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## EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG

### 5 YEAR FIXED-TERM PERFORMANCE BASED CONTRACTS

- **Director: Youth**
- **Senior Professional Officer: Youth Development Services**
- **Senior Professional Officer: Youth Empowerment & Stakeholder Relations Services**
- **Senior Professional Officer: Monitoring & Evaluation**
- **Operational Manager: Regional Services**
- **Executive Secretary**
- **Administration Assistant: Youth Empowerment & Stakeholder Services Relation Services**
- **Administration Assistant: Youth Regional Services**
- **Administration Assistant: Youth Development Services**
- **Administration Assistant: Monitoring & Evaluation**

### 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.
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- 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: YOUTH

<b>Department:</b>	Office of the City Manager
<b>Branch:</b>	<b>Office of the Chief Operations Officer (OCCO)</b>
<b>Designation:</b>	<b>Director: Youth</b>
<b>Remuneration:</b>	R1 289,786.28 all-inclusive cost to company
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard Braamfontein

### **Minimum Requirements:**

- Grade 12/ NQF 4;
- Bachelor's Degree in Youth Development / Child and Youth Care / Development Studies / Social Sciences or related field (NQF level 7);
- 6 years' overall working experience in related field, of which 2 years must be in middle management;
- Extensive knowledge and understanding of government policy e.g. Municipal Financial Management Act (MFMA) and other related policies;
- Experience in supervising multiple, diverse service functions simultaneously with strong team leadership skills particularly in a Youth/ Community Development environment;
- Ability to work with various levels of personnel in a fast-paced environment;
- Experience in compiling and managing budgets;
- Excellent verbal and written communications skills;
- General knowledge in national / provincial / local government policy, legislation protocols;
- Must have a driver's license; and
- Must not be above the age of 35 years.

### **Primary Function:**

**To ensure strategic leadership in the provision of youth development services in the City of Johannesburg, in order to improve their socio-economic conditions and engender an active youth involvement.**

### **Key Performance Areas:**


- Lead, direct and control the directorate in administration and related functions which supports service delivery components of the directorate.
- Initiate and participate in the development of effective and efficient directorate organizational structures, processes and systems.
- Ensure the capacitation of the directorate's structures through effective and efficient Recruitment, Selection and Placement processes.
- Provide sound strategic leadership to the directorate.
- Provide youth development services.
- Provide youth empowerment and stakeholder relations services. Provide youth regional services.
- Provide Monitoring and Evaluation Services.
- Lead, support and control the financial management, budgeting and forecasting.
- Ensure effective control of Human Resources.



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- Manage specific administrative and reporting requirements associated with the directorate an individual performance. Community and Citizen Mobilization – Transversal.

**Leading Competencies:**


- Strategic planning,
- Research,
- Good communication,
- Networking,
- Policy development,
- Data management,
- Financial management,
- Project management.


**Core Competencies:**

- Knowledge of Local Government environment, general management principles, socio-economic challenges and trends affecting youth



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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/1KdeeVsCVRvWPQZpWRguWNAew554>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Contact Person: Sonwabiso Selana  
Tel No: (011) 407 7961

**CLOSING DATE: THURSDAY, 21 SEPTEMBER 2023**

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## SENIOR PROFESSIONAL OFFICER: YOUTH DEVELOPMENT SERVICES

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Senior Professional Officer: Youth Development Services  
**Remuneration:** R1 080,819.85 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- Bachelor's Degree in Youth Development / Child and Youth Care / Development Studies / Social Sciences or related field (NQF level 7);
- 5 years' overall working experience in related field, of which 2 years must be in junior management
- Experience in youth development services / community development programmes targeted at youth;
- Sound understanding of government policy and other related policies;
- General knowledge of local government mandate and an interest in internal processes;
- Must have a driver's license; and
- Must not be above the age of 35 years.

### **Primary Function:**

To manage, coordinate and facilitate the provision of socio-economic youth development services in the CoJ.

### **Key Performance Areas:**

- Facilitate the development of the Sub-Directorate strategy.
- Lead the development of the Sub-Directorate's business planning process.
- Lead and facilitate the Sub-Directorate's performance management planning process. Organize both human and non-human resources for effective implementation of the Sub-Directorate's organizational structure.
- Provide sound leadership to the Sub-directorate.
- Ensure effective control of the Sub-Directorate's Human Resource.
- Ensure effective control of Financial Resources of the Sub-Directorate.
- Drive effective youth development services.
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.





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### **Leading Competencies:**

- Computer Literacy (Microsoft Word, Excel, Power Point)
- Good communication and presentation skills.
- Good listening.
- Good facilitation;
- Coordinating skills.
- Customer Care Skills.
- Problem solving Skills.
- Critical thinking Skills.
- Excellent written and verbal communications skills.
- Good management skills.

### **Core Competencies:**

- Understanding of relevant applicable laws, procedures and processes.
- 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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## SENIOR PROFESSIONAL OFFICER: YOUTH EMPOWERMENT & STAKEHOLDER RELATION SERVICES

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Senior Professional Officer: Youth Empowerment & Stakeholder Relations Services  
**Remuneration:** R1 080,819.85 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12/NQF level 4;
- Bachelor's Degree in Youth Development / Child and Youth Care / Development Studies / Social Sciences or related field (NQF level 7);
- 5 years' overall working experience in related field, of which 2 years must be in junior management
- Experience in youth development services and / or stakeholder management at community level;
- Sound understanding of government policy and other related policies;
- General knowledge of local government mandate and an interest in internal processes;
- Must have a driver's license; and
- Must not be above the age of 35 years.

### Primary Function:

To establish and coordinate youth empowerment and stakeholder relations services in the COJ.

### Key Performance Areas:

- Facilitate the development of the Sub-Directorate strategy.
- Lead the development of the Sub-Directorate's business planning process.
- Lead and facilitate the Sub-Directorate's performance management planning process. Organize both human and non-human resources for effective implementation of the Sub-Directorate's organizational structure.
- Provide sound leadership to the Sub-directorate.
- Ensure effective control of the Sub-Directorate's Human Resource.
- Ensure effective control of Financial Resources of the Sub-Directorate.
- Drive effective youth empowerment services.
- Ensure effective youth stakeholder relations.
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.





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### **Leading Competencies:**

- Computer Literacy (Microsoft Word, Excel, Power Point)
- Good communication and presentation skills.
- Good listening.
- Good facilitation;
- Coordinating skills.
- Customer Care Skills.
- Problem solving Skills.
- Critical thinking Skills.
- Excellent written and verbal communications skills.
- Good management skills.

### **Core Competencies:**

- Understanding of relevant applicable laws, procedures and processes.
- 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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## SENIOR PROFESSIONAL OFFICER: MONITORING & EVALUATION

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Senior Professional Officer: Monitoring & Evaluation  
**Remuneration:** R1 080,819.85 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Appointment Requirements:**

- Grade 12/NQF level 4;
- Bachelor's Degree in Youth Development / Child and Youth Care / Development Studies / Social Sciences or related field (NQF level 7);
- 5 years' overall working experience in related field, of which 2 years must be in junior management;
- Experience in designing, building and refining a monitoring and evaluation systems targeted;
- Experience in programme monitoring and evaluation;
- Sound understanding of government policy (MFMA) and other related policies; and
- General knowledge in National/Provincial/Local government policy, legislation and protocols.
- Must have a driver's license; and
- Must not be above the age of 35 years.

### **Primary Function:**

To monitor and evaluate the mainstreaming of youth development programmes in the City of Johannesburg.

### **Key Performance Areas:**

- Planning the development of the Sub-Directorate strategy.
- Lead the development of the sub-directorate's business plan.
- Lead and facilitate the sub-directorate's performance management planning process. Organise both human and non-human resources for effective implementation of the sub-directorate organizational structure.
- Provide sound leadership to the sub-directorate.
- Ensure effective control of the sub-directorate's Human Resource.
- Ensure effective control of Financial Resources of the Sub-Directorate.
- Provide effective monitoring and evaluation of youth development and empowerment services.
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.



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**Leading Competencies:**

- Computer Literacy (Microsoft Word, Excel, Power Point).
- Good communication and presentation Skills.
- Good listening and communication skills.
- Proven writing Skills.
- Good facilitation and influencing Skills.
- Coordinating Skills

**Core Competencies:**

- Understanding of relevant applicable laws, procedures, and processes.
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework.
- Knowledge of Corporate Governance.
- Knowledge of principles and practices of municipal organization, administration and personnel management.

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**ENQUIRIES ONLY:**

**Contact Person:** Pelisa Sindelo  
**Tel No:** (011) 407 6560

**CLOSING DATE: THURSDAY, 21 SEPTEMBER 2023**

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## OPERATIONAL MANAGER: REGIONAL SERVICES

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Operational Manager: Regional Services  
**Remuneration:** R553 100.73 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard Metro Centre

### Minimum Requirements:

- Grade 12/NQF level 4;
- National Diploma in Customer Relations / Marketing / Public Relations / Communication / Social Sciences or related field (NQF level 6);
- At least 3 – 4 years' working experience in communications / public relations / marketing and community development;
- Knowledge of urban management concepts and principles, governance and municipal planning, and community organizing / development;
- Proven experience and ability to interpret and understand complex service delivery issues and the translation of service delivery plans and interventions into comprehensive communications and marketing plans;
- Ability to work with the community and specifically youth;
- Ability to work under stressful conditions and meet deadlines;
- Computer literacy (MS Office); and
- Must not be above the age of 35 years.

### Primary Function:

**Plan, manage, coordinate and control the implementation of youth development programmes and projects to meet service delivery targets.**

### Key Performance Areas:

- Effectively and efficiently keep records, compile reports and monitor implementation of projects and programmes.
- Effectively and efficiently communicate and liaise with relevant internal and external stakeholders.
- Facilitate and manage service delivery programmes and projects with youth structures.
- Manage youth employees in the region.


### Leading Competencies:


- Good Communications ability;
- Networking skills;
- Problem solving through negotiation, consensus building or compromise;
- People management; and
- Leadership.





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**Core Competencies:**

- Collaborative/Teamwork Management & Accountability;
- Customer and Service Delivery Management (Batho Pele);
- Ethics, HR Values + CoJ Values;
- Integrity and Professionalism;
- Impact and Influence and
- Confidentiality.

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**APPLY ONLINE VIA:** [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

**Contact Person:** Pelisa Sindelo  
**Tel No:** (011) 407 6560

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## EXECUTIVE SECRETARY

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Executive Secretary  
**Remuneration:** R461 525.52 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard\_Braamfontein

### **Minimum Requirements:**

- Grade 12/ NQF level 4;
- National Diploma in Secretarial / Office Administration / Records Management or related field (NQF level 6);
- 1 – 3 years' experience of administrative support and secretarial duties;
- Knowledge of the application of instructions and guidelines, departmental procedures, and organizational relationships;
- Sound communication skills (read, write and speak); and
- Must not be above the age of 35 years.

### **Primary Function:**

**Provide professional secretarial duties to the Director: Youth and administrative support to the Office.**

### **Key Performance Areas:**

- Coordinate office activities for 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:**

- 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 Councillors;
- Office administration procedures; and
- Basic protocol and etiquette.



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**Core Competencies:**

- Teamwork and Accountability
- 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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## ADMINISTRATION ASSISTANT: YOUTH EMPOWERMENT & STAKEHOLDER SERVICES RELATION SERVICES

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Administration Assistant: Youth Empowerment & Stakeholder Services Relation Services  
**Remuneration:** R371 428.46 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skills (read, write and speak); and
- Must not be above the age of 35 years.

### **Primary Function:**

To provide administrative and support function to the sub-directorate through performing administrative tasks associated with receiving, processing routing, updating and tracking documentation, receive visitors, record details, type memos, letters and reports, deals with routine enquiries, make appointments, control venue bookings and ordering of materials, stationary, refreshments, maintain records pre filling in a main archive.

