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EXCITING CAREER OPPORTUNITIES OFFERED BY  
THE CITY OF JOBURG:

**FIXED-TERM PERFORMANCE BASED CONTRACTS**  
**(Linked to Political Term of Office)**

- Director: Mayoral Communications
- Director: Operations
- Director: Executive Support
- Assistant Director: Policy & Planning
- Assistant Director: Performance Monitoring & Evaluation
- Specialist: Performance Monitoring & Evaluation
- Operations Administrator Advisory Support
- Specialist: Social Media
- Chief Specialist: Community, Communications and Stakeholder Management
- Operational Manager: Administration
- Executive Assistant
- Specialist: Media Liaison
- Personal Assistant - Office of the Executive Mayor
- Personal Assistant - Office of the Chief of Staff
- Advisor: Inner City Regeneration
- Advisor: City Planning and Economic Growth
- Advisor: Special Projects Advisory Services
- Advisor: Office of the Chief of Staff

**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 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 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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## DIRECTOR: MAYORAL COMMUNICATIONS

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor                  |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>                    |
| <b><u>Designation:</u></b>  | <b>Director: Mayoral Communications</b>                |
| <b><u>Remuneration:</u></b> | R 1 187 603.65 pa (all-inclusive cost to company)      |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- Bachelor's degree in Communications, Public Administration, Political Science, Journalism, or related fields of study on NQF Level 7.
- 10 years' experience preferred in Legislature, Parliamentary, Legal, Media or related environment, of which 5 years must be at middle management level or above.
- Knowledge on the local government environment.

### **Primary Function:**

**To direct, lead and manage Mayoral communications and media issues, as well as an advisor to the Mayor, City departments, their directors, and other staff members on communications to ensure effective and consistent delivery of messages between and within all the strategic business units of the Municipality.**

### **Key Performance Areas:**

- Contribute to the development of the directorate's strategic planning process.
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process.
- Lead and facilitate the Directorate Performance Management planning process.
- Lead and manage the development of the Directorate's Individual Learning Plans (ILP's) process.
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies.
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate.
- Provide sound leadership for the achievement of the Directorate's objectives.
- Direct the delivery of the Private office of Executive Mayors Operations functions.
- Ensure effective control of the Directorate's Human Resource.
- Ensure effective Financial Resource control.
- Ensure effective Directorate Assets Management and Control. Implement good governance and effective risk management systems.
- Ensure that there is sound political governance specifically within the Legislature and generally within the city.
- Ensure that the Mayor maintains a positive profile and relationships with the media, the public and internal and external stakeholder.



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- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance.

#### **Leading Competencies:**

- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks
- In-depth knowledge of the project,
- Knowledge on Corporate Governance techniques & tools and how they can be practically applied.
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

#### **Core Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communications skills;
- Coordinating skills; Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills.

***“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/1yU-IMs3iRIK\\_i4xoS4Rdggew554](https://share-eu1.hsforms.com/1yU-IMs3iRIK_i4xoS4Rdggew554)

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



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**ENQUIRIES ONLY:**

Contact Person: Lerato Mathiane

Tel No: 011 407 6740

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**

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## DIRECTOR: OPERATIONS

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor (POEM)           |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>                    |
| <b><u>Designation:</u></b>  | <b>Director: Operations</b>                            |
| <b><u>Remuneration:</u></b> | R1 187 603.65 pa (all-inclusive cost to company)       |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric/Grade 12 plus Bachelor's Degree in public administration / NQF level 7,
- Ten (10) years' experience in the discipline, of which five (5) years' experience is a middle management level.
- Knowledge on the local government environment.
- Knowledge of City's Strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework.
- In depth knowledge of function principles, techniques & tools and how they can be practically applied.
- Knowledge of principle and practices of Municipal organization, administration, and Personnel Management.
- Must have a valid driver's license.

**Primary Function:** Responsible for directing, leading, managing, coordinating and comprehensive array of services and programs; to safeguard and augment the efficiency and effectiveness of the function. To facilitate the accelerating development and long-term success of Operations in the Office of Chief of Staff.

### **Key Performance Areas:**

- Development of the Directorates Strategic Planning.
- Leading the development of the directorate's Operational Planning process.
- Lead, oversee and facilitate the development and monitoring of organizational and individual performance management systems in the directorate; to ensure achievement of performance targets within prescribed timelines.
- Lead and manage the development of the directorate Individual Learning Plans (ILPs) process.
- Organize other resources for the effective implementation of the directorates' organizational structure.
- Direct and lead the human resources within the directorate to enable the achievements of objectives of the Operations and the Private Office of the Executive Mayor.
- Provide sound leadership for the achievements of the directorate objectives.
- Lead and direct Operational functions in the Office of the Chief of Staff. Provide quality reports and performance of the directorate which are factual, accurate and complete, timely and contributes to/and supports the overall reporting of the Private Office of the Executive Mayor.





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- Build and maintain strong relations with internal business units, entities, key stakeholders, and peers to ensure the correct focus and support around Credit Management. Ensure effective Asset Management and control of the Directorate.
- Implement good governance and effective risk management systems. Manage and control all aspects of the finance in the control of the Directorate including but not limited to, revenue, expenditure, assets and liabilities in accordance with the legislative framework and the City's Policies and procedures.
- Manage specific administrative and reporting requirements associated with the directorate and individual performance.

