JOB OPPORTUNITY

VACANCY ALERT



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Deputy Director: Academy

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

015/2024

City of Johannesburg

Publication Date:
Wednesday, 26 February 2025

Closing Date:
Tuesday,11 March 2025

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

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DEPUTY DIRECTOR: ACADEMY

Department: Public Safety
Branch: **Corporate Services & Training Academy**
Designation: **Deputy Director: Academy**
Remuneration: R60 077.46 pm (basic salary, excluding benefits)
Location: Various Stations

Minimum Requirements:

- Grade 12/NQF level 4;
- Degree or B-Tech qualification in Fire Technology or Emergency Medical Care (NQF level 7);
- 10 years' experience in Emergency Management Services, of which 4 years' experience in a Managerial position in a Training Academy environment.
- Valid Driver's License.

Primary Function:
Manage key performance and result indicators associated with the Academy through the implementation of laid down policies and procedures, ensuring input to longer term objectives setting, Direct and execute training procedures and processes associated with relevant legislation.

Key Performance Areas:

- Identify with the Academy strategy with respect to service delivery and defines implements and monitor short term plan objectives for the academy;
- Manage and control key performance indicators and outcomes of personnel with the academy;
- Implements procedures, systems and control to regulate specific work sequences associated with the functionality;
- Coordinate specific administrative and reporting requirement associated with key perfomcne and result indicators of the functionality;
- Coordinate the development and submission of proposal to various stakeholders;
- Manage and monitor assets and resources of the Directorate;

Leading Competencies:

- Computer literacy -MS Office applications;
- Report writing;
- Good communication skills
- Strategic management;
- Project management;
- People, Stakeholder, and Conflict management;
- Business acumen;

VACANCY CIRCULAR 019/2025
City of Johannesburg

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Core Competencies:

- 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/1JZeeL6N8SROg1PhXAut9bAew554

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

ENQUIRIES ONLY:
Contact Person: Shumani Maano
Tel No: (011) 595 4794

CLOSING DATE: TUESDAY, 11 MARCH 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