JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Officer: Purchasing Operations**
- **Operational Manager: Stores**
- **Assistant Director: Committee Facilitation 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

039/2025

City of Johannesburg

Publication Date:
Wednesday, 09 April 2025

Closing Date:
Thursday, 24 April 2025

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

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OFFICER: PURCHASING OPERATIONS

Department: Group Finance
Branch: **Group Strategic Supply Chain Management (GSSCM)**
Designation: **Officer: Purchasing Operations**
Remuneration: R26 964,66 pm (basic salary, excluding benefits)
Location: 6th Floor, SAPPI Building, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Finance / Supply Chain Management / Business Admin / Public Admin or related field at NQF level 6;
- 1 – 3 years' experience with Supply Chain Management environment.

Primary Function:
To render an efficient and procurement functions necessary for timeous and effective procurement of goods and services.

Key Performance Areas:

- Plan and organize all activities relating to RFQ purchases for goods and services;
- Capture daily Purchase Order (on computer);
- Provide support the Demand Management Unit;
- Provide communication and customer care.

Leading Competencies:

- Computer Literacy (All Microsoft Programs);
- Communication (verbal and written)
- Report writing;
- Financial Management;
- Time Management;
- Attention to detail;
- Stakeholder Management;
- Problem solving.

Core Competencies:

- Knowledge of MFMA and its Regulation, including circulars as they may be applicable to the Supply Chain Environment.
- Knowledge of RFQ Purchasing and prescribed RFQ thresholds contained in the SCM Policy.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

VACANCY CIRCULAR 039/2025
City of Johannesburg

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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/1LQskY-3jSaixnVPjihVlQwew554

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

ENQUIRIES ONLY:
Contact Person: Mmaphuti Dikgomo
Tel No: 011 021 2570

CLOSING DATE: THURSDAY, 24 APRIL 2025

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- Credit Record,
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OPERATIONS MANAGER: STORES

DEPARTMENT: Group Finance
BRANCH: **Group Strategic Supply Chain Management (GSSCM)**
DESIGNATION: **Operations Manager: Stores**
REMUNERATION: R33 371,75 pm (basic salary, excluding benefits)
LOCATION: 6th Floor, SAPPI Building, Braamfontein

Minimum Requirements:

- Grade 12 plus a 3-year National Diploma in Logistics/Warehousing/Inventory Management/Financial Management (NQF level 6);
- 3 – 5 years of experience in Logistics, Inventory/Warehousing Management, or Procurement in the National, Provincial, or Local Government environment.

Primary Function:
Manage, control and administer the daily operation of Group Strategic Supply Chain Management Stores within the City of Johannesburg.

Key Performance Areas:

- Manage all operational activities relating to inventory management and control within GSSCM Stores;
- Financial management and administration;
- Stock audits;
- Liaison and communication with stakeholders to communicate any suggestions, feedback, or problems;
- Liaise with all relevant stakeholders in the City regarding inventory management within GSSCM Stores.
- Manage staff in such a way that human resources are used to full capacity;

Leading Competencies:

- Communication and people management skills;
- Business negotiation and dispute resolution skills;
- Attention to detail;
- Data gathering and interpretation skills;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Knowledge of MFMA, and Regulations;
- PPPFA, and Regulations;

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- Knowledge of SCM Policy and Procedures and SAP System (SAP R/3-Inventory Management System);
- 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.

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ASSISTANT DIRECTOR: COMMITTEE FACILITATION & MANAGEMENT

DEPARTMENT:	Group Finance
BRANCH:	**Group Strategic Supply Chain Management (GSSCM)**
DESIGNATION:	**Assistant Director: Committee Facilitation & Management**
REMUNERATION:	R53 022,85 pm (basic salary, excluding benefits)
LOCATION:	6th Floor, SAPPI Building, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree in Administration/Business Studies or Business Management or Supply Chain Management or Law (LLB)/Commerce/Administration (NQF level 7);
- 6 - 8 years' appropriate experience in local government or similar environment, of which 2 – 3 years at middle management.

Primary Function:

Plan, manage, control and oversee the effective functioning and operational efficiency of the Supply Chain Management Committee System section within the City of Johannesburg. Assist the Deputy Director: Committee Systems in the development and implementation of the strategic vision in line with the vision of the SCM Unit across clusters.

Key Performance Areas:

- Manage all activities related to the administration of committees;
- Effective administrative support;
- Perform specific tasks/activities associated with the provision of administration and secretarial support;
- Planning and development;
- Stakeholder Relations and Communication;
- Human Resources Management;
- Financial Management and Control;
- Assets and Resources (Materials and Tools) Management;
- Governance and Risk.

Leading Competencies:

- Planning and organizing;
- Ability to communicate verbally and in writing;
- Ability to analyse and interpret reports;
- Computer literacy including MS Office Applications;
- Ability to interpret, advise and implement legislation and National Treasury guidelines;
- Problem-solving ability;
- Excellent comprehension skills;
- Ability to record and transcribe accurate minutes;
- Attention to detail is essential;

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- The ability to plan and organize;
- Presentation skills and strategic orientation;
- High level of confidentiality;
- Ability to perform under stress and to cope with pressure;
- Ability to work without supervision;
- Ability to work independently or as part of a team;
- Good interpersonal skills;
- Ability t communicate at all levels and diplomacy;
- Ability to motivate subordinates and provide leadership;
- High level of work ethic and integrity.

Core Competencies:

- Knowledge of Section 217 of the Constitution;
- Knowledge of MFMA and Regulations;
- Knowledge of PPPFA and Regulations;
- Knowledge of CoJ SCM Policy;
- 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.

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