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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**PERMANENT POSITIONS:**

- **Programme Coordinator: Corporate Services & Training (Rescue Training)**
- **Programme Coordinator: Medical**
- **Deputy Director: Staff Office**

**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.

**DISCLAIMER**

- 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 acknowledgement 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.



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## PROGRAM COORDINATOR: CORPORATE SERVICES & TRAINING (RESCUE TRAINING)

**DEPARTMENT:** Public Safety: Emergency Management Services (EMS)  
**BRANCH:** Corporate Services & Training  
**DESIGNATION:** Program Coordinator: Corporate Services & Training (Rescue Training)  
**REMUNERATION:** R42 403,58 pm (basic salary, excluding benefits)  
**LOCATION:** Rietfontein Training Academy

### **Minimum Requirements:**

- Grade 12 plus Associate Diploma (SAESI) or IFE Level 4 Certificate in Fire Science & Fire Safety or National Diploma Fire Technology at NQF 6 (which takes precedence);
- Fluent to talk and type English;
- Health and Safety Representative;
- IFSAC Certified Fire FIGHTER I & II NFPA1001 & Hazmat Awareness and Operations NFPA 472;
- ETPD statement of Results for Assessor and Moderator;
- Current Registration with the HPCSA at BLS level;
- Valid Driver's license (Code C) and valid PDP;
- Certified IFSAC NFPA 1041 Fire Service Instructor Level 1;
- Advanced competency in MS Word, Excel, and PowerPoint;
- 5 - 7 years' experience as a Tutor within the Emergency Management services; (or)
- 3 years as an Operational Platoon Commander with 4 years' experience as a Facilitator/Assessor in an accredited academy with SAESI and a SETA;
- USAR Technician.

### **Primary Function:**

**Respond to emergencies, saving lives and protecting property. Performing Quality Assurance of skills in the workplace and on the scene, to determine skills and capacitating learners and firefighters with the knowledge, skills, and competence to safely work within an emergency setting, saving lives and protecting property, manage resources and facilities to ensure training is continued in a safe and reliable manner.**

### **Key Performance Areas:**


- Align academy activities, Procedures & Rules;
- Plan work procedures, standards, and performance outputs;
- Assist in the development of a workplace skills plan for the entire EMS;
- Establish an effective and efficient administrative system;
- Maintain preparedness and respond to all large-scale emergency incidents and incidents requiring specialist skills and knowledge;
- Ensure Fire Fighter skills and applied competencies remain at an acceptable standard;
- Develop, implement, and control the Continual Professional Development Program;



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- Assist with the development of the training courses and do preparation prior to implementation;
- Facilitate the training process, including class lectures, workplace experience, on-the-road practical experience, and Hospital Experience or live fire-fighting drills, as and when the Training officer is not available;
- Conduct Assessment of all Training in accordance with the Framework set out by the regulating authority;
- Audit all administrative matters that involve the Training Officer;
- Manage the Academy Assets;
- Implement the necessary disciplinary procedures and performance management systems;
- Audit the management of resources of the academy;
- Manage all Human Resource related issues experience with the Specialist platoon development manager, and learners prior to, during, and after the training process;
- Manage the Safety of all who may be exposed to risk resulting from their activities.

#### **Leading Competencies:**

- All Skills Components in NFPA 1001, NFPA 1002 (Chapters 5, 6 &10), NFPA 1041 (Chapters 5 & 6);
- Basic Ambulance protocol;
- 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:**

- Good knowledge of the Fire Brigades Services Act, National Qualifications Framework Act, Skills Development Act, and Health and Safety Act;
- All knowledge Components in NFPA 1001, NFPA 1002 (Chapters 5, 6 &10), NFPA 1041 (Chapters 4 & 5), NFPA 1006 (Chapters 5, 6, 7, 8 & 11);
- Good knowledge of Driving policy, Collective disciplinary agreement;
- Basic Ambulance curriculum;
- 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.

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***



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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/1HFAdUOqhQ8yboOmlYckoNwew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Zanele Rachoene

**Tel No:** (011) 674 0780

**CLOSING DATE: TUESDAY, 07 FEBRUARY 2023**

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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



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## PROGRAM COORDINATOR: MEDICAL

<b><u>DEPARTMENT:</u></b>	Public Safety: Emergency Management Services (EMS)
<b><u>BRANCH:</u></b>	<b>Corporate Services &amp; Training</b>
<b><u>DESIGNATION:</u></b>	<b>Program Coordinator: Medical</b>
<b><u>REMUNERATION:</u></b>	R42 403,58 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Florida Training Academy

### **Minimum Requirements:**

- Grade 12 plus Bachelor of Technology Degree (B.Tech) in Emergency Medical Care/Bachelor of Health Sciences in Emergency Medical Care;
- Current Registration with the above at the HPCSA and compliant with all the minimum requirements of the HPCSA including CPD;
- Valid Driver's license (Code C1) and valid PrDP;
- Assessor or Moderator;
- Intermediate competency in MS Word, Excel, and PowerPoint;
- 5 - 7 years' experience in Emergency Management Services;
- 2 years of medical training experience at a recognized training academy.

