






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF
JOBURG:

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

- **Personal Assistant**
- **Media Liaison Specialist**
- **Office Manager**
- **Chief Specialist: Communication & Stakeholder Management**
- **Senior Professional Officer: Strategic Advisory Services**
- **Deputy Director: Communications & Stakeholder Management**
- **Frontline Specialist**
- **Officer: Community Communication & Stakeholder Management**
- **Executive Secretary to the Director: Operations**
- **Researcher: Media Research and Communications**
- **Assistant Director: Operations**
- **Professional Officer: Protocol Events and Coordination**



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

PERSONAL ASSISTANT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Personal Assistant
<u>Remuneration:</u>	R437 880,06 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Secretarial and/or Administration Diploma or similar and/or relevant qualification at NQF level 6;
- 1 - 3 years' experience operating at a Senior Secretarial level within government environment;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors;
- Must have a valid drivers' license.

Primary Function:

Provide assistance to the Member of Mayoral Committee (MMC) through the Office Manager 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 MMC is followed through and completed within required standards and deadlines.

Key Performance Areas:

- Provide assistance to the MMC in terms of logistics and recording of meeting outcomes;
- Ensure diary management of the MMC;
- Provide office support and administrative office assistance;
- Manage internal liaison services from both the administration, political and stakeholder areas;
- Provide assistance with ad-hoc functions/events.

Leading Competencies:

- Teamwork, Accountability and Ability to work under pressure.

Core Competencies:

- High level of confidentiality;
- Attention to detail;



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

- Initiative;
- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled on range of roles applicable to the position.

“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/1CYLOFR8VQvy-1iatQWjOsQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 6311

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

MEDIA LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Media Liaison Specialist
<u>Remuneration:</u>	R614 979,59 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus a National Diploma in Media Studies or Communications and Marketing or Journalism, Public Relations Management or similar and/or relevant field at NQF level 6;
- 3 - 4 years' relevant experience in journalism/public relations;
- Knowledge of media functions and concepts;
- Must have valid driver's license.

Primary Function:

Provide a media liaison service to the Member of Mayoral Committee (MMC) to effectively communicate programmes and approaches to engage the broad and diverse communities of the City of Johannesburg. Create presence and visibility of the MMC's portfolio through various digital and social media platforms.

Key Performance Areas:


- Develop a communications/media strategy and plan for the MMC;
- Arrange and conduct press conference, information sessions and interviews with the media;
- Develop media statements and speeches for the MMC;
- Compile responses to media enquiries;
- Build relations with the media and promote the portfolio of the MMC and the department;
- Participate in forums and in the collective planning of the communication and media issues of the Municipality;
- Liaise with key internal and external stakeholders in the department to ensure coordination and alignment of communication priorities and programmes.


Leading Competencies:

- Business acumen;
- Project management;
- Work independently;
- People management;
- Event management.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail; Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organising and execution.

“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/1OG3l9aloRSmDT_ruc4GTdgew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 6311

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

OFFICE MANAGER

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Office Manager
<u>Remuneration:</u>	R715 063,57 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus a Degree in Administration/Office Management or similar and/or relevant qualification at NQF level 7;
- 5 - 7 years' experience in a customer care and employee benefits solutions environment.

Primary Function:

Support the Office of MMC with information, administrative and facilitation support duties in order to provide a better service to internal and external clients.

Key Performance Areas:

- Provide administrative support associated with the office of the MMC;
- Manage the implementation of procedures and systems associated with the controlling document flow and regulating record keeping;
- Coordinate specific logistical requirements associated with meetings hosted by the Office of the MMC and sign-off on matters for action;
- Effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councilor matters and queries;
- Perform specific tasks/activities associated with the provision of Secretarial Support.

Leading Competencies:


- General Management of the Office of the MMC in terms of administration, finance and logistics;
- Excellent verbal and written communication skills;
- Project management/Time Management skills;
- Goal driven;
- Work under stressful conditions.


