

**Permanent Positions****Emergency Management Services**

Branch: Finance

**Manager: Supply Chain****Educational requirements and experience:**

• A relevant degree or National Diploma in Procurement/SCM or equivalent qualification • A minimum of three years' experience in procurement of which two years should have been in a supervisory or management position • Six months' SAP experience • An understanding of Municipal procurement procedures and processes • Knowledge of Performance Management, budgeting and MFMA • Skills required: Managerial, good report writing and computer literacy.

**Short detailed, job description:**

The Procurement Manager is responsible for the effective direction and management of the Procurement Unit. The Unit which the Procurement Manager will be managing supports all the EMS Directorates in the achievement of the organisational and City's objectives through buying and services as per the City's procurement policies.

**Applications for the above position, accompanied by a comprehensive CV, should be faxed to (011) 758-9189 or e-mailed to [vanishreep@joburg.org.za](mailto:vanishreep@joburg.org.za) Enquiries: Vanishree Pillay, tel. (011) 758-5282.**

**Corporate and Shared Services**

Branch: OHASA

**Professional Nurse****Educational requirements and experience:**

• A relevant qualification as a Professional Nurse and a certificate in Occupational Health • An Audiometric and Spirometry Certificate • Registration with the SANC • Three years' experience with one year in occupational health • The co-ordinative applications and sequences associated with this post requires a deeper understanding and knowledge of generally acceptable occupational healthcare practices and procedures • Experience in a computerised business system environment.

**Short detailed, job description:**

The incumbent will manage the implementation, monitoring and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives and statutory requirements related to the provision of a health consultation and occupational healthcare service to the employees of the City.

**Applications for the above position, accompanied by a comprehensive CV, should be faxed to (011) 339-1864 or e-mailed to [samuelma@joburg.org.za](mailto:samuelma@joburg.org.za) Enquiries: Samuel Masonono, tel. (011) 407-6939.**

**Fixed-term Contract Positions****Development Planning and Urban Management**

Branch: Development Management

**Programme Manager: Informal Settlement Formalisation**

Salary range: R409 779 - R614 669 per annum (Total Cost to Council)

(Five-year fixed-term performance-based contract appointment)

**Educational requirements and experience:**

• A tertiary qualification (preferably a Bachelor's degree) or equivalent to NQF level 6 qualification in the Built Environment (ie town planning/town and regional planning/architecture/civil engineering/quantity surveying/building science) • A postgraduate qualification in Management • A minimum of eight years' working experience in the built environment at senior management level • Skills required: Leadership, project management (town planning procedures, design of layout and engineering services), financial (costing and budgeting), communication (ward committees and communities) and report writing • Knowledge required: Policies and procedures of the City of Johannesburg as well as any other legislative requirements.

**Short detailed, job description:**

The incumbent will manage the informal settlements formalisation and update programme to ensure that identified and targeted informal settlements are formalised, regularised and upgraded. The appointee will also be responsible for convening the Informal Settlements Formalisation and Update Steering Committee as well as report to the Mayoral Committee.

**Applications for the above position, accompanied by a comprehensive CV, should be faxed to (011) 403-2023 or e-mailed to [Planninghr@joburg.org.za](mailto:Planninghr@joburg.org.za)**

**Corporate and Shared Services**

Branch: OHASA

**Assistant Director: Occupational Health**

(Five-year fixed-term performance-based contract appointment)

**Educational requirements and experience:**

• A qualified and registered medical doctor with diploma in Occupational Health (DOH) • Three to five years' experience in a management position and extensive experience in a computerised business system • Sound knowledge of and experience in the application of the COID Act (130/1993), the Occupational Health and Safety Act (85/1993), the Health Act (63/1977) and the Municipal Finance Management Act (56/2003) • Strong managerial and leadership skills • Excellent interpersonal relationship attributes • Strategic and operational planning and organising skills • The ability to work under pressure in a complex multidisciplinary environment • Strong liaison with all Council departments and Municipal-owned Entities • A Code B driver's licence and own car.

**Short detailed, job description:**

The incumbent will minimise risks to the health of employees emanating from Council activities and minimise the consequences of exposure to these risks through the implementation of a formal occupational health programme.

**Applications for the above position, accompanied by a comprehensive CV, should be faxed to (011) 339-1864 or e-mailed to [samuelma@joburg.org.za](mailto:samuelma@joburg.org.za) Enquiries: Samuel Masonono, tel. (011) 407-6939.**

**Closing date:****Wednesday, 3 February 2010**

**The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment**

**Appointment will be made in accordance with the COJ's EE Policy**

If you have not heard from us within six weeks of the closing date, please consider your application unsuccessful



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