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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

### **5 YEAR FIXED-TERM PERFORMANCE BASED CONTRACT**

- **Operational Manager: Regional Services**
- **Programme Coordinator Youth**

#### **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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## OPERATIONAL MANAGER: REGIONAL SERVICES

**Department:** Office of the City Manager

**Branch:** Office of the Chief Operations Officer

**Designation:** Operational Manager: Regional Services

**Annual total remuneration package:** R649 297.73 all-inclusive cost to company

**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- National Diploma in Child and Youth Development / Child and Youth care / Development Studies / Social Sciences or related field (NQF level 6);
- At least 3 – 4 years' experience in the implementation of youth programmes / service delivery /community development initiatives;
- Knowledge of urban management concepts and principles; governance and municipal planning and community organizing/development;
- Proven experience and ability to interpret and understand complex youth issues and the translation of youth programmes and interventions into comprehensive service delivery plans;
- Working with the community and specifically youth;
- Ability to work under stressful conditions and meet deadlines; and
- Computer literacy (MS Office); and
- Must not be over 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.

*“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/19\\_W5EwfFRaeLz8dbjkQH\\_Aew554](https://share-eu1.hsforms.com/19_W5EwfFRaeLz8dbjkQH_Aew554)**

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

**ENQUIRIES ONLY:**

**Contact Person:** Pelisa Sindelo  
**Tel No:** (011) 407 6003


**CLOSING DATE: THURSDAY, 02 NOVEMBER 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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## PROGRAMME COORDINATOR: YOUTH

**Department:** Office of the City Manager  
**Branch:** Office of the Chief Operations Officer  
**Designation:** Programme Coordinator: Youth  
**Annual total remuneration package:** R557 722.52 all-inclusive cost to company  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 / NQF level 4;
- National Diploma in Child and Youth Development / Child and Youth care / Development Studies / Social Sciences or related field (NQF level 6);
- 1 - 3 years' experience in youth development work;
- Working with the community and specifically youth;
- Computer literacy (MS Office); and
- Must not be over the age of 35 years.

### Primary Function:

To implement and facilitate youth development programmes and implement youth empowerment programmes in order to ensure efficient and qualitative service delivery.

### Key Performance Areas:

- Coordinates implementations of youth development programmes and initiatives;
- Administer youth development programs;
- Liaise and co-ordinate with internal and external stakeholders to ensure integration in service for youth as per the City of Johannesburg policies and procedures;
- Provide administrative support in relation to programme implementation.

### Leading Competencies:

- Good Communication skills (verbal and written);
- Computer Literacy (MS Office);
- Coordinating skills.

### Core Competencies:

- Knowledge of Community/Youth Development.

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**ENQUIRIES ONLY:**

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

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