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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

### **PERMANENT POSITIONS**

- **Chief Chaplain**
- **Chaplain**

#### **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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## CHIEF CHAPLAIN

**Department:** Public Safety  
**Branch:** Management Support and Shared Services  
**Designation:** Chief Chaplain: Chaplaincy Services  
**Remuneration:** R53 022.85 pm (basic salary, excluding benefits)  
**Location:** Martindale

### Minimum Requirements:

- Grade 12/Matric Certificate at NQF level 4;
- A Degree or Advanced Diploma in Theology or Religious Studies at NQF Level 7;
- Ordained clergy person or equivalent recognition standards set by a relevant religious body;
- Valid Code EB driver's license;
- 9 years of relevant experience, including 4 years of managerial experience within Chaplaincy or Religious Higher Fraternity;
- 3 years post-ordination as a minister of religion, substantiated by an Ordination Certificate.

### Primary Function:

**Manage and control Employee Wellness and Chaplaincy Support Services for the Public Safety Department (PSD), which are provided through spiritual services, programs, counselling, proactive and reactive services and moral guidance to employees and their families to establish, maintain and improve spiritual strength and strong moral codes.**

### Key Performance Areas:

- Developing and upholding all policies and guiding staff in the delivery of Chaplaincy objectives;
- Develop and deliver spiritual, religious and pastoral care programs to the PSD;
- Guide the team to deliver the objectives effectively;
- Manage the interface and relationship with key stakeholders;
- Manage and encourage personnel to optimise their output and effectively manage relationships;
- Monitor, control and report on the Sub-Directorate's finances and assets;
- Rendering of devotions and sermons at specialised events;
- Deal with all administrative matters that involve the Chaplaincy Unit in the execution of its responsibilities.

### Leading Competencies:

- Computer literacy (MS Word, Excel, PowerPoint);
- Good communication skills;
- Coordination skills;
- Professional self-conduct;
- Adapt to organizational culture



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### Core Competencies:

- Basic working knowledge of Chaplaincy and a wide variety of religions.

**CANDIDATES WHO APPLIED IN CIRCULAR 025/2025 ARE ENCOURAGED TO RE-APPLY**

*"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/1WRdGKL5dSOGcW0zrldD-2Aew554>

APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)

### ENQUIRIES ONLY:

Contact Person: Jabulile Mtimkulu  
 Tel No: (011) 075 1580

**CLOSING DATE: FRIDAY, 23 MAY 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



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## CHAPLAIN

**Department:** Public Safety  
**Branch:** Management Support and Shared Services:  
**Designation:** Chaplain: Chaplaincy Services  
**Remuneration:** R33 371.75 pm (basic salary, excluding benefits)  
**Location:** Martindale

### **Minimum Requirements:**

- Grade 12/Matric Certificate at NQF level 4;
- A National Diploma in Theology/Religious Studies (NQF level 6);
- Ordained Clergy Person of Religion as prescribed by the respective relevant Religious Body;
- 4 years of relevant experience, including 3 post-ordination as a minister of a religious faith.
- Valid Code EB driver's license.

### **Primary Function:**

**Provide Chaplaincy Services and Employee Wellness to support the implementation of proactive and reactive spiritual services. This is to be achieved through relevant Employee Assistance Programs (EAP) and other interventions to establish, maintain and improve spiritual strength and strong moral codes.**

### **Key Performance Areas:**

- Deal with all administrative matters that involve the Chaplain in the execution of his/her responsibilities;
- Respond to and interact with employees and stakeholders to accomplish the aims of the unit;
- Render devotions and sermons through prayerful and thoughtful preparation for daily and specialised events;
- Plan and present seminars/workshops;
- Identify and deal with ethical issues and conflicts of interest.

### **Leading Competencies:**

- Computer literacy (Microsoft, Word, Excel and PowerPoint);
- Good Communication skills;
- Coordinating Skills;
- Project Management skills;
- Professional self-conduct;
- Adapt to organizational culture.

### **Core Competencies:**

- Basic working knowledge and experience of a wide variety of religions.



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**ENQUIRIES ONLY:**

**Contact Person:** Ramagodi Dikotla  
**Tel No:** (011) 064 0985

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