Core Competencies:

- Manage change and interface relationships;
- Professionalism.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

“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/1XjedmMp9SGCB6zB7i5GTXAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 6311

CLOSING DATE: THURSDAY, 02 MARCH 2023

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

CHIEF SPECIALIST: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Chief Specialist: Communications and Stakeholder Management
<u>Remuneration:</u>	R805 279,57 pa (all-inclusive cost to company)
<u>Location:</u>	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.

Primary Function:

Lead and manage 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;
- Perform 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;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Information gathering;
- 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.

“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/1povmAq5_SMiJplYX0Yia2gew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

SENIOR PROFESSIONAL OFFICER: STRATEGIC ADVISORY SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Senior Professional Officer: Strategic Advisory Services
<u>Remuneration:</u>	R989 343,21 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree in Political Science, Public Administration, Economics, Law or related field is required (NQF level 7);
- 7 - 9 years' experience in the discipline, of which 4 years' experience at a Professional Office level;
- Must have a valid drivers license.

Primary Function:

Provide, Research and Strategic Advisory Services to enable the Directorate to render effective advisory services to the Office of the Executive Mayor and the Mayoral Committee for the achievement of the political mandate.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning;
- Execute project planning process in contribution to the Directorate's business planning process;
- Execute process optimization and efficiency procedures;
- Provide sound strategic advisory services;
- Render research services;
- Ensure effective control of project financial resources;
- Ensure effective management and control of allocated assets;
- Implement good governance and effective risk management systems;
- Manage specific administrative and reporting requirements associated with the research findings and project deliverables.

Leading Competencies:

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



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Research and analytical skills;
- Team management;
- Mathematics skills.

Core Competencies:

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

“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/1XmL8acBwS8O9Vn9oFWR8jgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835


CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

DEPUTY DIRECTOR: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Deputy Director: Communications and Stakeholder Management
<u>Remuneration:</u>	R989 343,21 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Degree in Communication (NQF Level 7) or Public Relations Management or similar and/or relevant experience in Communication and Stakeholder Management;
- 7 - 9 years' relevant experience;
- Experience in Public Administration will be an added advantage;
- A valid driver's license.

Primary Function:

To provide direction, and develop a communication, stakeholder, and community engagement strategy for the Office of the MMC. To proactively manage and implement strategies, systems and procedures that will enable the Office of the MMC to effectively communicate its programmes and approaches to engage the broad and diverse communities of the City of Johannesburg, to ensure successful political and administrative mandates.

Key Performance Areas:

- Planning and Developing;
- Strategic Communication and Stakeholder Management;
- Human Resource Management;
- Financial Management and Control;
- Asset and Resource (Materials and Tools) Management;
- Governance and Risk and Monitoring and Evaluation.

Leading Competencies:


- Ability to work under pressure;
- Creativity;
- Able to network and interact on all levels of a multitude of organizational stakeholders;
- Strategic thinker.

Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organizing and execution.

“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/1JJqa3qKNTcCC0qFSDm86nAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

FRONTLINE SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Frontline Specialist
<u>Remuneration:</u>	R277 199,14 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 is required;
- 1 years' experience;
- Basic knowledge of administration and records management;
- Ability to handle the demands of various personality types.

Primary Function:

Provide effective frontline services with exceptional verbal communication skills and have an ability to be patient, calm and accommodating and also be reliable and dependable in support of Office of the Executive Mayor to achieve its performance objectives.

Key Performance Areas:

- Execute Frontline responsibilities diligently;
- Operate within the policy framework of the City;
- Ensure delivery of correspondence is done effectively and efficiently;
- Ensure timeous distribution of packs to the Group Head and Unit Heads.

Leading Competencies:

- Knowledge of administrative functions and HR processes;
- Team player;
- Work independently.

Core Competencies:

- Computer literacy (Microsoft word and Excel);
- Good Communication and Coordination Skills;
- Time management.

"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/1dzPFIGvbQRioah4mk21jLwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

OFFICER: COMMUNITY COMMUNICATION AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Officer: Community Communication and Stakeholder Management
<u>Remuneration:</u>	R437 880,06 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus Diploma in Communication Science or equivalent (NQF 6);
- A minimum of 1 - 3 years' experience in Communication, Stakeholder Management and Customer Relations field;
- Must have a valid driver's license;
- Knowledge of Local government functions and procedures;
- Communication/Stakeholder management and Public Relations.

Primary Function:

Responsible for writing, editing and formatting various documents for communication, liaison and developing and maintaining harmonious relationship with the community and stakeholders (Local communities, City of Johannesburg Councillors and Management, etc.) developing and implementing programs and activities to foster community engagement and awareness of the Office's mandate. Furthermore, the incumbent contributes to the development and implementation of stakeholder outreach and communications strategies and plans to meet the objectives of the Directorate.

Key Performance Areas:

- Ensuring effective communication within the Office of the Chief of Staff;
- Effective handling VIP related complaints;
- Provide communication and Media support to relevant stakeholders;
- Effectively manage the stakeholder relationship;
- Manage aspects of the operations;
- Safeguarding and maintaining the proper use of all assets and Provide quality documented information on the functions and performance of Community, Communications and Stakeholder Management which are factual, accurate, complete, timely and contributes to and supports the overall requirements of Scheduled and Promotion Services.

Leading Competencies:

- Stakeholder Relations.

Core Competencies:

- Communication skills (Written and Verbal);



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Research and Presentation skills;
- Excellent interpersonal skills;
- Computer literacy – Microsoft Office Applications 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/1Jrh1C7FZSpKNi3NIIb0IIAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

EXECUTIVE SECRETARY TO THE DIRECTOR: OPERATIONS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Executive Secretary: To the Director Operations
<u>Remuneration:</u>	R437 880,06 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/ NQF level 4 and a Diploma (NQF level 6) in Secretarial, Office Administration or Public Relations is required;
- 1- 3 years' experience of administrative support and secretarial duties with senior level;
- Knowledge of the application of instructions and guidelines; Departmental procedures and organizational relationships; Correct usage of English, spelling and punctuation;
- Report writing, communication and time management skills;
- Experience in working with people;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councilors;
- Office administration procedures; and
- Basic protocol and etiquette.

Primary Function:

Provide professional secretarial duties to the Director: Operations and administrative support to the Office.

Key Performance Areas:

- Coordinate office activities for the Director's Office;
- Manage correspondence within the Office;
- Administrative support functions, scheduling and planning the diary and events;
- Maintain the Director's correspondence/information and record keeping system and accesses records of discussions, instructions and correspondence;
- Perform tasks/activities associated with the provision of administration and secretarial support;
- Perform tasks associated with the provision of reception/telephonist service and office support.


Leading Competencies:

- Teamwork and Accountability.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled on a range of roles applicable to the position.

“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/1Tc9oxJHqSiOGODXhvEFLSgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

RESEARCHER: MEDIA RESEARCH AND COMMUNICATIONS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Researcher: Media Research and Communications
<u>Remuneration:</u>	R805 279,57 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree in Planning, Public Management, Public Administration, Business Management, or a related field in Research at NQF level 7;
- 5 - 7 years' relevant experience with a soundtrack record in a research environment;
- Must have a valid driver's license.

Primary Function:

Provide an effective and efficient research and analysis service to the City. Initiate, implement and manage research projects to guide decisions and actions, in the exercise of their oversight and scrutiny mandate.

Key Performance Areas:

- Render a professional research development and management function to the Department and City;
- Lead, guide, and oversee the implementation of the research methodology;
- Communicate and disseminate relevant research findings;
- Comment on legislation, ensuring and monitoring compliance with legislation;
- Manage and monitor assets and resources of the Department;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and in the presentation of results for the identification of best practices and to inform decision-making;
- Proficiency in using databases and statistical software is required as well as strong skills in MS Office and mobile technologies to report data;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.


