






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION **OFFICER: EMPLOYMENT EQUITY**

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 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.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

**OFFICER: EMPLOYMENT EQUITY
 SHORT TERM CONTRACT POSITION
 (Not exceeding 12 months)**

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group Human Capital Management
<u>DESIGNATION:</u>	Officer: Employment Equity
<u>REMUNERATION:</u>	R24 119,71 pm (basic salary, no benefits)
<u>LOCATION:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4).
- Diploma in Human Resource Management (NQF level 6) or any other relevant qualification.
- 1 year of relevant experience in the Human Resources Management field.

Primary Function:

Assist with the coordination, implementation and evaluation of Employment Equity, Gender Mainstreaming, Disability and Diversity Management in the Core Administration of the City of Johannesburg (CoJ) as well as provide both administrative and technical support to enable Departments and consultative structures to comply with all EE and Diversity transformational requirements.

Key Performance Areas:

- Conduct data gathering and preparation of quantitative and qualitative information for tabling at respective consultative forums, communication to departments and inclusion into EE and Diversity Management.
- Provide EE and Diversity Management technical support to the City's Talent Acquisition Function.
- Assist with the coordination and implementation of EE and Diversity Management events and projects.
- Provide administrative support to the EE and Diversity Management Office and Citywide Consultative structures (i.e. Central Employment Equity Forum, Inter-Departmental Disability Forum and Gender Steering Committee) meetings.
- Perform all document processing and recordkeeping-related activities.
- Assist in sourcing of EE and Diversity Management related service providers.

Leading Competencies:

- Collaborative/Teamwork.
- Problem-solving skills.
- Good Communication (verbal and written) and Interpersonal skills.
- Time management.
- Organizational skills.
- Ability to take initiative where necessary to achieve necessary outcomes.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

- Emotional intelligence.
- Sound judgement.
- Work independently and under pressure.

Core Competencies:

- Knowledge of Human Resource Management concepts and functions.
- Knowledge of related policies and legislation governing the Human Resources Management functions.
- Confidentiality.
- Integrity & Professionalism.
- Customer and Service Delivery Management (Batho Pele) Ethics, HR Values and CoJ Values.
- Impact and Influence.

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/1qCV_CrMxRjaKWawS5oLYgwew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tisetso Sydney Kuduza
Tel No: 011 407 7139

CLOSING DATE: MONDAY, 26 JUNE 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.
- Employment record verification.
- Criminal check.
- Identity validation.