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AN EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS
(linked to Political Term of Office)
Office Manager

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.



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OFFICE MANAGER

| | |
|-----------------------------|--|
| <u>Department:</u> | Private Office of the Executive Mayor (POEM) |
| <u>Branch:</u> | Various MMC Offices |
| <u>Designation:</u> | Office Manager |
| <u>Remuneration:</u> | R798 212.88 pa (all-inclusive cost to company) |
| <u>Location:</u> | Braamfontein |

Minimum Requirements:

- Grade 12;
- Bachelor's Degree in Administration / Business Management / Public Administration / Office Management or related field (NQF level 7);
- 5 - 7 years' experience in a customer care environment.

Primary Function:

Support the Office of MMC with information, administrative, and facilitation support duties in order to provide a better service and customer care to internal and external clients.

Key Performance Areas:

- Provide administrative support associated with the office of the MMC;
- Manage the implementation of procedures and systems associated with controlling document flow and regulating record keeping;
- Coordinate specific logistical requirements associated with meetings hosted by the Office of the MMC and sign-off on matters for action;
- Effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councilor matters and queries;
- Perform specific tasks/activities associated with the provision of Secretarial Support.

Leading Competencies:


- General Management of the Office of the MMC in terms of administration, finance and logistics;
- Excellent verbal and written communication skills;
- Project management/Time Management skills;
- Goal driven;
- Work under stressful conditions.


Core Competencies:

- Manage change and interface relationships;
- Professionalism.



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“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/1fITLs2YjTdORqx10NCp1swew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: WEDNESDAY, 21 MAY 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.