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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY
OF JOBURG:

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

- **Executive Secretary**
- **Researcher: Media Research and Communications**
- **Assistant Director: Operations**
- **Manager: Policy and Planning**
- **Researcher: Media Monitoring & Communications**
- **Professional Officer: Protocol and Events Coordination**
- **Assistant Director: Legal Advisor Services**
- **Paralegal: Legal Advisory Services**
- **Specialist: Media Liaison**



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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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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EXECUTIVE SECRETARY

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Executive Secretary
<u>Remuneration:</u>	R461 525,52 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 (NQF level 6) in Secretarial, Office Administration or Public Relations is required;
- 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 duties to the Director: Operations 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:

- Teamwork and Accountability.

Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Professionalism;
- Sound judgement;



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- Work independently and under pressure;
- Multi-skilled on a range of roles applicable to the position.

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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/1laqeXGfpS82n3_Kmu7m8qQew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 7644


CLOSING DATE: THURSDAY, 02 NOVEMBER 2023

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RESEARCHER: MEDIA RESEARCH AND COMMUNICATIONS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Researcher: Media Research and Communications
<u>Remuneration:</u>	R886 816,85 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree in Planning, Public Management, Public Administration, Business Management, or a related field in Research at NQF level 7;
- 5 - 7 years' relevant experience with a soundtrack record in a research environment;
- Must have a valid driver's license.

Primary Function:

Provide an effective and efficient research and analysis service to the City. Initiate, implement and manage research projects to guide decisions and actions, in the exercise of their oversight and scrutiny mandate.

Key Performance Areas:

- Render a professional research development and management function to the Department and City;
- Lead, guide, and oversee the implementation of the research methodology;
- Communicate and disseminate relevant research findings;
- Comment on legislation, ensuring and monitoring compliance with legislation;
- Manage and monitor assets and resources of the Department;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk.

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 MS Office and mobile technologies to report data;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.


Core Competencies:

- Knowledge of local, provincial, and national political and legislative frameworks;
- Experience developing organizational strategies, processes, systems, and cultural norms that are effective, efficient, and reinforce a strong and inclusive team culture;



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- Knowledge of public policy and Planning legislation;
- Knowledge of City of Johannesburg rules and procedures;
- Knowledge of Batho Pele philosophy, principles, and intent (culture of citizenship);
- 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.

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ASSISTANT DIRECTOR: OPERATIONS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Assistant Director: Operations
<u>Remuneration:</u>	R967 109,56 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum requirements:

- Grade 12 plus a Bachelor's degree/NQF level 7 in Public Administration/Business Management or related field;
- A post graduate qualification in Public Administration or related field is preferred;
- 6 - 8 years of experience in the discipline, of which 4 years at middle management; and
- Code 8 Driver's license.

Primary Function:

Provide sound management of day-to-day operations within the Operations Directorate through effective advisory support administration, liaison, and frontline services for the attainment of the Directorate's objectives.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning;
- Lead the development of the Section's Operational Planning process;
- Lead and facilitate the Section's Performance Management Planning process;
- Lead and manage the development of the Sections' Individual Learning Plans (ILP's) process;
- Organise both human and non-human resources for effective implementation of the section's organizational structure;
- Lead the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Section;
- Provide sound leadership for the achievement of the Section's objectives;
- Manage the implementation of Operation's processes, procedures and policies;
- Ensure effective control of the Sections' Human Resources;
- Ensure effective control of the Financial Resources of the Section and Assets Management and control;
- Implement good governance and effective risk management systems;
- Manage specific administrative and reporting requirements associated with the Section and individual performance.

Leading Competencies:

- Ability to package core business into strategic planning and monitoring framework;
- Computer Literacy (MS Word and Excel);
- Good facilitation and influencing skills;
- Coordination, Problem solving and critical thinking skills Customer Care and excellent written and verbal communication skills;



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- Good management skills.

Core Competencies:

- Extensive knowledge of departmental core business;
- Understanding of the entire planning value chain within the local government and inter-governmental contexts;
- Knowledge on the local government environment;
- 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 of Group Governance;
- Knowledge of principles and practices of municipal organization, administration and personnel management.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 7644

CLOSING DATE: THURSDAY, 02 NOVEMBER 2023

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MANAGER: POLICY AND PLANNING

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Manager: Policy and Planning
Remuneration: R886 816,85 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's degree/NQF level 7 in Political Science, Public Policy, Economics, Law or related field at NQF level 7;
- 5 - 7 years' experience in Legislature, Parliamentary, Legal, Public Sector or related environment.

Primary Function:

Manage policy development and strategic planning within a range of political stricture with a view to advising and informing the executive Mayor and Mayoral committee in order to enable them to successfully achieve the Mayoral priorities.

Key Performance Areas:

- Support the Assistant Director: Policy & Planning to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee;
- Provide input, leadership oversight the Integrated Development Planning processes;
- Develop strategies of engagement with current and potential stakeholder to build trust even between all stakeholders influencing the function in the POEM;
- Plan coordinate, execute and manage research projects;
- Comply with all the relevant legislation, manage and mitigate risk effectively;
- Efficiently and effectively manage the operation assets and resources of the subdivision in accordance with the legislative framework of the City's policies and procedures.

Leading Competencies:


- Computer literacy (MS Office);
- Good communication and coordination skills;
- Good writing skills;
- Time management and ability to work without supervision;
- High level of confidentiality;
- Ability to work with senior management of the City, Municipal Entities and other stakeholders.


Core Competencies:

- Knowledge of local, provincial and national political and legislative framework and dynamics and public policy.



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RESEARCHER: MEDIA MONITORING AND COMMUNICATIONS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Researcher: Media Monitoring & Communications
<u>Remuneration:</u>	R886 816.85 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- Degree in Journalism/Communications or Social Science and similar or relevant qualification at NQF level 7;
- 5 - 7 years' relevant experience of which 2 years' in a profession capacity; and
- Must have a valid driver's license.

Primary Function:

Promote and provide strategic communication support to the Deputy Director: Mayoral Communication within the Private Office of the Executive By defining and interfacing with appropriate targets audiences through available communication channels to support identified strategic objectives as set by the Executive Mayor and Mayoral Committee.

Key Performance Areas:

- Execute project planning process to inform the business unit;
- Execute processes optimization and efficiency;
- Execute specific activities to ensure effective Media and Communication management;
- Ensure targeted, well-planned, coordinated and integrated communications plans;
- Engage with customer and respond to their queries, while providing a service that will differentiate the brand in the space through media management;
- Develop and write speeches, briefings and other communications;
- Ensure reliability of information flow to all relevant stakeholders and coordination of line Communications functions;
- Enhancing the effectiveness of Public Relations;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the directorate;
- Perform general administrative and reporting;
- Build and maintain strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support around Mayoral communications.

Leading Competencies:

- Computer literacy (MS Office);
- Good communication and coordinating skills;



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- Excellent writing skills;
- Ability to function under stress;
- Time management;
- High level of confidentiality and organisational skills;
- Attention to detail and quality focused.

Core Competencies:

- Knowledge of local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Knowledge of Corporate Governance;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day to day basis;
- Knowledge of principles and practices of municipal organisation administration.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 7644


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PROFESSIONAL OFFICER: PROTOCOL AND EVENTS COORDINATION

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Professional Officer: Protocol and Events Coordination
<u>Remuneration:</u>	R967 109,56 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum requirements:

- Grade 12 plus a Bachelor's Degree in Public Administration/Management or related field is required (NQF level 7);
- 6 - 8 years' experience of which 4 years' experience should be in Protocol, Politics and Public Sector/Private Sector, Public Relations and/or any other related environment;
- Proven organization and administrative skills – following set procedures a guideline methodically and accurately with minimum supervision;
- Must have a valid drives license.

Primary Function:

Ensure effective implementations of protocols processes and procedures and coordinating of all events and ceremonies involving the Office of the Executive Mayor in order to ensure sound relations between the Office and its internal and external stakeholder.

Key Performance Areas:

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute all protocol related processes and procedures;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure governance and risk management;
- Execute specific activities effective Stakeholder Relations and Communication;
- Ensure effective monitoring and reporting of the directorate;
- Perform general administrative.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel);
- Good Management and Interpersonal skills;
- Good Communication and Coordination skills;
- Report Writing, Problem Solving, Time Management, Planning and Organizing skills;
- Project Management and Analytical skills;
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;



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- Resource management and networking skills;
- Time management, High level of confidentiality and Organisational skills.

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of City strategy (IDP), Prescribed methodologies, Legislative, Policy and Regulatory Frameworks.
- In depth knowledge of function principle, techniques & tools and how they can be practically applied;
- Knowledge of Corporate Governance.

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ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 7644

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ASSISTANT DIRECTOR: LEGAL ADVISORY SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Assistant Director: Legal Advisory Services
<u>Remuneration:</u>	R967 109.56 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's Degree in Law and Admitted Attorney of High Court/ NQF level 7;
- 6 - 8 years' experience in Legislature, Parliamentary, Legal Public Sector or related environment; and
- Must have a valid driver's license.

Primary Function:

Direct, lead and render strategic and specialist legal support to the Chief of Staff, Advisor Legal, Director: Operations (Office of the Chief of Staff), representing the Office of the Executive Mayor at meetings, providing guidance on legal processes and consulting on legal matters arising.

Key Performance Areas:


- Render legal assistance support and services to the department;
- Oversee the development and monitoring of assets, processes, rules, tools and systems used by corporate legal departments to adopt, implement and monitor an integrated approach to organizational problems;
- Develop tighter uniformity and synergy between legal process and management;
- Lead stakeholder engagement and management;
- Manage all aspects of the finance in the control of the Legal Advisory Services including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as the City's policies and procedures;
- Manage and coach staff in the Legal Advisory Unit to ensure that all staff meets the departments objectives in line with broader organizational requirements;
- Manage and monitor assets and resources of the Directorate;
- Control, consolidate, analyze and submit various reliable reports;
- Practice good governance and management of risk.


Leading Competencies:

- Computer literacy (MS Office);
- 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 perform decision-making;



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- Proficiency in using databases and statistical software is required as well as strong skills in Excel, Word, PowerPoint 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 and time management skills.

Core Competencies:

- Knowledge on the local, provincial and national political and legislative framework and dynamics;
- Knowledge of public policy;
- Knowledge of ideology and manifestos of the political parties represented in the City of Johannesburg Council;
- Knowledge of City of Johannesburg Council rules and procedures;
- Knowledge of Batho Pele philosophy, principals and intent (culture of citizenship).

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ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

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PARALEGAL: LEGAL ADVISORY SERVICES

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Paralegal: Legal Advisory Services
Remuneration: R 338 617.02 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- Certificate in Law/Paralegal/Legal Assistance (NQF level 6);
- 1 – 2 years relevant experience in a professional capacity.

Primary Function:

Render comprehensive paralegal assistance to the Assistant Director: Legal Services, including legal research, maintaining, and responding to correspondence with internal and external stakeholders, providing administrative support and maintaining a functional filing system.

Key Performance Areas:

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute specific activities to ensure effective legal advisory services management;
- Execute specific activities to ensure effective correspondence management;
- Execute specific activities to ensure effective legal register maintenance;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the Directorate; and
- Perform general administrative and reporting.

Leading Competencies:


- Computer literacy (MS Office);
- Good communication, coordination skills;
- Excellent writing skills.


Core Competencies:

- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Knowledge of Corporate Governance;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day-to-day basis;
- Knowledge of principles and practices of municipal organization administration.



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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/1OrsHNAU1SIO6BYtYCIG_5Aew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 7644

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
- Employment record verification,
- Criminal check,
- Identity validation.



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SPECIALIST: MEDIA LIAISON

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Specialist: Media Liaison
<u>Remuneration:</u>	R649 297.73 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- National Diploma in Media Studies or Communication and Marketing or Journalism, Public Relations Management or related qualification (NQF Level 6); and
- 3 - 4 years' experience in a similar working environment or position.
- Must have a valid driver's license.

Primary Function:

Provide direction, develop, and manage media relations between the Office of MMC and the Media. Proactively manage the relations between the MMC, the department and the legislature. Maintain an open and professional image with the media and customers of the City of Johannesburg.

Key Performance Areas:

- Manage Communications and Public Relations;
- Planning and Development;
- Process Optimization and Efficiency;
- