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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Distribution Officer**
- **Officer Printing**

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 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 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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DISTRIBUTION: OFFICER

Department:	Group Corporate & Shared Services
Branch:	Group SHELA & FCM
Designation:	Distribution Officer
Remuneration:	R11 458.23 pm (basic salary, excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 10/NQF level 2;
- Must have a valid driver's license Code 8, with PDP (Public Driving Permit); and
- 1-year relevant experience.

Primary Function:

Perform duties of a messenger internal and external to the Metropolitan Centre, to facilitate the smooth running of the department, by collecting and distributing documents, including post, file retrieval and dispatch, photocopying, updating files, agenda, minutes, etc. Render general administrative support to departments as and when required.

Key Performance Areas:

- Safeguard the motor vehicle
- Perform all duties relating to deliveries and collections.

Leading Competencies:

- Communication skills;
- Accountability;
- High level of confidentiality and organizational skills;
- Time Management, working independently, and under pressure and the ability to prioritize.

Core Competencies:

- Ability to prioritise and reorganize trips as and when the need arises;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

"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/136xZQAP3SYW7gFfdAhqaWQew554>

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.



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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 Level 3 (TT3) and Trade Tested, with a FP & MSETA recognised Trade Certificate issued by the Quality Council for Trades and Occupations (QCTO);
- Knowledge of digital printing, binding and lithographic printing, Electronic Organisation (Type Setting); and
- 1 – 3 years' relevant experience in printing.

Primary Function:

Provide a 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.
- 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.



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