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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

SHORT-TERM CONTRACT POSITIONS (EPWP)

- **Data Capturing and Administration**
- **Verification and Survey of Informal Traders**

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

Department: Department of Economic Development
Branch: Sustainable Employment Facilitation – Informal Trading
Designation: EPWP: Data Capturing and Administration
Salary Range: R6000.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 or equivalent;
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;
- PWD are strongly encouraged to apply (Proof of disability to be submitted);
- Be prepared to undergo a computer-based assessment.

Primary Function:

To provide Data Capturing and Administrative support to the Informal Training unit.

Key Performance Areas:

- Data capturing;
- General Office administration;

Leading Competencies:

- Computer Literacy – Microsoft Word, Excel and PowerPoint;
- Good communication.
- Coordinating skills;
- Minutes taking;
- Report writing skills.

Core Competencies:

- Knowledge of Informal trading.
- Knowledge of Local Government;
- Knowledge of Public Administration Legislation.

“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.”



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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/1ptOU3K3vTBqJVLluwgqCowew554>

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

ENQUIRIES ONLY:

Contact Person: Harold Mbowana
Tel No: 011 021 0191

CLOSING DATE: MONDAY, 25 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: VERIFICATION AND SURVEY OF INFORMAL TRADERS
SHORT-TERM CONTRACT POSITIONS (EPWP)
(Not exceeding 10 months)**

Department: Economic Development
Branch: Sustainable Employment Facilitation – Informal Trading
Designation: EPWP: Verification and Survey of Informal Traders
Salary Range: R6000.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 10 or equivalent
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;
- PWD are strongly encouraged to apply (Proof of disability to be submitted);
- Be prepared to undergo a computer-based assessment.

Primary Function:

To provide informal traders streets and market data support to the informal Trading unit.

Key Performance Areas:

- To provide informal traders street and market status support.

Leading Competencies:

- Ability to read and write in English.

Core Competencies:

- Knowledge of Informal trading.
- Knowledge of Local Government;
- Knowledge of Public Administration Legislation.

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