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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

- **Chief Executive Officer**

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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Chief Executive Officer (5 YEAR FIXED TERM POSITION)

<u>DEPARTMENT:</u>	Johannesburg Tourism Company (JTC)
<u>BRANCH:</u>	Tourism
<u>DESIGNATION:</u>	Chief Executive Officer
<u>REMUNERATION:</u>	R2 148 405 pa (all-inclusive total cost to company)
<u>LOCATION:</u>	Sandton Library Offices, Nelson Mandela Square, West Street, Sandton

Minimum Requirements:

- Grade 12 plus Bachelor's Degree in Tourism Management or Strategic Management (NQF level 7);
- 10 years of extensive experience in a tourism sector management role, of which 5 years should be at a senior management level within a public sector organization;
- Code 08 (B) driver's licence.

Primary Function:

Lead and direct the Johannesburg Tourism Company by reporting to the Board of Directors on key responsibility areas, including developing and implementing a comprehensive strategic plan and detailed business plan, managing and maintaining financial and administrative accountability through the establishment of effective policies and procedures, controlling specific Tourism Development, Business Tourism, Visitors Services, Destination Marketing, and Destination Events functions/focus areas enabling the Company to accomplish its mission of developing and promoting the sustainable use of tourism resources and products through the integration of strategy, policy, research, marketing, and development in relation to tourism.

Key Performance Areas:

- Provide leadership and strategic direction to the JTC;
- Create a systematic and enabling environment and growth through strategy implementation;
- Ensure strategic sound operations of the organization through effective and efficient control and frameworks;
- Ensure sound management of financial affairs within Municipal Finance Management Act contexts;
- Demonstrate corporate governance principles in line with JTC values and goals;
- Possess financial management competency;
- Possess people management and empowerment competency;
- Possess client orientation and customer focus competency;
- Act and conduct yourself with a high level of honesty and integrity as fundamental principles with competency;
- Understand change management in line with organizational objectives as a competency;



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- Provide problem-solving and analysis expertise as a basis of effective management approach to employees as a competency.

Leading Competencies:

- Strategic Planning, Policy Development, Monitoring & Evaluation., Finance/Budgeting, Human Resources, Planning and Management,
- Project management, Government Systems, Stakeholder Management, Contract Management, Problem-solving, Analytical, Report writing, Innovative;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Knowledge of Public Service, Municipality Procedures and Prescripts;
- Knowledge of MFMA, MSA, and Structures Act;
- Knowledge of Tourism Policies and Procedures;
- Knowledge of the Strategies and Plans;
- Proven track knowledge of the management of large project budgets;
- Knowledge of the City's IDP;
- Understanding of the City's long-term strategy for economic growth;
- Implement the City's vision and its long-term tourism strategy;
- 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/1Wr_KGYKQR4qzmrleQDNJHQew554

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



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ENQUIRIES ONLY:

Contact Person: Sonwabiso Selana

Tel No: 011 407 7961

CLOSING DATE: THURSDAY, 03 AUGUST 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.