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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

SHORT-TERM CONTRACT POSITIONS

- **Driver**
- **Officer: Assets Management**

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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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DRIVER
SHORT-TERM CONTRACT POSITION
 (Not exceeding 12 months)

Department: Economic Development
Branch: Economic Development SEF
Designation: Driver
Remuneration: R16 427.66 pm (no benefit)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 or equivalent;
- Valid Code EC/EC1 (Code 14) driver's license;
- 2 years' experience operating and maintaining large vehicle plus 1 years' experience in administrative work environment, dealing with administrative duties and record keeping and asset inventory plus;
- Knowledge of the City process best practices and policies and procedures on accurate and detailed completion of logbook, trip authorities and any administrative duties associated duties associated with driving;
- Knowledge of relevant geographical area of the work site and road signs as they relate to the driving practice and processes.

Primary Function:

Involves driving one of the City of Joburg Mobile Bus to Various community outreaches or events and performing variety of administrative support duties as assigned during hours.

N.B the Mobile unit driver may perform the acts described below only under direct personal supervision of the Opportunity Centre Manager.

Key Performance Areas:


- Conducts safe driving of the Mobile Bus unit to and from various locations;
- Coordinate maintenance of the Mobile to endure that all maintenance schedule is timely;
- Plans, organize and monitor administrative systems in place;


Leading Competencies:

- Computer Literacy – MS Applications;
- Administrative skills;
- Coordination and facilitation skills;
- Good communication skills;
- Interpersonal relation skills;
- Time management skills.



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Core Competencies:

- Attention to detail and diligence.
- Batho Pele Principle 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.”

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

<https://share-eu1.hsforms.com/1Vj12-G9IRTCTdikPsVqIFwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Thembelihle Nogemane
Tel No: 011 061 3193

CLOSING DATE: TUESDAY, 19 SEPTEMBER 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.



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**OFFICER: ASSET MANAGEMENT
 SHORT-TERM CONTRACT POSITION
 (Not exceeding 12 months)**

Department: Economic Development
Branch: Finance
Designation: Officer: Assets Management
Remuneration: R 17 314.75 pm (no benefit)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 or equivalent;
- National Diploma in accounting or related field (NQF level 6); / minimum of Higher Certificate (NQF level 5) Finance
- 1 – 3 years' experience in the field of Asset Management'
- Knowledge of MFMA requirements related to Assets management;
- Basic knowledge of Business management / Economics concept and functions;
- Knowledge of Business management and Economic Development Training processes;
- SAP R3 (Asset General Ledger and budget module) with be an added advantage;
- Must have a valid driver's license.

Primary Function:

Assist the Manager Assets & Insurance with the operational; and administrative tasks pertaining to assets and insurance functions, so that the directorates run efficiently and effectively and to ensure that the economic development conforms to the requirements of Council policies and procedures and relevant financial legislation (i.e MFMA and GRAP).

Key Performance Areas:

- Assist regions and core functions on asset management policy and business process;
- Maintains the computerized Asset Register in accordance to the laid down procedures;
- Extracting the Asset history sheet monthly just before depreciation run;
- Redundant and obsolete movable assets due various economic factors are scrapped as per the prescribed control procedures;
- Ensure that additions to the asset register are performed as per prescribed business process and control procedures;
- Ensure that movable assets are moved from one location to the other in a manner that complies to the business process;
- Render support and assistance various stakeholder requesting Assist management Information;
- Finalize the asset management functions as required in the year-end guidelines;
- Perform specific sequences related maintaining electronically based information, data and files and records;



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Leading Competencies:

- Computer Literacy – MS Applications;
- Good communication skills;
- Time management skills.

Core Competencies:

- Team Player
- Attention to detail and diligence.
- Batho Pele Principle Ethics.
- Professionalism.

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