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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

SHORT-TERM CONTRACT POSITIONS (EPWP)

- **Eco-Guides**
- **Assistant Town Planners**
- **Assistant Technical Coordinators (Land Use Management)**
- **Junior Developers / Business & Data Analysts**
- **Office Admin Support**
- **Environmental Health Assistants**

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: ECO-GUIDES
SHORT-TERM CONTRACT POSITIONS (EPWP)
 (Not exceeding 11 months)

Department: Department of Economic Development
Branch: Economic Development Facilitation
Designation: EPWP: Eco-Guides
Salary Range: R4500.00 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;

Primary Function:

Lead environmental awareness campaigns in your community.

Key Performance Areas:

- Lead environment awareness campaigns;
- Conduct and organise Spaza shops environmental awareness outreach and other educational activities;

Leading Competencies:

- Computer Literacy – MS Applications;
- communication skills;

Core Competencies:

- Batho Pele Principle Ethics.

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

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ENQUIRIES ONLY:

Contact Person: Thembelihle Nogemane

Tel No: 011 061 3193

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,
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**EPWP: ASSISTANT PLANNERS (LAND USE MANAGEMENT)
SHORT-TERM CONTRACT POSITIONS (EPWP)
(Not exceeding 11 months)**

Department: Economic Development
Branch: Economic Development Facilitation
Designation: EPWP: Assistant Town Planners (Land Use Management)
Salary Range: R6500.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma in Town Planning or any tertiary qualification related to the Regional Planning discipline at NQF Level 6;
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;

Primary Function:

Support spatial planning and development initiatives.

Key Performance Areas:

- Support spatial planning and development initiatives to ensure spaza shops compliance.

Leading Competencies:

- Computer Literacy – MS Applications;
- communication skills;

Core Competencies:

- Batho Pele Principle Ethics.

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**EPWP: ASSISTANT TECHNICAL COORDINATORS
 SHORT-TERM CONTRACT POSITIONS (EPWP)
 (Not exceeding 11 months)**

Department: Economic Development
Branch: Economic Development Facilitation
Designation: EPWP: Assistant Technical Coordinators
Salary Range: R6500.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma in or any tertiary qualification related to the Civil Engineering Planning discipline at NQF level 6;
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;

Primary Function:

Support Services/technical planning and development initiatives.

Key Performance Areas:

- Support Services/technical planning and development initiatives to ensure spaza shops compliance.

Leading Competencies:

- Computer Literacy – MS Applications;
- communication skills;

Core Competencies:

- Batho Pele Principle Ethics.

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**EPWP: JUNIOR DEVELOPERS / BUSINESS & DATA ANALYSIS
SHORT-TERM CONTRACT POSITIONS (EPWP)
(Not exceeding 11 months)**

Department: Economic Development
Branch: Economic Development Facilitation
Designation: EPWP: Junior Developers / Business & Data Analysts
Salary Range: R6500.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma in Information Technology or any tertiary qualification related to the Computer Science discipline at NQF Level 6;
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;

Primary Function:

Help digitize and manage the Spaza Reg platform.

Key Performance Areas:

- Help digitize and manage the Spaza Reg platform.

Leading Competencies:

- Computer Literacy – MS Applications;
- communication skills;

Core Competencies:

- Batho Pele Principle Ethics.

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**EPWP: OFFICE ADMIN SUPPORT
 SHORT-TERM CONTRACT POSITIONS (EPWP)
 (Not exceeding 11 months)**

Department: Economic Development
Branch: Economic Development Facilitation
Designation: EPWP: Office Admin Support
Salary Range: R4500.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma in in Public/Business Administration or any related tertiary at NQF Level 6;
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;

Primary Function:

Serve as the first point of contact for spaza shop owners and internal users regarding queries and issues with the City's Spaza Reg platform (e.g., application status, registration difficulties, basic technical troubleshooting).

Key Performance Areas:

- Serve as the first point of contact for spaza shop owners and internal users regarding queries and issues with the City's Spaza Reg platform (e.g., application status, registration difficulties, basic technical troubleshooting).

Leading Competencies:

- Computer Literacy – MS Applications;
- communication skills;

Core Competencies:

- Batho Pele Principle Ethics.

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**EPWP: ENVIRONMENTAL HEALTH ASSISTANTS
SHORT-TERM CONTRACT POSITIONS (EPWP)
(Not exceeding 11 months)**

Department: Economic Development
Branch: Economic Development Facilitation
Designation: EPWP: Environmental Health Assistants
Salary Range: R4500.00 pm (all-inclusive, stipend)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Matric or NQF level 4 qualification, plus basic computer skills;
- Be a South African Citizen;
- Reside within the jurisdiction of City of Johannesburg;

Primary Function:

Assist with business permit processing and public health compliance.

Key Performance Areas:

- Assist with business permit processing and public health compliance.

Leading Competencies:

- Computer Literacy – MS Applications;
- communication skills;

Core Competencies:

- Batho Pele Principle Ethics.

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