#### **Leading Competencies:**

- Strategic Direction and Leadership;
- People Management;
- Financial Management;
- Change Leadership;
- Projects Management;
- Performance and Risk Management;
- Batho Pele;
- Attention to detail.

#### **Core Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing;
- Good listening and communications (verbal and written);
- Coordinating; customer care; problems solving; critical thinking and good management.

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**ENQUIRIES ONLY:**

**Contact Person:** Lerato Mathiane

**Tel No:** 011 407 6740


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## DIRECTOR: EXECUTIVE SUPPORT

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|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor (POEM)           |
| <b><u>Branch:</u></b>       | Various MMC's Offices                                  |
| <b><u>Designation:</u></b>  | Director: Executive Support                            |
| <b><u>Remuneration:</u></b> | R 1 187 603.65 pa (all-inclusive cost to company)      |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric/ Grade 12 plus Bachelor's Degree in Business Administration, Public Administration, Business Administration or unless the incumbent can demonstrate through experience the ability to do the job.
- 10 years managerial/leadership experience required
- Proven track record of providing strategic support to an executive at a similar level.
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skill.

### **Primary Function:**

To direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) Leader of Executive Business by providing high level strategic (and political) advice and counsel to the MMC by coordinating the implementation of the executive policy, developing, and managing the implementation of communications strategy (action plans) and managing key personnel in order to ensure the advancement of the MMC's political programmes and strategy.

### **Key Performance Areas:**

- To manage and provide strategic (political) policy support and advice to the MMC.
- To enable and manage the implementation of the Executive Mayor's Communication Strategy i.r.o the MMC's functions. Directs and controls the outcomes associated with utilization, productivity and performance of personnel within the MMC support function.
- Plan, monitor and control function's annual operating and capital budget of that spending is in line- with the Municipal requirements and/or Municipal Financial Management Act (MFMA).
- Manage, direct and drive processes and policy that supports the effective and efficient operation of key functional areas in the support function of the MMC.
- Manage and lead the work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC.
- Direct and manage the execution of project and assignment as determined by the MMC.


### **Leading Competencies:**

- Ability to work with various levels of personnel in a fast-paced environment.
- Experience compiling and managing budget.
- Excellent verbal and written communication skills.





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### **Core Competencies:**

- Knowledge of Government Legislation, policies and procedures applicable to South Africa;
- Demonstrate ability to strategically, manage and administrative support services within a multidisciplinary environment, including demonstrated ability to provide professional supervision, development.
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the MMC with senior internal and external stakeholders;
- Excellent written communication skills, including ability to prepare documents and briefing noted for the MMC and on complex and sensitive issues.

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## ASSISTANT DIRECTOR: POLICY AND PLANNING

|                             |  |
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| <b><u>Department:</u></b>   | Office of the Executive Mayor (POEM)                   |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>                    |
| <b><u>Designation:</u></b>  | <b>Assistant Director: Policy &amp; Planning</b>       |
| <b><u>Remuneration:</u></b> | R881 458,65 pa (all-inclusive cost to company)         |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric/Grade 12 plus a Degree in Political Science/Public Administration/Economics/Public Management or related field at NQF level 7;
- 6 - 8 years' relevant experience in Local Government/Political Office/Legislature/Parliamentary/Public Service discipline, of which 2 years must be at a manager level;
- Must have a valid Driver's license.

**Primary Function: Provide strategic and professional leadership to ensure the delivery of high quality, efficient and customer focused development and management of the Policy and planning service for the City to ensure delivery of efficient research and analysis on a range of policies and strategic matters, including integrated planning processes, as relate to the cluster, relevant structure and matters impacting upon the City of Johannesburg, as well as providing strategic support on a range levels in order to support the functions on the Unit with a view to advising and informing the Executive Mayor and the Mayoral Committee in order to enable them to successfully achieve their political mandate.**

### **Key Performance Areas:**

- Facilitate operational planning process and input into the Directorate's Functional Strategy
- Facilitate the development of an effective and efficient section organizational structure and optimal utilization of the section resources for the accomplishment of Directorate objectives
- Lead the Recruitment, Selection and Placements process for sourcing of suitably qualified staff for the Section
- Provide sound leadership to the department
- Support the Director: Planning, Performance & Reporting to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee
- Provide direction and oversight on behalf of the Executive Mayor and Mayoral Committee over integrated planning processes
- Assisting the Executive Mayor and the Mayoral Committee to implement strategic projects
- Manage the preparation, monitoring and control of the annual budget of the Directorate on behalf of the Director: Planning, Performance and Reporting
- Manage the day-to-day functioning of the Policy & Planning Unit in the Private Office of the Executive Mayor



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- Ensure effective control of Financial Resource of the Directorate
- Ensure effective of the department Human Resource
- Ensure effective implementation of policy and planning administrative support Programmes and Projects
- Manage specific administrative and reporting requirements associated with the departments and individual performance

