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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**SHORT-TERM CONTRACT POSITIONS (EPWP)**

- **Administration: Data Capturing**
- **Opportunity Centre: Cleaner**

**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 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.



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**EPWP: ADMINISTRATION: DATA CAPTURING  
 SHORT-TERM CONTRACT POSITIONS (EPWP)  
 (Not exceeding 10 months)**

**Department:** Department of Economic Development  
**Branch:** Sustainable Employment Facilitation  
**Designation:** EPWP: Administration: Data Capturing  
**Salary Range:** R7 000 pm (all-inclusive, stipend)  
**Location:** 66 Jorissen Street, Jorissen Place, Braamfontein

**Minimum Requirements:**

- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;
- Grade 12 / NQF level 4 or equivalent;
- 6 months of administration and data capturing experience.
- Having a working knowledge of EPWPRS will be an added advantage.
- Youth (18 – 35 years) and Women will be prioritized;
- PWD are strongly encouraged to apply (Proof of disability must be submitted);
- Be prepared to undergo a computer- based assessment.

**Primary Function:**

**Provide Data Capturing and Administrative Support to the EPWP Unit.**

**Key Performance Areas:**

- EPWP Data Capturing;
- General Office Administration.

**Leading Competencies:**

- Computer Literacy – MS Applications;
- Good communication skills;
- Coordinating skills;
- Minute taking;
- Basic report-writing skills;
- Attention to detail and diligence.


**Core Competencies:**

- Knowledge of EPWP;
- Knowledge of EPWPRS;
- Knowledge of Local Government;
- Knowledge of Public Administration Legislation;
- Batho Pele Principle Ethics.
- Professionalism.
- HR and COJ values.



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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/1ZBh0C5KnQLyoMA\\_U2Ncovwew554](https://share-eu1.hsforms.com/1ZBh0C5KnQLyoMA_U2Ncovwew554)

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

**ENQUIRIES ONLY:**

**Contact Person:** Dumisani Tinghitsu

**Tel No:** 011 021 0191

**CLOSING DATE: TUESDAY, 19 AUGUST 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.



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**EPWP: Opportunity Centre: Cleaner**  
**SHORT-TERM CONTRACT POSITIONS (EPWP)**  
 (Not exceeding 10 months)

<b><u>Department:</u></b>	Department of Economic Development
<b><u>Branch:</u></b>	<b>Sustainable Employment Facilitation</b>
<b><u>Designation:</u></b>	<b>EPWP: OC Cleaner</b>
<b><u>Salary Range:</u></b>	R7 000 pm (all-inclusive, stipend)
<b><u>Location:</u></b>	<b><u>Opportunity Centres</u></b> Region B (Ward 82), Region C (Ward 70), Region D (Ward 46), Region E (Ward 32, 75), Region F (Ward 57), Region G (Ward 18)

**Minimum Requirements:**

- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg
- Grade 10;
- Grade 12 advantageous;
- No experience required.
- PWD are strongly encouraged to apply ( Proof of disability must me submitted).

**Primary Function:**

Perform a variety of cleaning, dusting, mopping, vacuuming, and washing duties in and around the Opportunity Centre. Ensure that floors do not remain dirty for long and trash bins are emptied regularly. Prepare and serve beverages during meetings, training and workshops.

**Key Performance Areas:**

- Perform a variety of Opportunity Centre cleaning tasks;
- Beverage preparations and serving;
- General Office Support.

**Leading Competencies:**

- Able to manage time effectively;
- Punctual, reliable and trustworthy;
- Reading skills for following instructions;
- Awareness of health and safety procedures;
- Ability to handle cleaning chemicals safely;
- Good interpersonal skills;
- Ability to work both alone and in a team.



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**Core Competencies:**

- General housekeeping;
- Batho Pele Principle Ethics;
- Professionalism.

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EPWP- OC Cleaner - Region B

[https://share-eu1.hsforms.com/1aXwTHk43RxqV\\_2RY8VzTYwew554](https://share-eu1.hsforms.com/1aXwTHk43RxqV_2RY8VzTYwew554)

EPWP- OC Cleaner - Region C

<https://share-eu1.hsforms.com/1MdAn18YRSW6z8NhlqdtXlwew554>

EPWP- OC Cleaner - Region D

<https://share-eu1.hsforms.com/1eA07L6-yQgmR-51D0Awmwgew554>

EPWP- OC Cleaner - Region E x 2

[https://share-eu1.hsforms.com/1UFW0XuIXQIKTR9k4\\_MS5NAew554](https://share-eu1.hsforms.com/1UFW0XuIXQIKTR9k4_MS5NAew554)

EPWP- OC Cleaner - Region F

[https://share-eu1.hsforms.com/1KyshO\\_sLRieDPXNOSckjTgew554](https://share-eu1.hsforms.com/1KyshO_sLRieDPXNOSckjTgew554)

EPWP- OC Cleaner - Region G

[https://share-eu1.hsforms.com/1\\_sUpzT6zQvKtKxLXb9bTtwew554](https://share-eu1.hsforms.com/1_sUpzT6zQvKtKxLXb9bTtwew554)

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