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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

5 YEAR FIXED-TERM PERFORMANCE BASED CONTRACT

- **Operational Manager: Regional Services**
- **Programme Coordinator- Youth**
- **Executive Secretary**
- **Administration Assistant: Youth Empowerment & Stakeholder Services Relation Services**
- **Administration Assistant: Youth Regional Services**
- **Administration Assistant: Youth Development Services**
- **Administration Assistant: Monitoring & Evaluation**

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 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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OPERATIONAL MANAGER: REGIONAL SERVICES

Department: Office of the City Manager

Branch: Office of the Chief Operations Officer

Designation: Operational Manager: Regional Services

Annual total remuneration package: R649 297.73 all-inclusive cost to company

Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- Diploma/NQF level 6 in Child and Youth Development / Child and Youth care / Development Studies / Social Sciences or related field (NQF level 6);/Political sciences or related discipline;
- At least 3 – 4 years' experience in the implementation of youth programmes / service delivery and community development initiatives
- Knowledge of Urban Management concepts and principles; Governance and Municipal Planning and Community organizing/development;
- Proven experience and ability to interpret and understand complex youth issues and the translation of youth programmes and interventions into comprehensive service delivery plans;
- Working with the community and specifically youth;
- Ability to work under stressful conditions and meet deadlines;
- Computer literacy (MS Office); and
- Must not be over the age of 35 years.

Primary Function:

Plan, manage, coordinate and control the implementation of youth development programmes and projects to meet service delivery targets.

Key Performance Areas:

- Effectively and efficiently keep records, compile reports and monitor implementation of projects and programmes;
- Effectively and efficiently communicate and liaise with relevant internal and external stakeholders;
- Facilitate and manage service delivery programmes and projects with youth structures;
- Manage youth employees in the region.

Leading Competencies:

- Good Communications ability;
- Networking skills;
- Problem solving through negotiation;
- consensus building or compromise;
- People management; and
- Leadership.



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Core Competencies:

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

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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/1hfh12sU0QTukF1DWu2h2Agew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo
Tel No: (011) 407 6003


CLOSING DATE: THURSDAY, 07 MARCH 2024


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PROGRAMME COORDINATOR: YOUTH

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer
Designation: Programme Coordinator: Youth
Annual total remuneration package: R557 722.52 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4;
- National Diploma in Child and Youth Development / Child and Youth care / Development Studies / Social Sciences or related field (NQF level 6);/Political sciences or related discipline;
- 1 - 3 years' experience in youth development work;
- Working with the community and specifically youth;
- Computer literacy (MS Office); and
- Must not be over the age of 35 years.

Primary Function:

To implement and facilitate youth development programmes and implement youth empowerment programmes in order to ensure efficient and qualitative service delivery.

Key Performance Areas:

- Coordinates implementations of youth development programmes and initiatives;
- Administer youth development programs;
- Liaise and co-ordinate with internal and external stakeholders to ensure integration in service for youth as per the City of Johannesburg policies and procedures;
- Provide administrative support in relation to programme implementation.

Leading Competencies:

Good Communication skills (verbal and written);
 Computer Literacy (MS Office);
 Coordinating skills.

Core Competencies:

- Knowledge of Community/Youth Development.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tsebo Tsotetsi

Tel No: (011) 407 6003

CLOSING DATE: THURSDAY, 07 MARCH 2024

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EXECUTIVE SECRETARY

<u>Department:</u>	Office of the City Manager
<u>Branch:</u>	Youth
<u>Designation:</u>	Executive Secretary
<u>Remuneration:</u>	R461 525.52 all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard_Braamfontein

Minimum Requirements:

- Grade 12/ NQF level 4 and;
- National Diploma in Secretarial, Office Administration, Public Relations or related field (NQF level 6);
- 1 – 3 years' experience of administrative support and secretarial duties with senior level;
- Knowledge of the application of instructions and guidelines; Departmental procedures; organizational relationships; Correct usage of English, spelling and punctuation;
- Computer literacy (MS Office); and
- Must not be over the age of 35 years

Primary Function:

Provide professional secretarial duties to the Director: Youth and administrative support to the Office.

Key Performance Areas:

- Coordinate office activities for the Director's Office.
- Manage correspondence within the Office.
- Administrative support functions, scheduling and planning the diary and events.
- Maintain the Director's correspondence/information and record keeping system and accesses records of discussions, instructions and correspondence.
- Perform tasks/activities associated with the provision of administration and secretarial support. Perform tasks associated with the provision of reception/telephonist service and office support.

Leading Competencies:

- Report writing, communication and time management skills;
- Experience in working with people;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councilors;
- Office administration procedures; and
- Basic protocol and etiquette.



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Core Competencies:

- Teamwork and Accountability
- High level of confidentiality;
- Attention to detail;
- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled on a range of roles applicable to the position.

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ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo
Tel No: (011) 407 6560

CLOSING DATE: THURSDAY, 07 MARCH 2024

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ADMINISTRATION ASSISTANT: YOUTH EMPOWERMENT & STAKEHOLDER SERVICES RELATION SERVICES

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer (OCCO)
Designation: Administration Assistant: Youth Empowerment & Stakeholder Services Relation Services
Remuneration: R371 428.46 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skills (read, write and speak); and
- Must not be above the age of 35 years.

Primary Function:

To provide administrative and support function to the sub-directorate through performing administrative tasks associated with receiving, processing routing, updating and tracking documentation, receive visitors, record details, type memos, letters and reports, deals with routine enquiries, make appointments, control venue bookings and ordering of materials, stationary, refreshments, maintain records pre filling in a main archive.

Key Performance Areas:

- Receive and process all documents routed to the line manager, record, copy, refer.
- Obtain all reports for various submissions to committee and departmental MANCO. Communicating and sharing information within the Sub-Directorate.
- Manage the flow of people in and out of the office.

Leading Competencies:

- Communication,
- Confidentiality,
- Good interpersonal skills and
- Good observation skills.

Core Competencies:

- Knowledge of Youth Development



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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tsebo Tsotetsi

Tel No: (011) 407 6003

CLOSING DATE: THURSDAY, 07 MARCH 2024

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ADMINISTRATION ASSISTANT: YOUTH REGIONAL SERVICES

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer (OCCO)
Designation: Administration Assistant: Youth Regional Services
Remuneration: R371 428.46 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skill (read, write and speak); and
- Must not be above the age of 35 years.

Primary Function:

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ADMINISTRATION ASSISTANT: YOUTH DEVELOPMENT SERVICES

<u>Department:</u>	Office of the City Manager
<u>Branch:</u>	Office of the Chief Operations Officer (OCCO)
<u>Designation:</u>	Administration Assistant: Youth Development Services
<u>Remuneration:</u>	R371 428.46 all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard

Minimum Requirements:

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skills (read, write and speak); and
- Must not be above the age of 35 years.

Primary Function:

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Core Competencies:

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- Knowledge of Youth Development



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ADMINISTRATION ASSISTANT: MONITORING & EVALUTION

Department: Office of the City Manager
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Designation: Administration Assistant: Monitoring & Evaluation
Remuneration: R371 428.46 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
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Primary Function:

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Core Competencies:

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