



a world class African city

City of Johannesburg  
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre  
158 Civic Boulevard  
Braamfontein

PO Box 1049  
Johannesburg  
South Africa  
2000

[www.joburg.org.za](http://www.joburg.org.za)

## **EXTENSION/ERRATUM OF PUBLICATION PERIOD ON SHORT-TERM CONTRACT (EPWP)- 020/2025**

The City of Johannesburg (CoJ) published the below advertised positions in the above Circular.

**PUBLISHED DATE: FRIDAY, 15 AUGUST 2025**

**CLOSING DATE: MONDAY, 25 AUGUST 2025**

**PLEASE NOTE THAT THE CLOSING DATE FOR THE POSITIONS BELOW HAVE BEEN  
EXTENDED UNTIL 01 SEPTEMBER 2025**

**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.”***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/1ptOU3K3vTBqJVLIuwgvCowew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Harold Mbowana

**Tel No:** 011 021 0191

**CLOSING DATE: MONDAY, 01 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.

**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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**THE DEPARTMENT WISHES TO APOLOGISE FOR THE INCONVENIENCE CAUSED**