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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION** **COID Pensioner Specialist**

### **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 acknowledgment 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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## COID PENSIONER SPECIALIST

<b>DEPARTMENT:</b>	Group Corporate & Shared Services
<b>BRANCH:</b>	Group SHELA & FCM
<b>DESIGNATION:</b>	<b>COID Pensioner Specialist</b>
<b>REMUNERATION:</b>	R31 462,75 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	158 Civic Boulevard, Metro Centre, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus a National Diploma in Public Administration or Business Administration, or Public Management and Governance or Occupational Health or Safety Management or Environmental Health or Social Science at NQF Level 6;
- Traceable record of COID management and reporting requirements associated with this position including in-depth understanding and knowledge of legislative requirements, acceptable practices, and procedures;
- 3 – 4 years' experience in the working environment with exposure to all basic disciplines of health, safety, injuries on duty, disability rehabilitation and management;
- Must have thorough knowledge of (at least 3 years' experience) in the management of a vital function, budgetary control and the management of programmes and processes.

### **Primary Function:**

**Manage all the processes relating to the COID pensioners of the City of Johannesburg whether they are totally or partially permanently disabled and whether they have dependents or not and to ensure full compliance with the COID Act (130/1993), the Municipal Finance Management Act (56/2003) and other relevant statutes and Council Policies.**

### **Key Performance Areas:**

- Effectively and efficiently manage the COID pensioners in the City of Johannesburg (CoJ);
- Ensure all COID pensioners are made aware of the impact that their disability will have on them and their dependents' lives and their responsibility towards the CoJ;
- Manage the various processes internally and externally relating to COID pensioners;
- Administer and manage the salary budget of COID pensioners and related expenses;
- Create and maintain procedures and mechanisms to control the benefits for COID Pensioners.

### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Build and maintain effective working relationships;
- Use sound judgment and make decisions pertaining to day-to-day responsibilities;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.



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### **Core Competencies:**

- Problem-solving, self confidence, creativity;
- Analytical and research skills;
- Ability to maintain strict confidentiality and withhold confidential information;
- Ability to work independently and where necessary take key decisions in complex situations, as well as stand by the decision taken;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

***“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/1QSPI-J\\_BTqmh4\\_I8ViDEEAew554](https://share-eu1.hsforms.com/1QSPI-J_BTqmh4_I8ViDEEAew554)

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

### **ENQUIRIES ONLY:**

**Contact Person:** Sibongile Mthembu  
**Tel No:** 011 407 6322

**CLOSING DATE: TUESDAY, 09 APRIL 2024**

**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.