Core Competencies:

- Knowledge of local, provincial, and national political and legislative frameworks;
- Experience developing organizational strategies, processes, systems, and cultural norms that are effective, efficient, and reinforce a strong and inclusive team culture;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Knowledge of public policy and Planning legislation;
- Knowledge of City of Johannesburg rules and procedures;
- Knowledge of Batho Pele philosophy, principles, and intent (culture of citizenship);
- 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/10_-BWICgTESHKnbxA5rNaQew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835


CLOSING DATE: FRIDAY, 10 MARCH 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ASSISTANT DIRECTOR: OPERATIONS

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

Minimum requirements:

- Grade 12 plus a Bachelor's degree/NQF level 7 in Public Administration/Business Management or related field;
- A post graduate qualification in Public Administration or related field is preferred;
- 6 - 8 years of experience in the discipline, of which 4 years at middle management; and
- Code 8 Driver's license.

Primary Function:

Provide sound management of day-to-day operations within the Operations Directorate through effective advisory support administration, liaison, and frontline services for the attainment of the Directorate's objectives.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning;
- Lead the development of the Section's Operational Planning process;
- Lead and facilitate the Section's Performance Management Planning process;
- Lead and manage the development of the Sections' Individual Learning Plans (ILP's) process;
- Organise both human and non-human resources for effective implementation of the section's organizational structure;
- Lead the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Section;
- Provide sound leadership for the achievement of the Section's objectives;
- Manage the implementation of Operation's processes, procedures and policies;
- Ensure effective control of the Sections' Human Resources;
- Ensure effective control of the Financial Resources of the Section and Assets Management and control;
- Implement good governance and effective risk management systems;
- Manage specific administrative and reporting requirements associated with the Section and individual performance.



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

Leading Competencies:

- Ability to package core business into strategic planning and monitoring framework;
- Computer Literacy (MS Word and Excel);
- Good facilitation and influencing skills;
- Coordination, Problem solving and critical thinking skills;
- Customer Care and excellent written and verbal communication skills;
- Good management skills.

Core Competencies:

- Extensive knowledge of departmental core business;
- Understanding of the entire planning value chain within the local government and inter-governmental contexts;
- Knowledge on the local government environment;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques and tools and how they can be practically applied;
- Knowledge of Group Governance;
- Knowledge of principles and practices of municipal organization, administration and personnel management.

“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/1AkTzzFsJQqeGgcsBKUy7mwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 2023



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

PROFESSIONAL OFFICER: PROTOCOL AND EVENTS COORDINATION

Department:	Private Office of the Executive Mayor (POEM)
Branch:	Office of the Chief of Staff
Designation:	Professional Officer: Protocol and Events Coordination
Remuneration:	R881 458,65 pa (all-inclusive cost to company)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum requirements:

- Grade 12 plus a Bachelor's Degree in Public Administration/Management or related field is required (NQF level 7);
- 6 - 8 years' experience of which 4 years' experience should be in Protocol, Politics and Public Sector/Private Sector, Public Relations and/or any other related environment;
- Proven organization and administrative skills – following set procedures a guideline methodically and accurately with minimum supervision;
- Must have a valid drives license.

Primary Function:

Ensure effective implementations of protocols processes and procedures and coordinating of all events and ceremonies involving the Office of the Executive Mayor in order to ensure sound relations between the Office and its internal and external stakeholder.

Key Performance Areas:

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute all protocol related processes and procedures;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure governance and risk management;
- Execute specific activities effective Stakeholder Relations and Communication;
- Ensure effective monitoring and reporting of the directorate;
- Perform general administrative.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel);
- Good Management and Interpersonal skills;
- Good Communication and Coordination skills;
- Report Writing, Problem Solving, Time Management, Planning and Organizing skills;
- Project Management and Analytical skills;
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of City strategy (IDP), Prescribed methodologies, Legislative, Policy and Regulatory Frameworks.
- In depth knowledge of function principle, techniques & tools and how they can be practically applied;
- Knowledge of Corporate Governance.

“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/1bHECAXB8QL2pJQQB-ueA3wew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 10 MARCH 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.