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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

FIVE (5) YEARS FIXED-TERM PERFORMANCE BASED CONTRACTS

Special Advisor Projects: Institutional Stability and Administrative Efficiency

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 acknowledgment 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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SPECIAL ADVISOR PROJECTS: INSTITUTIONAL STABILITY AND ADMINISTRATIVE EFFICIENCY

<u>DEPARTMENT:</u>	Office of the City Manager (OCM)
<u>BRANCH:</u>	Chief Operations Office
<u>DESIGNATION:</u>	Special Advisor Projects: Institutional Stability and Administrative Efficiency x 2
<u>REMUNERATION:</u>	R1 539 968,50 pa (all-inclusive cost to company)
<u>LOCATION:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- A Bachelor's degree in Public Management, Public Administration, Business Administration, Business Management, Social Sciences or related field is required at NQF Level 7;
- More than 10 years' working experience, of which five (5) years must be at a Senior Management level; and
- Valid Driver's license.

Primary Function:

Provide advice to the City Manager and the Chief Operations Officer on strategic areas in order to ensure institutional stability and administrative efficiencies. Furthermore, to conclude those matters on behalf of the City Manager and/or Chief Operations Officer.

Key Performance Areas:

- Render a strategic advisory service to the Office of the City Manager;
- Lead, guide and oversee the development of recommendations which inform and advise the Department on the financial and regulatory framework within which it operates in terms of best practice and good corporate governance;
- Lead the planning and development of a Good Governance and Leadership Strategy, Plan and System for the City;
- Commenting on legislation, ensuring, and monitoring compliance with legislation;
- Manage and coach staff in the Department to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements;
- Manage and monitor assets and resources of the Department;
- Control, consolidate, analyse, and submit various reliable reports;
- Practice good governance and management of risk;
- Plan, organize, coordinate, and direct the Department's compliance and risk management processes;
- Ensure the department comply with the city's performance management system by coordinating the departmental scorecard and ensuring that other employees of the department are performance managed in line with the city's performance management policy.



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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 Excel, Word, Power Point, and mobile technologies to report data;
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Coordination Skills;
- Time Management Skills;
- People management Skills;
- Moral competence;
- Planning and organizing;
- Analysis and innovation;
- Knowledge and information management;
- Communication and results and quality focus;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Knowledge of the local, provincial, and national political and legislative frameworks;
- Experience developing organizational strategies, processes, systems, and cultural norms that are effective, efficient, and reinforces a strong and inclusive team culture;
- Knowledge of public policy;
- Planning Legislation;
- Knowledge of City of Johannesburg Council rules and procedures;
- Knowledge of Batho Pele philosophy, principals, and intent (culture of Citizenship);
- Strategic direction and leadership;
- People, Program and Project management;
- Financial management;
- Change management;
- Change leadership and governance leadership;
- 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



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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/1g68I1U4EQ7K61weDP_EpUwew554

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

ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo

Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 20 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.