JOB OPPORTUNITY

VACANCY ALERT

Joburg

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Head: Logistical and Administrative Support**
- **Head: Fleet Compliance and 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 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.

VACANCY CIRCULAR

012/2025

City of Johannesburg

Publication Date:
Friday, 07 February 2025

Closing Date:
Thursday, 20 February 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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HEAD: LOGISTICAL AND ADMINISTRATIVE SUPPORT

Department: Group Corporate and Shared Services
Branch: **Group SHELA & FCM**
Designation: **Head: Logistical and Administrative Support**
Remuneration: R74 481,81 pm (basic salary, excluding benefits)
Location: 27 Stiemens Street, JD House, Braamfontein, JHB

Minimum Requirements:

- Grade 12;
- Bachelor's Degree in Logistics, Public Administration, Public Management, Business Management, or related field at NQF Level 7;
- 10 years' overall experience in Logistics and Contract Management, of which 5 – 7 years must be in leadership/management level.
- Valid Driver's license.

Primary Function:

To ensure the optimal availability and efficient utilization of Logistical Administrative support services according to the needs of City of Johannesburg user departments as well as ensuring the efficient utilization thereof.

Key Performance Areas:

- Ensure a climate condusive to promoting and sustaining motivational levels, productivity, performance by directing and controlling outcomes associated with utilization, productivity, and performance of personnel within the department;
- Ensure accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the Department, and approve and control project related expenditure against the budget allocations;
- Identify, define and mitigate immediate, short- and long-term strategic vision, mission and objectives of the department;
- Ensure effective Contract Management of general corporate services on behalf of the City (Mobile communications, Photocopiers, Canteen Management and Travel management services);
- Ensure the provision of Support and Logistical Services to the City Core departments through (Food & Beverage Management, Printing Management, Distribution Management, Archiving/Records Management, City Stores and Travel Management services).

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Leading Competencies:

- Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills;
- Good negotiation and conflict management skills;
- Good problem-solving skills and information gathering skills;
- Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high quality work standards;
- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Strategic Direction and Leadership;
- People Management;
- Financial Management;
- Stakeholder Management;
- Programmes and Projects Management;
- Business acumen;
- Work independently.
- 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/1yT2TBufjRGGYSD49s6qOOAew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

VACANCY CIRCULAR 012/2025
City of Johannesburg

Publication Date:
Friday, 07 February 2025

Closing Date:
Thursday, 20 February 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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ENQUIRIES ONLY:
Contact Person: Reuben Mawela
Tel No: 083 702 7649

CLOSING DATE: THURSDAY, 20 FEBRUARY 2025

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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HEAD: FLEET COMPLIANCE AND MANAGEMENT

Department: Group Corporate & Shared Services
Branch: **Group SHELA & FCM**
Designation: **Head: Fleet Compliance and Management**
Remuneration: R74 481,81 pm (basic salary, excluding benefits)
Location: 27 Stiemens Street, JD House, Braamfontein

Minimum Requirements:

- Grade 12;
- Bachelors Degree in Transport, Logistics Management or Fleet related field at NQF level 7.
- 10 years overall experience in Fleet and Contract Management or related field of which 5 -7 years must be in leadership/ management level.
- Must have a valid driver's license.

Primary Function:

Ensure the optimal availability of fleet by maintaining vehicles, equipment and machinery according to the need of City of Johannesburg user department entities as well as ensuring the efficient utilisation thereof.

Key Performance Areas:

- Performance management
- Financial management
- Strategic management
- Fleet Maintenance
- Fleet operations.

Leading Competencies:

- Networking skills
- Operational planning skills
- Problem-solving skills
- Good planning of projects and organizing skills
- Project management skills;
- Good written communication (report writing, PowerPoint presentations, etc.);
- Time management skills;
- Computer literacy (All Microsoft Programs);
- Prioritisation skills.

Core Competencies:

- Knowledge of online marketing and good understanding of major marketing channels;
- Social networking and social analytical tools;
- Knowledge of the local government environment.

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