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EXCITING CAREER OPPORTUNITIES OFFERED BY
THE CITY OF JOBURG:

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

- **Specialist: Monitoring & Evaluation**
- **Executive Secretary**

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 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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SPECIALIST: MONITORING AND EVALUATION

<u>Department:</u>	Office of the Executive Mayor
<u>Branch:</u>	Office of the MMC: GCSS
<u>Designation:</u>	Specialists: Monitoring and Evaluation
<u>Remuneration:</u>	R614 979.59 pa all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard

Minimum Requirements:

- Matric Certificate/ Grade 12;
- National Diploma in Business administration or related qualification (NQF level 6);
- 3 – 4 years' relevant working experience.
- Knowledge of various governmental spheres;
- Sound judgement and high decision-making ability; and
- Must have a valid driver's license.

Primary Function:

To systematically monitor programmes / projects presented to Council and cluster committees by COJ department for decision- making, measure the implementation of these programmes/projects in terms of efficiency, effectiveness, compliance and quality, for accurate project reporting.

Key Performance Areas:

- Render and effective monitoring, evaluation, reporting and flow of the work of Executive through to Council processes;
- Render adequate executive business support to Council and Committees;
- Manage Stakeholder relationships;
- Conduct market research to ensure best practice in M&E.

Leading Competencies:


- Attention to detail;
- Ability to work with senior management of the City, Municipal Entities, and other stakeholders.


Core Competencies:

- Integrity and Tenacity;
- Persistence and Persuasive;
- Good Judgement and Assertiveness;
- Discretion when dealing with confidential information.



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“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/1FKwL-cmdQRG_Q7CDG7ZGjQew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Lerato Mathiane

Tel No: 011 407 6740


CLOSING DATE: TUESDAY, 06 JUNE 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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EXECUTIVE SECRETARY TO THE OFFICE OF THE MMC - GCSS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the MMC- GCSS
<u>Designation:</u>	Executive Secretary
<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 in Secretarial, Office Administration and/or relevant qualification at NQF level 6;
- 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 and administrative support duties to the Director's office.

Key Performance Areas:

- Coordinate office activities in 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.



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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.

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ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

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