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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF  
JOBURG:

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

**APPLICANTS WHO APPLIED PREVIOUSLY DO NOT NEED TO**  
**RE-APPLY**

- **Deputy Director: Communications & Stakeholder Management**
- **Senior Professional Officer: Strategic Advisory Services**
- **Chief Specialist: Communication & Stakeholder Management**
- **Office Manager**
- **Council Liaison Specialist**
- **Media Liaison Specialist**



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### 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.
- Applicants are advised to use Google Chrome when applying for CoJ positions.


### 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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## DEPUTY DIRECTOR: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

|                             |   |
|-----------------------------|---|
| <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>Deputy Director: Communications and Stakeholder Management</b> |
| <b><u>Remuneration:</u></b> | R989 343,21 pa (all-inclusive cost to company)                    |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein            |

### **Minimum Requirements:**

- Grade 12;
- Bachelor's Degree in Communication or Public Relations Management and/or related field (NQF Level 7);
- 7 - 9 years' relevant experience;
- Experience in Public Administration will be an added advantage; and
- Must have 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.



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### **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, organizing and execution.

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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/1qodH7ALMQR-zvLwqZDHFcQew554>

**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: FRIDAY, 26 MAY 2023**

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## SENIOR PROFESSIONAL OFFICER: STRATEGIC ADVISORY SERVICES

|                             |   |
|-----------------------------|---|
| <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>Senior Professional Officer: Strategic Advisory Services</b> |
| <b><u>Remuneration:</u></b> | R989 343,21 pa (all-inclusive cost to company)                  |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein          |

### **Minimum Requirements:**

- Grade 12;
- Bachelor's degree in political science, Public Administration, Economics, Law or related field (NQF level 7);
- 7 - 9 years' experience in the discipline, of which 4 years' experience at a Professional Office level; and
- 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.



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- Critical thinking Skills.
- Excellent written and verbal communications skills.
- 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.

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## CHIEF SPECIALIST: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

|                             |   |
|-----------------------------|---|
| <b><u>Department:</u></b>   | Private Office of the Executive Mayor (POEM)                |
| <b><u>Branch:</u></b>       | Various MMC Offices   |
| <b><u>Designation:</u></b>  | Chief Specialist: Communications and Stakeholder Management |
| <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      |

### **Minimum Requirements:**

- Grade 12;
- Bachelor's Degree in Customer Relations/Marketing/Public Relations/Communications/Journalism or related field (NQF level 7); and
- 5 - 7 years' relevant 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.
- 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:**

- 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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**ENQUIRIES ONLY:**

**Contact Person:** Wisani Mabunda  
**Tel No:** 011 407 6835

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## OFFICE MANAGER

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

### **Minimum Requirements:**

- Grade 12;
- Bachelor's Degree in Administration/Business Management/Public Administration or related field (NQF level 7);
- 5 - 7 years' experience in a customer care environment; and
- Must have a valid driver's license.

### **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



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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: THURSDAY, 02 MARCH 2023**

**CLOSING DATE: FRIDAY, 26 MAY 2023**

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## COUNCIL LIAISON SPECIALIST

**Department:** Private office of the Executive Mayor  
**Branch:** Various MMC Offices  
**Designation:** Council Liaison Specialist  
**Remuneration:** R614 979,59 pa (all-inclusive cost to company)  
**Location:** Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12;
- National Diploma in Administration, related field or equivalent (NQF level 6);
- 3 – 4 years relevant experience in political environment;
- Working experience/knowledge of Legislature/Council operations; and
- Must have a valid driver's license

### **Primary Function:**

To provide administrative support on Council and Governance matters relating to the Member of Mayoral Committee (MMC) functional area/portfolio.

### **Key Performance Areas:**

- Serve as a link and/or facilitate the movement of information between the legislature, the Department and the MMC's office.
- Monitor events in the legislature and meetings of Section 79 committees, study groups relevant to the MMC.
- Assist the MMC with constituency work.
- Remain abreast with the procedure, policies, and processes applicable to the MMCs portfolio.

### **Leading Competencies:**


- Business acumen.
- Stakeholder relations,
- Work independently.
- People Management.
- Political sciences.


### **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.



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- Planning.
- Organizing and execution.

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## MEDIA LIAISON SPECIALIST

|                             |  |
|-----------------------------|--|
| <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>Media Liaison Specialist</b>                        |
| <b><u>Remuneration:</u></b> | R614 979,59 pa (all-inclusive cost to company)         |
| <b><u>Location:</u></b>     | Metropolitan Centre, 158 Civic Boulevard, Braamfontein |

### **Minimum Requirements:**

- Grade 12;
- National Diploma in Media Studies/Communications/Marketing/Journalism, Public Relations Management or related field (NQF level 6);
- 3 - 4 year's relevant experience in Journalism/Public relations/Media/Marketing;
- Knowledge of media functions and concepts; and
- 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.



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### **Core Competencies:**

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- Excellent interpersonal and team working skills.
- Networking and negotiation.
- Emotional intelligence.
- Conflict management.
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- Planning, organising and execution.

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