowledge of Laws and Acts governing the Municipality.



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