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WE AN HAVE EXCITING CAREER OPPORTUNITY FOR:

## **SHORT-TERM CONTRACT POSITION** **Administration Assistant (Contract)**

### **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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**ADMINISTRATION ASSISTANT (CONTRACT)**  
**SHORT-TERM CONTRACT POSITION**  
 (Not exceeding 12 months)

**Department:** Social Development  
**Branch:** Expanded Social Package (ESP)  
**Designation:** Administration Assistant (Contract)  
**Remuneration:** R17 314.75 pm (Basic salary, no benefits)  
**Location:** Region A - G

**Minimum Requirements:**

- Matric (NQF level 4) plus Basic Computer literacy Certificate and data capturing experience will be an added advantage;
- At least six (6) months' experience in a customer service work environment.

**Primary Function:**

To provide a comprehensive administrative support function to the Expanded Social Packages (ESP) Special Project Unit, including maintenance of accurate records, data cleansing, query resolution, community outreach and awareness, logistics coordination, recording of assets and general office support.

**Key Performance Areas:**

- Investigate and resolve non-receipt of ESP rebates escalated by clients, Councilors, Registration Clerks or from any other platform/stakeholders or any other method of communication such as telephonically or via email.
- Encourage community members to register for the ESP Programme.
- Administration Duties and Data Cleansing.

**Leading Competencies:**

- Computer Literate;
- Communication (written and verbal).

**Core Competencies:**

- Collaborative/Teamwork and Independently,
- Honest & Accountability;
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Integrity and Professionalism;
- Impact and Influence; and
- Confidentiality.

**ENQUIRIES ONLY:**

**Contact Person:** Refilwe Mokgako  
**Tel No:** 011 407 7472



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*“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:**

Region A - <https://share-eu1.hsforms.com/1tzp94-eIRqSK7GSftP1CtQew554>

Region B - <https://share-eu1.hsforms.com/1-mwF5-Z5Scq5sYdstvlxcwew554>

Region C - <https://share-eu1.hsforms.com/1ED6OkIP-TEKpPcglxhoLgAew554>

Region D - <https://share-eu1.hsforms.com/1WDYUSK2wSZ2JbEqtW83Adwew554>

Region E - <https://share-eu1.hsforms.com/1YeIMiO-ZTQyYQYM0DobfTQew554>

Region F - <https://share-eu1.hsforms.com/1vJGRo9ERQD-F8mPjT1vqNQew554>

Region G - <https://share-eu1.hsforms.com/1Rx0vQWDHR6qF4XIGX8fpfwew554>

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

**CLOSING DATE: FRIDAY, 01 DECEMBER 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.