#### **Leading Competencies:**

- Knowledge of the local government environment and national political and legislative framework and dynamics
- Knowledge of City's strategy (IDP, prescribed Methodologies, Legislative, Policy and Regulatory Frameworks
- Knowledge of public policy
- Knowledge of Corporate Governance
- In-depth understanding of strategy and policies in relation to organizational effectiveness and resource planning and how they can be practically applied
- Knowledge of principles and practices of municipal organization, administration and personnel management

#### **Core Competencies:**

- Computer literacy (MS Word and Excel)
- Good communication, writing and coordination skills
- Ability to function under stress
- Collaborative/Teamwork & Accountability
- Advice and guidance
- Information gathering
- Change management
- Problem solving
- Resource management and networking skills
- Time management
- High level of Confidentiality and Organisational skills
- Teamwork, Values and Integrity
- Attention to detail and quality focused
- Batho Pele Principles

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

**ENQUIRIES ONLY:**

Contact Person: Mashudu Rasalanavho  
Tel No: 011 407 6311

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## ASSISTANT DIRECTOR: PERFORMANCE MONITORING & EVALUATION

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Assistant Director: Performance Monitoring & Evaluation  
**Remuneration:** R881 458.65 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Matric Certificate/Grade 12
- Degree in Monitoring and Evaluation, Performance Management, Political science, Public Policy, Economics, Law, Development studies, Communication at NQF Level 7 or related field is required;
- Understanding of the policy, performance management and Monitoring and Evaluation methodologies.
- 6 - 8 years' experience in a Legislature, Parliamentary, Legal, Public sector or related environment
- Knowledge on the Local government environment and National political and legislative framework and dynamics;
- Knowledge of City's strategy (IDP) prescribed Methodologies, Legislative, Policy and Regulatory Frameworks

### Primary Function:

To monitor, evaluate and report on the implementation of the City of Johannesburg's strategic plans (IDP and SDBIP etc.) including related projects and programmes to ensure the achievement of the COJ mission and vision. Responsible for the development of plans, policies, standards and guidelines for the department to ensure that there is effective institutional performance monitoring and reporting in line with the COJ reporting structures and timelines.

### Key Performance Areas:

- Develop tighter uniformity and synergy between Strategy and M&E reporting and support informed decision making in the Private office of the Executive Mayor.
- Development of monitoring and evaluation tools
- Development and implementation of a central M&E data management system (including identification, implementation and oversight of requisite IT support/tools), ensuring cost-effective and efficient data collection systems.
- Provide consolidated feedback to Director In terms of performance monitoring and evaluation, systems and Information
- Oversee the auditing of performance information
- Development of legislative compliance reports
- Implementation of Performance Management system In the Private Office of the Executive Mayor and Mayoral committee;





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- Assist the Director: Planning, performance and reporting to manage, direct and lead staff
- Decision-making and management powers

**Leading Competencies:**

- Computer Literacy (Microsoft Word and Excel)
- Good communication skills;
- Coordination and good writing skills
- Time management skills
- Ability to work without supervision

**Core Competencies:**

- Knowledge of public policy;
- Knowledge of Corporate Governance
- Knowledge of principles and practices of municipal organization, administration and personnel management

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**ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho

**Tel No:** 011 407 6311

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**

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## SPECIALIST: PERFORMANCE MONITORING & EVALUATION

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor (POEM)           |
| <b><u>Branch:</u></b>       | Office of the Chief of Staff                           |
| <b><u>Designation:</u></b>  | Specialist: Performance Monitoring & Evaluation        |
| <b><u>Remuneration:</u></b> | R805 279.57 pa (all-inclusive cost to company)         |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Appointment Requirements:**

- Matric/Grade 12,
- B Com, Degree in Public Policy, Public Administration, Business Administration or associated discipline/NQF level 7 ;
- 5 - 7 years' experience performance management;
- It is necessary that the candidate has experience of M&E or organizational performance;
- Knowledge in performance management and financial reporting;
- Reporting writing skills, computer literacy on PMS systems and MS Office;
- Must have a valid Code 8 driver's license; and
- Must be willing to work extended hours and be on standby.

### **Primary Function:**

To have in-depth knowledge and good understanding of the management and the implementation of a comprehensive performance management system fully aligned to the CoJ approved processes. Foster compliance of the department to related legislative functions in respect of Performance management and compile reports and presentations to senior management in the department relating to performance management. Responsible for the development and implementation of Development Planning Department's strategies and lead the strategic planning process for the Department.

### **Key Performance Areas:**


- Provide effective direction and support of the Office of the Executive Mayor in terms of Performance Management issues and requirements.
- Plan, manage and coordinate the Office of the Executive Mayor's priority based strategic planning processes from inception to program development and to monitor, evaluate and report on program performance against pre-determined indicators and targets.
- Development and timeous reporting of Policy and Procedure management.
- Lead stakeholder management and compliance.
- Ensure planning and development analysis.
- Ensure functional and secure record, document and information management in the Unit.
- Manage and monitor assets and resources of the Directorate.
- Control, consolidate, analyse and submit various reliable reports.
- Practice good governance and management of risk.

### **Leading Competencies:**

- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance; Information gathering;



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- Change management;
- Problem solving;
- Resource management and networking skills.
- Time management;
- High level of confidentiality and Organisational skills.

