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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION:
ADMINISTRATIVE ASSISTANT

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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ADMINISTRATIVE ASSISTANT SHORT-TERM CONTRACT POSITION (Not exceeding 12 months)

<u>DEPARTMENT:</u>	Group Governance
<u>BRANCH:</u>	Management Support Services
<u>DESIGNATION:</u>	Administrative Assistant
<u>REMUNERATION:</u>	R18 365,32 pm (basic salary, no benefits)
<u>LOCATION:</u>	33 Hoofd Street, Braampark

Minimum Requirements:

- Matric/Grade 12;
- Office Administration Certificate;
- Computer Literacy - MS Office Applications; and
- 1 - 3 years' of experience.

Primary Function:

Perform administrative functions within the unit/department, which includes logistical support in terms of asset management, fleet services, management of telephones and cellphones, maintenance issues and procurement duties.

Key Performance Areas:

- Render administrative and support services in Group Governance, such as information management to ensure adequate support is available to keep business processes running smoothly and efficiently and completing tasks on time and in a quality manner without much oversight;
- Assist with the coordination and repairs and maintenance of telecommunication requirements;
- Assist with asset inventories;
- Transport restricted documents, dealing with all types of sensitive and confidential information, by hand.

Leading Competencies:

- Computer literacy (MS Office Packages, including MS Teams, Word, Excel);
- Good communication and writing skills;
- Ability to handle the demands of various personality types;
- Strong professional and positive demeanor;
- Good command of English language and negotiations.

Core Competencies:

- Basic Knowledge of Administrative Support concepts and functions.



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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/1QYISBL1ZTS2D1GCvRSrebgew554>

ENQUIRIES ONLY:

Contact Person: Mark Sanderson
Tel No: 011 021 0393

CLOSING DATE: WEDNESDAY, 18 JUNE 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.
- Employment record verification.
- Criminal check.
- Identity validation.