






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

### **PERMANENT POSITIONS**

- **Manager: Transport Planning & Policy**
- **Specialist: Public Transport Operations**

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



a world class African city

@CityofJoburgZA   
 @CityofJohannesburg   
 CityofJoburg 

## MANAGER: TRANSPORT PLANNING & POLICY

<b>DEPARTMENT:</b>	Transport
<b>BRANCH:</b>	<b>Planning &amp; Policy</b>
<b>DESIGNATION:</b>	<b>Manager: Transport Planning &amp; Policy</b>
<b>REMUNERATION:</b>	R44 693,36 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Old Mutual Building, 75 Helen Joseph Street, Johannesburg

### **Minimum Requirements:**

- Grade 12 plus a Bachelor's Degree in Built environment, specializing in Transport Planning (NQF level 7);
- 5 – 7 years' relevant experience in Local Government at supervisory/management level;
- Valid driver's license.

### **Primary Function:**

**Provide an efficient and effective management support service in the implementation and monitoring of Transport Policy and Planning strategies, policies and integrated transport plans to ensure that these policies and procedures are implemented and adhered to by relevant stakeholders.**

### **Key Performance Areas:**

- Plan, coordinate and supervise the activities relating to Transport Policy and Planning, according to the City's policies and guidelines, so that they are done in a cost-effective and efficient manner;
- Manage and monitor sequences associated with the implementation of statutory laws and by-laws related to Transport Policy and Planning;
- Manage the implementation of procedures and systems associated with controlling document flow and quality systems/statutory and audit requirements regulating recordkeeping;
- Project management and contract management in accordance with relevant City regulations, policies and processes;
- Staff management;
- Liaise with counterparts in various City, Provincial, and National Departments to ensure that planning and implementation of policies are aligned and well-integrated with and into various planning instruments in line with the vision of the City.


### **Leading Competencies:**


- Computer literacy including MS Office Applications;
- Good communication, presentation, and coordinating skills;
- Accountability and report-writing skills;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

### **Core Competencies:**

- Understanding of first principles in transport planning;
- Understanding of traffic engineering;
- Understanding of Transport Models;
- 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/1suFHuNCcQv2jZV3EIh0IkQew554>

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

### **ENQUIRIES ONLY:**

Contact Person: Karabo Khumalo  
Tel No: 011 022 8656

**CLOSING DATE: TUESDAY, 30 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.



a world class African city

@CityofJoburgZA   
 @CityofJohannesburg   
 CityofJoburg 

## SPECIALIST: PUBLIC TRANSPORT OPERATIONS

<b>DEPARTMENT:</b>	Transport
<b>BRANCH:</b>	<b>Transport Transformation</b>
<b>DESIGNATION:</b>	<b>Specialist: Public Transport Operations</b>
<b>REMUNERATION:</b>	R31 462,75 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Old Mutual Building, 75 Helen Joseph Street, Johannesburg

### **Minimum Requirements:**

- Grade 12 plus Three-year National Diploma in Transport Management or related discipline (NQF level 6);
- At least 3 - 5 years' experience in a Public Transport Operations function in the transport management environment within the transport management consulting or municipality environment;
- Understanding of approaches, processes and techniques associated with participatory and collaborative forms of planning in relation to public transport operations.
- Driver's license (Code 8 / B).

### **Primary Function:**

**Provide specialist support in terms of the road-based public transport (bus, minibus taxi, metered taxi, and other new modes of public transport) operations in the City. Ensure that road-based public transport is efficiently and effectively regulated and that public transport facilities are efficiently and effectively managed in the interest of users. Facilitate the transformation of the public transport industry in the City.**

### **Key Performance Areas:**

- Provide specialist support with regards to the enablement and facilitation in the interest of users of various modes of operations in the City;
- Provide technical support with regards to legislative requirements and interpretation of comments on applications for operating licenses and cross border permits;
- Develop and provide technical public transportation data for inclusion in operational plans and project management documents;
- Analyse programming and planning data, policies and procedures;
- Provide specialist support in the management of operations;
- Contribute to planning, developing, monitoring, evaluating and advice on public transport management policies;
- Provide feedback in the form of progress reports.

### **Leading Competencies:**

- Strong organizing and attention to detail skills;
- Communication, negotiation and decision-making skills;
- People and Stakeholder Management;
- Conflict and Risk Management;
- Computer literacy including MS Office Applications;
- Report writing skills;



a world class African city

@CityofJoburgZA   
@CityofJohannesburg   
CityofJoburg 

- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and ability to prioritise.

#### **Core Competencies:**

- Project Management and Public Transport Operations knowledge;
- Stakeholder Management;
- Ability to interpret the Road Transport Act;
- Financial Management knowledge;
- Collaborative/Teamwork, Values and Integrity, 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/1OVc4BS-aRKKixZI5KUJLTAew554>

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Karabo Khumalo  
**Tel No:** 011 021 8656

**CLOSING DATE: TUESDAY, 30 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.