**Core Competencies:**

- Teamwork;
- High level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.

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## OPERATIONS ADMINISTRATOR ADVISORY SUPPORT

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor (POEM)           |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>                    |
| <b><u>Designation:</u></b>  | <b>Operations Administrator Advisory Support</b>       |
| <b><u>Remuneration:</u></b> | R 715 063.57 pa (all-inclusive cost to company)        |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Appointment Requirements:**

- Matric/Grade 12
- Degree in in Public Administration, Business Administration, Business Management or equivalent at NQF 7 qualification
- 5-7 years' experience in secretarial, administrative and management environment
- The position requires a lot of statistical and office administrative management

### **Primary Function:**

To provide administrative and management support at both strategic and operational levels with the primary purpose of ensuring that the execution of operational, strategic and project plans and \_ decisions are implemented with agreed or specified timeline. To ensure that provision of analytical, administrative, logistical and human resource support and transversal business solutions to enable the Office of the Chief of Staff and/or Advisors and applicable stakeholders to effectively and efficiently deliver on their mandate.

Acts as the Chief of Staff and/or Advisors first point of contact, relieves the Chief of Staff and/or Advisors of operational details, provides high-level administrative support to the office of the Chief of Staff and/or Advisors that require knowledge of the city-policies, procedures, and" operations and an understanding of the office of the Chief of Staff and/or Advisors. 's role within the City. Exercises initiative and Independent judgement in managing the Chief of Staff and/or Advisors schedule including, arranging meetings, handling information and the office's daily activities. The administrator of the Chief of Staff and/or Advisors has recurring c9ntact with members of the executives, senior administrators, public and private officials. This position is often privy to confidential information.


### **Key Performance Areas:**

- Executes specific and anticipated instructions and applies own developed lald down procedures with respect to Chief of Staff and/or Advisors 's Ordination, the Chief of Staff and/or Advisors 's dairy and/or working schedules. meetings presentations and events.
- Perform specific tasks and activities associated with the provision of administration and Chief of Staff and/or Advisors coordinated secretarial support.
- Maintain the Chief of Staff and/or Advisors correspondence and information and record keeping system and access records of discussions, instructions. and correspondence.





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- Manage and coach staff in the Office of the Chief of Staff and/or Advisors Office to ensure that all staff meet the department's objectives In line with broader organizational objectives and requirements.
- Manage and monitor assets and resources of the Chief of Staff
- To control consolidate analyse and submit various reliable reports
- Practice good governance and management of risk

**Leading Competencies:**

- Report writing
- Computer Literacy on applicable systems
- Computer Literacy – Microsoft Office Applications – Word, Excel, PowerPoint.

**Core Competencies:**

- Strong understanding of administrative processes
- Strong analytical abilities
- Effective communication skills, both written and verbal.
- Interest Rate Derivative instruments valuation methodologies;

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

[https://share-eu1.hsforms.com/14pT\\_BWIZRj2c6x5mEC-KRAew554](https://share-eu1.hsforms.com/14pT_BWIZRj2c6x5mEC-KRAew554)

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



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**ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho

**Tel No:** 011 407 6311

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**


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## SPECIALIST: SOCIAL MEDIA

|                      |  |
|----------------------|--|
| <b>Department:</b>   | Private Office of the Executive Mayor (POEM)           |
| <b>Branch:</b>       | <b>Office of the Chief of Staff</b>                    |
| <b>Designation:</b>  | <b>Specialist: Social Media</b>                        |
| <b>Remuneration:</b> | R 614 979.59 pa (all-inclusive cost to company)        |
| <b>Location:</b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### Appointment Requirements:

- Matric/Grade 12
- Relevant Diploma in Communications, Public Relations, Journalism or Any Communications related field
- Valid Code 8 Drivers License
- 3 - 4 years relevant experience in communication either in public or private sector

### Primary Function:

Implement the social media strategy, coordinating with stakeholders across the CoJ by promoting brand awareness, generating inbound traffic and encouraging interaction with city sites to ensure its effectiveness and encouraging adoption of relevant social media techniques into the corporate culture and into all of the POEM's products and services.

### Key Performance Areas:


- Coordinate the implementation of the social media strategy;
- Implement the communication of EM information;
- Liaise with the COJ departments to advise them on the search processes on the Cities intranet should they require assistance in obtaining information;
- Assist web content specialist in OCIO department;
- Work with the Office of the Chief Information Officer (OCIO) team to ensure social media tools (for ex. FB connect, sharing buttons) are kept up to date;
- Manage social media campaigns and day-to-day activities;
- Manage presence in social networking sites including Facebook, Twitter, and other similar community sites Manage a Blogger outreach program and build an active brand ambassador network to spread the word about COJ;
- Monitor effective benchmarks for measuring the impact of social media programs.
- Provide input in terms of feedback and suggestions received from social media sights and media monitoring into the Marketing and Editorial teams, to help them evolve their strategies in a timely fashion;
- Monitor trends in social media tools and applications;
- Procure goods and services for directorate in consultation with Management Support;
- Create develop and manage content for the EM's web presence.

### Leading Competencies:

- Writing, reporting, and editing;
- Computer literacy and report writing;



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- Ability to form networks with departments in the city;

**Core Competencies:**

- Good client relationship skills;
- Must be prepared to work outside of normal hours;
- Confidentiality.

