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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION **ADMINISTRATION OFFICER**

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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ADMINISTRATION OFFICER SHORT-TERM CONTRACT POSITION (Not exceeding 12 months)

Department: Environment and Infrastructure Services Department
Branch: Oversight and Management Support
Designation: Administration Officer
Remuneration: R18 093,91 pm (all-inclusive basic salary, no benefits)
Location: Braamfontein

Minimum Requirements:

- Matric/Grade 12 (NQF level 4);
- National Diploma / NQF level 6 in Office Administration/ Business administration;
- 1-year relevant experience.

Primary Function:

Provide secretarial and administrative support to the management on all business, administration or client issues. To ensure the smooth and efficient running of the directorate or sub directorate.

Key Learning Areas:

- Schedule and plan the diary and events for the Director and Deputy Directors in order to ensure the critical appointment, events and functions are effectively planned, prioritized and coordinated;
- Provide effective administration support to the Oversight and management Support unit;
- Attend to telephone calls and visitors to the Directors/ Deputy Directors office, establishing nature of visit and attending to specific routine matters and or recording details of enquiries and /or messages in the absence of the Directors / Deputy Directors and forwarding for attention upon availability

Leading Competencies:

- Computer literacy (MS Word and Excel);
- Problem solving;
- Critical thinking;
- Good communication skills;
- Attention to detail and accuracy;
- Ability to ensure that you strictly maintain the standards and procedures of the company;
- Ability to assist with the preparation of proposals, presentation and to have an understanding of contracts and their related obligations;



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Core Competencies:

- Knowledge of legislation, processes, regulations and the rule of law;
- Knowledge of department objectives and goals.
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;

“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/1iXocotmiTvuy8mtGr3m-Sgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sipiwe Khumalo
Tel No.: 011 490 1564

CLOSING DATE: THURSDAY, 20 FEBRUARY 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.