






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Business Management

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ASSISTANT DIRECTOR: BUSINESS MANAGEMENT

<u>DEPARTMENT:</u>	Human Settlements
<u>BRANCH:</u>	Business Management Support
<u>DESIGNATION:</u>	Assistant Director: Business Management
<u>REMUNERATION:</u>	R47 428,59 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 plus Degree in Public Management/Business Management/Business Administration/Social Sciences or equivalent, related qualification at NQF level 7;
- At least 6 – 8 years' working experience in strategic planning and knowledge of business management standards and procedures or related field/environment of which 4 years should be at middle management or supervisory level;
- Experience and knowledge of strategic planning and business management systems.

Primary Function:

Contribute towards the execution of the overall business planning and monitoring processes. Ensure alignment to the business strategy and develop systems processes to evaluate and manage the implementation of the Department of Human Settlement's Annual Business Plan.

Key Performance Areas:

- Contribute towards the development of the Department of Human Settlements Annual Business Plan;
- Establish mechanisms to support the process of ensuring that the Department of Human Settlement's organizational structure is designed to deliver the strategic agenda of National and Provincial Government as well as the City of Johannesburg;
- Develop the departmental planning calendar and assist with ensuring attendance of strategic meetings by senior management;
- Provide input into the strategic plan and development in Human Settlements and the City;
- Build and maintain strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support around Human Settlements;
- Efficiently and effectively manage the operational assets and resources of the sub-directorate in accordance with the legislative framework of the City's policies and procedures;
- Maximise the productivity of the Business Management sub-directorate by optimising the effectiveness of its employees in order to enable achievement of objectives of the sub-directorate and manage the human resources thereof;



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

- Manage all aspects of the finance in the control of the Business Management sub-directorate, including but not limited to revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as the City's policies and procedures;
- Comply with all relevant legislative framework including the City's Code of Ethics, manage and mitigate risk effectively;
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Strategic management and business planning skills;
- Conceptual and analytical skills;
- Project management cycle and principles;
- Trouble shooting and working independently;
- Problem-solving and strategic thinking;
- Monitoring and Evaluation skills;
- People management and conflict management;
- High level of confidentiality and organisational skills;
- Time Management, accountability, working independently and positive interpersonal skills.

Core Competencies:

- Knowledge of local government Johannesburg budget cycle;
- Sound knowledge in public management, business planning cycle and principles;
- Trouble shooting and working independently;
- Knowledge of Municipal Systems Act, MFMA, Treasury requirements and Auditor-General requirements;
- General management principles;
- Understanding of various systems used within the City such as SAP, data management systems, electronic document management systems, Outlook, etc.;
- City of Johannesburg rules, policies and procedures;
- Knowledge of Local Government environment and legal requirements, risk management and corporate governance;
- Knowledge of POPI Act, BCEA, Public Service Act and Regulations;
- 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.”



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

<https://share-eu1.hsforms.com/1i5At6i1ITyGAKIAk2M2siAew554>

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

ENQUIRIES ONLY:

Contact Person: Gordon Baitsile

Tel No: 011 021 8100/7975/8021

CLOSING DATE: TUESDAY, 28 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.