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**ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho  
**Tel No:** 011 407 6311

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## CHIEF SPECIALIST: COMMUNITY COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Chief Specialist: Community, Communications and Stakeholder Management  
**Remuneration:** R 805 279.57 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric certificate/Grade 12
- Degree in Customer Relations / Marketing / Public Relations / Communication or Journalism or similar and/or relevant qualification at NQF level 7;
- 5 - 7 years' relevant related experience at senior practitioner level.
- Valid driver's license.

### **Primary Function:**

**Lead and manage community communications and stakeholder engagement and liaison, including the provision of high quality and responsive information for all stakeholders. Develop approaches to engagements, collaboration and innovation that create improved value for the city / Region and its stakeholders.**

### **Key Performance Areas:**

- Render an efficient and effective stakeholder engagement management and liaison service in the designated region.
- Perform specific tasks / activities associated with the provision of internal communications services.
- Performs specific tasks / activities associated with the provision of external communications services.
- Provide marketing support.
- Perform specific tasks activities associated with the provision of effective and efficient stakeholder management and liaison.
- Conduct planning and development activities.
- Optimise process for efficiency.
- Management of assets entrusted into specialist area.
- Conduct governance and risk activities.
- Monitor and report on work / projects achieve.

### **Leading Competencies:**

- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance; Information gathering;
- Change management;





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- Problem solving;
- Resource management and networking skills.
- Time management;
- High level of confidentiality and Organisational skills.

#### **Core Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communications skills;
- Coordinating skills; Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills.

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho  
**Tel No:** 011 407 6311

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**

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## OPERATIONAL MANAGER: ADMINISTRATION

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private office of the Executive Mayor                  |
| <b><u>Branch:</u></b>       | <b>Chief of Staff</b>                                  |
| <b><u>Designation:</u></b>  | <b>Operational Manager: Administration</b>             |
| <b><u>Remuneration:</u></b> | R524 763.59 pa (all-inclusive cost to company)         |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric Certificate/Grade 12 plus, a National Diploma preferably in Public Administration or associated discipline but the candidates with extensive relevant work experience and proven track record would be considered;
- 3 -4 years relevant experience in Public Administration in either public or private sector;
- Minimum 3 years' experience in administration;
- It is essential that the candidate has Management experience;
- Knowledge of Local government environment programmes and projects;
- The ability to lead and improve processes and procedures within the POEM unit.

### **Primary Function:**

To establish, direct and manage support services in the Private Office of the Executive Mayor through the implementation and monitoring of policies, review and establish practice that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. Provide strategic advice on the mission critical initiatives with respect to development that's aimed at supporting the accomplishment of the City's Key Performance Areas and service delivery objectives.

### **Key Performance Areas:**

- Implementation of support services;
- Monitoring of policies, practices and strategic management;
- Monitor and provide support services to the POEM business unit;
- Ensure effective support services to the business unit.

### **Leading Competencies:**

- Communicate clearly and concisely, both oral and writing;
- Principles and practices of administration and personnel management;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Demonstrated ability to develop a variety of well-written, clear and compelling products (reports, presentations, talking points etc.);
- Public service environment, administration procedures, planning, audit principles and resource management.



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**Core Competencies:**

- Negotiating skills;
- Computer skills;
- Facilitation skills;
- Performance Management skills;
- Excellent Communication skills;
- Leadership and People Management.

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

**ENQUIRIES ONLY:**

**Contact Person:** Wisani Mabunda

**Tel No:** 011 407 6835

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**

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## EXECUTIVE ASSISTANT

|                      |  |
|----------------------|--|
| <b>Department:</b>   | Office of the Executive Mayor (POEM)                         |
| <b>Branch:</b>       | Office of the Chief of Staff                                 |
| <b>Designation:</b>  | Executive Assistant to the Executive Mayor                   |
| <b>Remuneration:</b> | R881 458.65 per annum (total cost to company, all-inclusive) |
| <b>Location:</b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein       |

### Minimum Requirements:

- Grade 12/NQF level 4 plus Degree in Public Administration, Business Administration, Business Management or equivalent (NQF level 7).
- 6 – 8 years' relevant secretarial/administrative/management experience in a similar environment;
- Proficiency with project scheduling software, Microsoft Word, excel, project and PowerPoint
- Ability to work under pressure;
- Delivery of outputs within required timeframes and quality;
- Ability to communicate effectively on high level; and
- Code 8 Driver's license.

### Primary Function:

To provide administrative and management support at both strategic and operational levels with the primary purpose of ensuring that the execution of operational, strategic and project plans and decisions are implemented with agreed or specified timelines. To ensure that provision of analytical, administrative, logistical, and human resources support and transversal business solutions to enable the Office of the Executive Mayor and applicable stakeholders to effectively and efficiently deliver on their mandate. To act as the Executive Mayor's First point of contact, relieves the Executive Mayor of operational details, provides high-level administrative support to the Office of Executive Mayor that requires knowledge of the City policies, procedures and operations and an understanding of the Office of the Executive Mayor's role within the City. Exercise initiative and independent judgement in managing the Executive Mayor's schedule, including, arranging meetings, handling information and the office's daily activities. The Executive Assistant to the Executive Mayor has recurring contact with Members of the Executives, senior administrators, public and private officials. This position is often privy to confidentiality information.


