JOB OPPORTUNITY

VACANCY ALERT

Joburg

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Training Officer/Tutor: Commercial**
- **Training Office /Tutor: Fire & Hazmat**

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 in 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.

VACANCY CIRCULAR

102/2025

City of Johannesburg

Publication Date:
Thursday, 21 August 2025

Closing Date:
Wednesday, 03 September 2025

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

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TUTOR/TRAINING OFFICER: COMMERCIAL

DEPARTMENT: Public Safety: Emergency Management Services (EMS)
BRANCH: **Corporate Services & Training Academy**
DESIGNATION: **Tutor/Training Officer: Commercial**
REMUNERATION: R35 043,67 pm (basic salary, excluding benefits)
LOCATION: Commercial Training (Brixton)

Minimum Requirements:

- Grade 12/Matric Certificate or NQF level 4 equivalent;
- Diploma in Fire Technology (Fire Services) or Safety Management;
- Fire Fighter I & II, Hazmat Awareness and Operations)IFSAC/QCTO/LGSETA/City of Johannesburg EMS approved);
- Basic Ambulance Assistant (BAA) with current HPCSA registration;
- Code C Driver's license with a valid PrDP;
- Fire Service Instructor Level 1 (IFSAC/City of Johannesburg EMS);
- 6 years operational experience as a firefighter;
- Computer Literacy: MS Office.

Primary Function:

Provide both the theoretical and practical training to our candidates in fire and hazmat, rescue and OHS Compliance training programmes.

Key Performance Areas:

- Assist with the development of the training courses and prepare for implementation;
- Management of resources;
- Promoting compliance with departmental policies;
- Supervise the utilisation and maintenance of station/academy resources;
- Plan, prepare and respond to emergency incidents anywhere and anytime as required;
- Take charge of the continual Professional Development Programs and oversee their management;
- Facilitate the training process, including class lectures, workplace experience, in-service practical experience and Hospital experience;
- Perform special operations;
- Promote EMS Management through public information campaigns, education and training and liaison with communities;
- Communicate health promotion actions effectively, using appropriate techniques and technologies for different individuals, groups and communities;
- Identify and deal with ethical issues and conflicts of interest.

Leading Competencies:

- Intermediate competency in MS Office Packages, including Word, Excel and PowerPoint);
- Good 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:

- Extensive knowledge of National Health Act 61 of 2003: Emergency Medical Services Regulations, Health Professionals Act 58 of 1974, as amended;
- Standards, protocols and procedures set by (SAESI), (HPCSA), (ETQA), (QCTO), Higher Education Institutions and (LGSETA) and other relevant accreditation institutions and incorporate them into course material where applicable;
- Working/Basic knowledge of Fire Brigades Service Act;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

"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/1_IY2LXGFSci3Qq7UwBkT9gew554

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

ENQUIRIES ONLY:
Contact Person: Thula Sithole
Tel No: 011 082 7926

CLOSING DATE: WEDNESDAY, 03 SEPTEMBER 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, and Identity validation.

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TUTOR/TRAINING OFFICER: FIRE AND HAZMAT

DEPARTMENT: Public Safety: Emergency Management Services (EMS)
BRANCH: **Corporate Services & Training Academy**
DESIGNATION: **Tutor/Training Officer: Fire and Hazmat**
REMUNERATION: R35 043,67 pm (basic salary, excluding benefits)
LOCATION: Fire Training (Rietfontein)

Minimum Requirements:

- Grade 12/Matric Certificate or NQF level 4 equivalent;
- Diploma in Fire Technology (Fire Services);
- Fire Fighter I & II, Hazmat Awareness and Operations)IFSAC/QCTO/LGSETA/City of Johannesburg EMS approved);
- Basic Ambulance Assistant (BAA) with current HPCSA registration;
- Code C Driver's license with a valid PrDP;
- Fire Service Instructor Level 1 (IFSAC/City of Johannesburg EMS);
- 6 years of operational experience as a firefighter;
- Pumps Operator/Aerial Operator (IFSAC or CoJ EMS).

Primary Function:

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Key Performance Areas:

- Assist with the development of the training courses and prepare for implementation;
- Management of resources;
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