### **Primary Function:**


**Respond to emergencies, saving lives and protecting property. Performing Quality Assurance of skills in the workplace and on the scene, to determine skills and capacitate learners and firefighters with the knowledge, skills, and competence to safely work within an emergency setting, saving lives and protect property, manage resources and facilities to ensure training is continued in a safe and reliable manner.**


### **Key Performance Areas:**

- Align academy activities, Procedures & Rules;
- Plan work procedures, standards, and performance outputs;
- Assist in the development of a workplace skills plan for the entire EMS;
- Establish an effective and efficient administrative system;
- Ensure Fire Fighter skills and applied competencies remain at an acceptable standard;
- Develop, implement, and control the Continual Professional Development Program;
- Assist with the development of the training courses and do preparation prior to implementation;
- Facilitate the training process, including class lectures, workplace experience, on-the-road practical experience, and Hospital Experience or live fire-fighting drills, as and when the Training officer is not available;
- Conduct Assessment of all Training in accordance with the Framework set out by the regulating authority;
- Audit all administrative matters that involve the Training Officer;
- Manage the Academy Assets;
- Implement the necessary disciplinary procedures and performance management systems;



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- Audit the management of resources of the academy;
- Manage all Human Resource related issues experience with the Specialist platoon development manager, and learners prior to, during, and after the training process;
- Manage the Safety of all who may be exposed to risk resulting from their activities.

#### **Leading Competencies:**

- All Skills Components required for a Bachelor of Technology degree in Emergency Medical Care/Bachelor of Health Sciences in Emergency Medical Care protocol;
- 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:**

- HPCSA rule and regulations, National Health Act 61 of 2003: Emergency Medical Services Regulations, Health Professions Act 56 of 1974;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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**Tel No:** (011) 674 0780


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## DEPUTY DIRECTOR: STAFF OFFICE

<b>DEPARTMENT:</b>	Public Safety
<b>BRANCH:</b>	<b>Emergency Management Services (EMS)</b>
<b>DESIGNATION:</b>	<b>Deputy Director: Staff Office</b>
<b>REMUNERATION:</b>	R54 544,98 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Martindale

### **Minimum Requirements:**

- Grade 12 plus a Bachelors Degree in Public Administration, Governance, EMS/Fire related qualification) NQF level 7);
- Driver's license;
- 7 – 9 years or more experience of which 3 years must be at Supervisory level in a financial, administrative, and/or governance environment in either the public or private sector;
- Experience with strategic, business, planning, and reporting frameworks and requirements will be an added advantage.

### **Primary Function:**

**Provide support in the Office of the Chief: Emergency Management Services, pursuant to the strategic objectives of the EMS Directorate, within the Public Safety Department through the management of all support functions, including but not limited to administrative, office management, and financial support.**

### **Key Performance Areas:**

- Provide business, technical, and financial analysis and support to the Office of the Chief: EMS;
- Ensure effective administrative, clerical, and management support functions to the directorate;
- Manage financial prudence in the Office of the Chief: EMS;
- Oversee and support the planning and coordination of internal and external meetings, conferences, and events of the Department;
- Ensure functional and secure records, document and information management within the Unit;
- Coordination of the Performance Management requirements for the Office of the Executive Director;
- Manage the implementation of procedures and systems associated with controlling document flow and regulating record keeping.


### **Leading Competencies:**

- Good communication skills, writing skills;
- Project management and reporting skills;
- Good financial management skills;





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- Ability to manage staff;
- Strategic thinking;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

#### **Core Competencies:**

- Knowledge of Performance Management in the City, MFMA, SCM, Municipal Systems Act, and Policies of the City;
- Knowledge of Local Government and all its functions, the Local Government environment, programmes, and projects;
- Extensive knowledge and understanding of Corporate Governance principles and compliance monitoring;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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002/2023\_Deputy Director: Staff Office\_Public Safety\_External  
[https://share-eu1.hsforms.com/1f\\_hExdDLSUWI7KNLoh-SqQew554](https://share-eu1.hsforms.com/1f_hExdDLSUWI7KNLoh-SqQew554)

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

#### **ENQUIRIES ONLY:**

**Contact Person:** David Moleele  
**Tel No:** 011 222 8085

~~CLOSING DATE~~: TUESDAY, 07 FEBRUARY 2023



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