### Key Performance Areas:


- Execute specific and anticipated instructions and applies own developed laid down procedures with respect to Executive Mayor coordinating the Mayor's diary and/or working schedules, meetings, presentations and events.
- Performs specific tasks and activates associated with the provision of administration and Executive Mayor coordinated secretarial support.
- Maintain the Executive Mayor's correspondence and information and records keeping system and access records of discussions, instructions, and correspondence.



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- Manage and coach staff in the Office of the Executive Mayor to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements.
- Manage and monitor assets and resources of the Office of the Executive Mayor.
- Control, consolidate, analyse and submit various reliable reports.
- Practice good governance and management of risk.

#### **Leading Competencies:**

- Ability to function under stress;
- Time management;
- High level of confidentiality and Organisational skills.

#### **Core Competencies:**

- Teamwork; High level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused.

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Wisani Mabunda

**Tel No:** 011 407 6835

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## SPECIALIST: MEDIA LIAISON

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor                  |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>                    |
| <b><u>Designation:</u></b>  | <b>Specialist: Media Liaison</b>                       |
| <b><u>Remuneration:</u></b> | R 614 979.59 pa (all-inclusive cost to company)        |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric Certificate/Grade 12 plus National Diploma in Media Studies or Communication and Marketing or Journalism, Public Relations Management or similar (NQF Level 6)
- 3 - 4 years' experience in a similar working environment or position

### **Primary Function:**

**To provide direction, develop and manage media relations between the Office of the Executive Mayor and the Media. To proactively manage the relations between the Office of the Executive Mayor, department and the legislature. To maintain an open and professionally image with the media and customers of the City of Johannesburg.**

### **Key Performance Areas:**

- Manage Communications and Public Relations. Planning and Development.
- Process Optimization and Efficiency.
- Stakeholder Relations and Communication.
- Assets and resource (Material and Tools) Management.
- Monitoring and Reporting. Governance and Risk.

### **Leading Competencies:**

- Previous or relevant basic knowledge of Media and Public Relation in large organisations will be essential.

### **Core Competencies:**

- Excellent people and negotiations skills;
- Good planning and analytical skills;
- Good communication and people skills;
- Ability to motivate and lead by example.
- Ability to work under pressure;
- Excellent understanding of social media and content writing skills

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***Employment Equity Plan to promote its equitable representation in terms of race, gender and disability***

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## PERSONAL ASSISTANT

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor            |
| <b><u>Branch:</u></b>       | <b>Private Office of the Executive Mayor</b>     |
| <b><u>Designation:</u></b>  | <b>Personal Assistant to the Executive Mayor</b> |
| <b><u>Remuneration:</u></b> | R437 880.06. pa (all-inclusive cost to company)  |
| <b><u>Location:</u></b>     | 158 Civic Boulevard, Metro Centre, Braamfontein  |

### **Minimum Requirements:**

- Matric/Grade 12 Certificate;
- Secretarial/Administration Diploma or similar and/or relevant qualification at NQF level 6;
- At least 3 years' experience operating at a Senior Secretarial level within the government environment;
- Experience in administration and document management;
- Must have a valid drivers' license.

### **Primary Function:**

**Provide assistance to the Executive Mayor in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the Executive Mayor are followed through and completed within required standards and deadlines.**

### **Key Performance Areas:**

- Render effective project administration for all critical projects in the office of the Executive Mayor
- Provide efficient diary management to the Executive Mayor
- Maintain Executive Mayor's correspondence/information and record keeping systems and accessing records
- Provide sound logistical planning and events management

### **Leading Competencies:**


- Basic knowledge of local government
- Teamwork, Accountability
- Ability to work under pressure


### **Core Competencies:**

- Computer Literacy in MS Office and Internet
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors
- Problem solving skills
- Time management skills
- Attention to detail



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- High level of confidentiality
- Planning and organizing skills
- Verbal and communication skills
- Initiative, Professionalism, Sound judgement
- Work independently and under pressure
- Multi-skilled on range of roles applicable to the position

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## PERSONAL ASSISTANT- OFFICE OF THE CHIEF OF STAFF

|                             |   |
|-----------------------------|---|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor           |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>             |
| <b><u>Designation:</u></b>  | <b>Personal Assistant to the Chief of Staff</b> |
| <b><u>Remuneration:</u></b> | R437 880.06 pa (all-inclusive cost to company)  |
| <b><u>Location:</u></b>     | 158 Civic Boulevard, Metro Centre, Braamfontein |

### **Minimum Requirements:**

- Matric/Grade 12 Certificate;
- Secretarial/Administration Diploma or similar and/or relevant qualification at NQF level 6;
- At least 3 years' experience operating at a Senior Secretarial level within the government environment;
- Experience in administration and document management;

### **Primary Function:**

**Provide an effective documentation management system by:**

- **Deal with high level correspondence that requires responses from the MMC, in conjunction with the Office Manager, ensure that correspondence is dealt with timeously.**
- **Channel correspondence not requiring the MMC response to the Office Manager.**

### **Key Performance Areas:**

- Provide assistance to the Executive Mayor in all administrative activities.
- Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the Executive Mayor are followed through and completed within required standards and deadlines.

