





a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

## OFFICE MANAGER

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Johannesburg Aids Council</b>
<b><u>Designation:</u></b>	<b>Office Manager</b>
<b><u>Remuneration:</u></b>	R47 405.13 pm (basic salary, excluding benefits)
<b><u>Location:</u></b>	Metro Centre, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus National Diploma / B-Degree in Administration / Office Management / or equivalent at NQF level 7;
- 8 years' experience in an administrative environment with 3 years supervisory experience.
- Knowledge of the application of instructions and guidelines; Departmental procedures and organisational relationships; correct usage of English, spelling and punctuation.

### **Primary Function:**

**Support Johannesburg Aids Council Secretariat with information, administrative and facilitation support duties to provide a better service and customer care to their clients.**

### **Key Performance Areas:**

- Provide administrative support associated with the office of the Johannesburg Aids Council;
- Manage the implementation of procedures and systems in the office of the Aids Council Secretariat associated with controlling document flow and regulating record keeping;
- Coordinate specific logistical requirements associated with meetings, campaigns and events hosted by the Office of the Aids Council Secretariat and sign off on matters for action;
- Effectively liaise and support the Johannesburg Aids Secretariat (Deputy Director) in ensuring qualitative and timeous resolution of Johannesburg Aids Councillor matters and queries;
- Perform specific tasks/activities associated with the provision of Secretarial Support.

### **Leading Competencies:**


- Computer literacy is essential (PowerPoint, Microsoft Word and Excel);
- High degree of interpersonal skill to interact with all levels of staff, the public, and Councillors;
- Organising skills;
- Coordinating skills;
- Time management skills.


### **Core Competencies:**

- Professional and attention to detail;
- Able to work under pressure;
- Assertiveness with good negotiation skills;
- Team Player.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**CANDIDATES WHO APPLIED FOR THIS VACANCY IN 061/2025 ARE ENCOURAGED TO RE-APPLY**

*“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/1Xi-GCGyIRL6DFMeLFKH3rAew554>

**APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Patience Silimela

**Tel No:** 011 407 6835

**CLOSING DATE: WEDNESDAY, 09 JULY 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.