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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Head: Strategic Planning & Reporting
(Environmental & Infrastructure
Service Department)

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.

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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HEAD: STRATEGIC PLANNING & REPORTING

DEPARTMENT: Environmental & Infrastructure Service Department (EISD)
BRANCH: Strategic Coordination and Integration
DESIGNATION: Head: Strategic Planning & Reporting
REMUNERATION: R54 544,98 – R74 197,69 – R93 853,39 pm
 (basic salary, excluding benefits)
LOCATION: Traduna House, 118 Jorissen Street, Braamfontein

Minimum Requirements:

- Grade 12 plus Degree in Environmental Studies or related qualification at NQF level 7;
- A minimum of 7 - 10 years' relevant experience in the environmental management field with at least 3 – 5 years in entry and/or middle management function.

Primary Function:

Manage and lead the Strategic Planning and Reporting Business Unit within EISD by directing and overseeing the business planning, risk management services and compliance oversight of the Department. It also includes service delivery monitoring, governance oversight and reporting on the departmental performance to ensure alignment with City's strategic objectives as outlined in the SDBIP, IDP and the City's long-term strategy.

Key Performance Areas:

- Manage and monitor the departmental business planning process and IDP planning process;
- Monitor and report on the implementation of the Departmental programmes and performance;
- Manage and respond to audit findings (internal and external) in driving towards the City's clean audit;
- Maintain and update the environmental database to analyse and model environmental trends and interpret the results;
- Manage and report the implementation of environmental sustainability within the City;
- Manage the departmental, project and contract risk to acceptable tolerance levels;
- Support logistical management of the Strategic Planning Subsection, managing actual contractual agreements and assets located in the section, while ensuring that assets management adheres to CoJ's prescribed policies and procedures;
- Manage reporting around Strategic Planning Subsection;
- Manage, lead and direct staff within the Subsection in terms of the City's Performance Management Policy and Conditions of Service;
- Manage the budget of the Subsection, including Procurement and Contract Management;
- Manage the risk and audit (internal and external) of the Subsection so that liability is minimised and/or avoided.



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Leading Competencies:

- Budgeting and financial management skills;
- Presentation skills;
- People management;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.

Core Competencies:

- Knowledge and understanding of environmental issues and relevant legislation;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

"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/1_bfUozDZRHmAG6HntetLBwew554

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

ENQUIRIES ONLY:

Contact Person: Revonal Mckenzie
Tel No: 011 082 7999

CLOSING DATE: TUESDAY, 07 FEBRUARY 2023

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.

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