### **Leading Competencies:**

- Basic knowledge of local government
- Teamwork, Accountability
- Ability to work under pressure

### **Core Competencies:**

- Computer Literacy in MS Office and Internet
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors
- Problem solving skills
- Time management skills
- Attention to detail
- High level of confidentiality
- Planning and organizing skills
- Verbal and communication skills
- Initiative, Professionalism, Sound judgement





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- Work independently and under pressure
- Multi-skilled on range of roles applicable to the position

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

**ENQUIRIES ONLY:**

**Contact Person:** Wisani Mabunda

**Tel No:** 011 407 6835

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**

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## ADVISOR: INNER CITY REGENERATION

|                      |  |
|----------------------|--|
| <b>Department:</b>   | Private Office of the Executive Mayor (POEM)     |
| <b>Branch:</b>       | Office of the Chief of Staff                     |
| <b>Designation:</b>  | Advisor: Inner City Regeneration                 |
| <b>Remuneration:</b> | R1 187 603.65 pa (all-inclusive cost to company) |
| <b>Location:</b>     | 158 Civic Boulevard, Metro Centre, Braamfontein  |

### Minimum Requirements:

- Matric Certificate/ Grade 12
- Bachelor's Degree in Political Science/ Public Administration, or related fields or equivalent qualification on NQF level 7.
- Minimum of Code 8 Driver's License
- 10 years' experience preferred in Legislature, Parliamentary, Legal, Media or related environment, of which 5 years must be at middle management level or above.
- Knowledge on the local government environment.

### Primary Function:

To provide direction and advise for inner city regeneration and develop a strategy and plan for the office of the Executive Mayor that proactively drives approaches to regenerate the inner city of the City of Johannesburg in order to successfully achieve the political mandate.

### Key Performance Areas:


- Contribute to the development of the Branch's strategic planning process.
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process.
- Lead and facilitate the Directorate Performance Management planning process.
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies.
- Direct inner city regeneration.
- Ensure effective Financial Resource control.
- Implement good governance and effective risk management systems.
- Ensure effective management of specific administrative and financial reporting requirements associated with the Directorate and individual performance.

### Leading Competencies:

- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks. In-depth knowledge of the project,
- Knowledge on Corporate Governance techniques & tools and how they can be practically applied.
- Knowledge of principles and practices of municipal organization, administration, and personnel management.



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**Core Competencies:**

- Computer Literacy (Microsoft Word and Excel); Good facilitation and influencing skills;
- Good listening and communications skills;
- Coordinating skills;
- Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills

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

**ENQUIRIES ONLY:**

**Contact Person:** Lerato Mathiane  
**Tel No:** 011 407 6740

**CLOSING DATE: MONDAY, 20 FEBRUARY 2023**

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## ADVISOR: CITY PLANNING AND ECONOMIC GROWTH

|                      |  |
|----------------------|--|
| <b>Department:</b>   | Private Office of the Executive Mayor (POEM)     |
| <b>Branch:</b>       | Office of the Chief of Staff                     |
| <b>Designation:</b>  | Advisor: City Planning and Economic Growth       |
| <b>Remuneration:</b> | R1 187 603.65 pa (all-inclusive cost to company) |
| <b>Location:</b>     | 158 Civic Boulevard, Metro Centre, Braamfontein  |

### **Minimum Requirements:**

- Matric Certificate/ Grade 12
- Degree in Urban Planning, Architecture Business /Public Administration, Political Science, or related fields on NQF level 7.
- Minimum of Code 8 Driver's License
- 10 years' experience preferred in leadership/ management, of which 5 years must be at middle management level or above.
- Knowledge on the local government environment

### **Primary Function:**

To provide strategic and advisory support to the Private Office of the Executive Mayor on matters of Economic growth and City planning.

### **Key Performance Areas:**

- Contribute to the development of the Branch's strategic planning process.
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process.
- Lead and facilitate the Directorate Performance Management planning process.
- Lead and manage the development of the Directorate's Individual Learning Plans (ILP's).
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies.
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate.
- Provide sound leadership for the achievement of the Directorate's objectives.
- Direct the delivery of the Private office of Executive Mayors Operations functions.
- Ensure effective Financial Resource control. Ensure effective Directorate Assets Management and Control.
- Implement good governance and effective risk management systems.
- Ensure that there is sound political governance specifically within the Legislature and generally within the city.
- Ensure that the Executive Mayor maintains a positive profile and relationships with the media, the public and internal and external stakeholder.
- Ensure effective management of specific administrative and financial reporting requirements associated with the Directorate and individual performance.



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### **Leading Competencies:**

- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks.
- In-depth knowledge of the project,
- Knowledge on Corporate Governance techniques & tools and how they can be practically applied.
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

**Core Competencies:** Computer Literacy (Microsoft Word and Excel); Good facilitation and influencing skills; Good listening and communications skills; Coordinating skills; Customer Care Skills; Problem solving skills; Critical thinking Skills; Excellent written and verbal skills; Good management skills.

