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

- **Director: Executive Support**
- **Personal Assistant**

### **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: EXECUTIVE SUPPORT

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Various MMC Offices</b>
<b><u>Designation:</u></b>	<b>Director: Executive Support</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/ 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) 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.

***“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/1FFegZrZdQQSS-NCKkeqx3wew554>

**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: TUESDAY, 25 APRIL 2023**

**Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:**

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.



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## PERSONAL ASSISTANT

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Various MMC Offices  
**Designation:** Personal Assistant  
**Remuneration:** R437 880,06 pa (all-inclusive cost to company)  
**Location:** 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) 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;



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

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**ENQUIRIES ONLY:**

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

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