



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

ADDENDUM TO VACANCY CIRCULAR 005/2023

The City of Johannesburg (CoJ), Group Corporate and Shared Services (GCSS) Department advertised the following position on the circular published on 08 February 2023.

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

OFFICER: PRINTING

Department: Group Corporate and Shared Services
Branch: Group SHELA and FCM
Designation: Officer: Printing
Remuneration: R24 119.71 pm (basic salary, excluding benefits)
Location: 158 Civic Boulevard, Metro Centre, Braamfontein

Appointment Requirements

- Matric/NQF level 4 or higher in Printing Trade;
- Completed Technical Theoretical Module 3 (TT3) and Trade Tested, with a FP & M Seta recognised Trade Certificate issued by the Quality Council for Trades and Occupations (QCTO);
- Knowledge of Digital Printing / Binding /Lithographic Printing / Electronic Origination (Type Setting); and
- 1 – 3 years' relevant experience in the printing environment.

Primary Function:

Provide professional printing, duplication, binding and cutting services to the City of Johannesburg in line with relevant City Policies.

Key Performance Areas:

- Perform specific activities associated with printing which include Type Setting, cutting of paper, binding, collating, stitching, folding, sorting and packaging; and
- Operate digital machines.
- Comply with all relevant legislations in a print production environment.
- Perform job related administrative duties and all ad hoc duties.

Leading Competencies:

- Confidentiality.
- Accountability.
- Punctuality.

Core Competencies:

- Work under pressure;
- Work well in a team;
- Self-driven;
- Attention to detail.

“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.”

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

<https://share-eu1.hsforms.com/1ut7K52m4T8O4xFknWVoXGAew554>

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

ENQUIRIES ONLY:

Contact Person: Vernon Shivambu

Tel No: 011 407 6784

CLOSING DATE: TUESDAY, 21 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.

The inconvenience caused is regretted