### **Key Performance Areas:**

- Receive and process all documents routed to the line manager, record, copy, refer.
- Obtain all reports for various submissions to committee and departmental MANCO. Communicating and sharing information within the Sub-Directorate.
- Manage the flow of people in and out of the office.


### **Leading Competencies:**


- Communication,
- Confidentiality,
- Good interpersonal skills and
- Good observation skills.



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**Core Competencies:**

- Knowledge of Youth Development

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APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Contact Person: Tsebo Tsotetsi  
Tel No: (011) 407 6003

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## ADMINISTRATION ASSISTANT: YOUTH REGIONAL SERVICES

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Administration Assistant: Youth Regional Services  
**Remuneration:** R371 428.46 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skill (read, write and speak); and
- Must not be above the age of 35 years.

### **Primary Function:**

To provide administrative and support function to the sub-directorate through performing administrative tasks associated with receiving, processing routing, updating and tracking documentation, receive visitors, record details, type memos, letters and reports, deals with routine enquiries, make appointments, control venue bookings and ordering of materials, stationary, refreshments, maintain records pre filling in a main archives.

### **Key Performance Areas:**

- Receive and process all documents routed to the line manager, record, copy, refer.
- Obtain all reports for various submissions to committee and departmental MANCO. Communicating and sharing information within the Sub-Directorate.
- Manage the flow of people in and out of the office.

### **Leading Competencies:**

- Good Communication,
- Good interpersonal skills and
- Good observation skills.

### **Core Competencies:**

- Confidentiality;
- Knowledge of Youth Development





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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/1hpzXUmxcTxmHPzvXhzo9jQew554>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Contact Person: Tsebo Tsotetsi  
Tel No: (011) 407 6003

**CLOSING DATE: THURSDAY, 21 SEPTEMBER 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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## ADMINISTRATION ASSISTANT: YOUTH DEVELOPMENT SERVICES

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Administration Assistant: Youth Development Services  
**Remuneration:** R371 428.46 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skills (read, write and speak); and
- Must not be above the age of 35 years.

### **Primary Function:**

To provide administrative and support function to the sub-directorate through performing administrative tasks associated with receiving, processing routing, updating and tracking documentation, receive visitors, record details, type memos, letters and reports, deals with routine enquiries, make appointments, control venue bookings and ordering of materials, stationary, refreshments, maintain records pre filling in a main archives.

### **Key Performance Areas:**

- Receive and process all documents routed to the line manager, record, copy, refer.
- Obtain all reports for various submissions to committee and departmental MANCO.
- Communicating and sharing information within the Sub-Directorate.
- Manage the flow of people in and out of the office.

### **Leading Competencies:**

- Good Communication,
- Good interpersonal skills and
- Good observation skills.

### **Core Competencies:**

- Confidentiality;
- Knowledge of Youth Development



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## ADMINISTRATION ASSISTANT: MONITORING & EVALUTION

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer (OCCO)  
**Designation:** Administration Assistant: Monitoring & Evaluation  
**Remuneration:** R371 428.46 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- 1 years' experience in an office environment,
- Basic computer literacy;
- Sound communication skills (read, write and speak); and
- Must not be above the age of 35 years.

### **Primary Function:**

To provide administrative and support function to the sub-directorate through performing administrative tasks associated with receiving, processing routing, updating and tracking documentation, receive visitors, record details, type memos, letters and reports, deals with routine enquiries, make appointments, control venue bookings and ordering of materials, stationary, refreshments, maintain records pre filling in a main archives.

### **Key Performance Areas:**

- Receive and process all documents routed to the line manager, record, copy, refer.
- Obtain all reports for various submissions to committee and departmental MANCO. Communicating and sharing information within the Sub-Directorate.
- Manage the flow of people in and out of the office.

### **Leading Competencies:**

- Communication
- Good interpersonal skills; and
- Good observation skills.

### **Core Competencies:**

- Confidentiality,
- Knowledge of Youth Development.



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