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

### **ENQUIRIES ONLY:**

**Contact Person:** Lerato Mathiane

**Tel No:** 011 407 6740

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## ADVISOR: SPECIAL PROJECTS ADVISORY SERVICES

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor (POEM)           |
| <b><u>Branch:</u></b>       | <b>Office of the Chief of Staff</b>                    |
| <b><u>Designation:</u></b>  | <b>Advisor: Special Projects Advisory Services</b>     |
| <b><u>Remuneration:</u></b> | R1 187 603.65 pa (all-inclusive cost to company)       |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Appointment Requirements:**

- Matric Certificate/ Grade 12
- Bachelor's degree in Political Science/Public Administration/Project Management or related field on NQF level 7
- 10 years' experience preferred in Legislature, Parliamentary, Legal, project management or related environment, of which 5 years must be at middle management level or above.
- Knowledge on the local government environment.

### **Primary Function:**

To provide direction and advise on multiple strategic projects and develop a strategy and plan for the office of the Executive Mayor that proactively drives approaches to achieve its strategic objectives and developmental needs in order to successfully achieve the political mandate.

### **Key Performance Areas:**


- Contribute to the development of the function's strategic planning process.
- Lead the function's Service Delivery and Budget Implementation Planning (SDBIP) process.
- Ensure sound Financial Planning and Budgeting processes.
- Lead and facilitate the function's Performance Management planning process.
- Ensure effective and efficient functions, processes, procedures, systems and policies.
- Direct and advise on special projects.
- Ensure effective Financial Resource control.
- Implement good governance and effective risk management systems.
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance.


### **Leading Competencies:**

- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks.
- In-depth knowledge of the project, Knowledge on Corporate Governance techniques & tools and how they can be practically applied.
- Knowledge of principles and practices of municipal organization, administration, and personnel management.



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### **Core Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communications skills;
- Coordinating skills;
- Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills.

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## ADVISOR: OFFICE OF THE CHIEF OF STAFF

|                      |  |
|----------------------|--|
| <b>Department:</b>   | Private Office of the Executive Mayor (POEM)           |
| <b>Branch:</b>       | <b>Private Office of the Executive Mayor (POEM)</b>    |
| <b>Designation:</b>  | <b>Advisor: Office of the Chief of Staff</b>           |
| <b>Remuneration:</b> | R1 187 603.65 pa (all-inclusive cost to company)       |
| <b>Location:</b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Matric Certificate/ Grade 12
- Bachelor degree in Political Science /Public Administration or related field of study or any related fields equivalent on NQF level 7
- 10 years' experience preferred in Legislature, Parliamentary, Legal, project management or related environment, of which 5 years must be at middle management level or above.
- Knowledge on the local government environment.

### **Primary Function:**


**Provides a wide range of support to the Executive Mayor's Chief of Staff to promote efficient delivery of services. S/he works closely with the Executive Mayor providing advice needed and regular support to carry out his/her roles and responsibilities. S/he promotes the image of the City by representing the Executive Mayor internally and externally as needed and provides liaison between the Executive Mayor and the key executives employees, and other partners including national, provincial and contiguous local authorities, dealing with a wide range of highly sensitive issues under tight deadlines/pressures.**

### **Key Performance Areas:**

- Provide political advice and support to the Mayor and set the Speaker's political agenda serving as primary liaison to the members of Mayoral Committee and supports the ongoing improvement of the governance practices.
- Ensure that there is sound political governance specifically within the Legislature and generally within the City.
- Ensure that the Mayor maintains a positive profile and relationships with the media, the public and internal and external stakeholder by directing and leading.
- Ensure that the Mayor develops and maintains sound relationships with Strategic stakeholders at the level of the Private Office.
- Ensure that the City of Johannesburg Legislature, through the Speaker develops and maintain sound and positive political relationships specifically with the Gauteng Provincial Legislature, the National Assembly, and other local governments.
- Ensure regular interaction between the Speaker and the Secretary to Council as Administrative Head of the Legislature.
- Ensure delivery of effective administration and personal support to the Mayor.
- Ensure that the Mayor is provided with Protocol Services commensurate with her high-profile role as Head of the Legislature.



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- Ensure that the Mayor is provided with and receives adequate travel and protective services. Ensure sound Financial Planning and Budgeting processes. Implement good governance and effective risk management systems.
- Ensure effective Stakeholder Relations and Communications management.
- Responsible for the provision of Asset and Resource (Materials and Tools) Management.

#### **Leading Competencies:**

- Political, Community and Parliamentary Protocol (including the knowledge of the different political agendas and community needs and requirements);
- Local Government and other spheres of government (Including IDP and GDS);
- All relevant legislation, ordinances, by-laws, regulations and orders;
- Knowledge of Council strategies, plans policies and procedures;
- Knowledge of Batho Pele philosophy, principals and intent (Culture of Citizenship); Performance and Risk Management Principles;
- Financial Management;
- Project Management principles;
- Change Management and transformation.

#### **Core Competencies:**

- Excellent communication skills (both verbal and written);
- Ability to analyze and solve complex problems;
- Good organizational skills with attention to detail;
- Computer software skills;
- Good negotiation skills;
- Good interpersonal skills dealing at all levels;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills.

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