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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION **Relief Worker**

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 is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- 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 acknowledgment 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.
- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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RELIEF WORKER SHORT TERM CONTRACT POSITIONS (Not exceeding 18 months)

Department: Community Development
Branch: Library and Information Services
Designation: Relief Worker
Remuneration: R3500.00 pm (monthly stipend)
Location: Various Regions

Minimum Requirements:

- Matric/Grade 12 (NQF level 4);
- Applicants who previously participated in the programme will not be considered;
- Computer literacy;
- Must be able to work 40 hours per week including weekends;
- This position is open to YOUTH in the Johannesburg community;
- Only City of Johannesburg residents will be considered.

Primary Function:

To assist the Senior Librarian/Librarian in rendering a direct Library and Information service to the public. Assisting with all administrative operations of the library.

Key Learning Areas:

- Assist with the daily administrative and operational tasks of the library.

Leading Competencies:

- Good interpersonal and communication skills;
- Ability to follow instructions.

Core Competencies:

- Required standard of literacy, numeracy, computer literate and general knowledge.
- 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."



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

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>

<https://share.hsforms.com/17TNLYbcdQMCEeFMZTwqZ4A469tI>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Winnifred Lekabe

Email Address: WinnifredL@joburg.org.za *(The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVS, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)*

CLOSING DATE: FRIDAY, 16 OCTOBER 2026

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.