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PROJECT OFFICER: REPAIRS AND MAINTENANCE

DEPARTMENT: Social Development
BRANCH: Management Support unit
DESIGNATION: Project Officer: Repairs and Maintenance
REMUNERATION: R28 315.59 pm (basic salary, excluding benefits)
LOCATION: Central

Minimum Requirements:

- Grade 12/NQF level 4 plus a Diploma (NQF level 6) in a Built Environment discipline (Quantity Surveying, Civil Engineering, Electrical Engineering, Mechanical Engineering, Building) and Project Management Certificate or Degree in Administration/Management;
- 1 – 3 years relevant experience and the understanding of local government policies and procedures will be an added advantage;
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Primary Function:

Implement the project plan in line with the approved business case and manage the implementation of projects in order to ensure that goals and objectives of the projects are accomplished within specified timeframes and within budget by utilising allocated resources effectively in order to achieve agreed performance levels.

Key Performance Areas:

- Ensure that appropriate business plans and procedures are developed and communicated to the relevant stakeholders and implemented so that strategic imperatives of the Facilities Management Unit are met;
- Maintain professionalism and work ethics in the execution of responsibilities.

Leading Competencies:

- Computer literacy (MS Office, Outlook and Internet);
- Good command in English;
- Ability to understand the broader business issues;
- Strong analytical and an eye for detail;
- Problem solving skills;
- Collaborative/Teamwork & Accountability.

Core Competencies:

- CoJ policies and prescripts would be an advantage as well as Laws and Acts governing the Municipality;
- Customer and Service Delivery Management (Batho Pele) Ethics, Health Values + CoJ Values;
- Integrity and Professionalism.



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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/1AmC_hQlrQFmWMucxa8AB3Aew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mathapelo Nare

Tel No: 011 407 6704

CLOSING DATE: TUESDAY, 11 NOVEMBER 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.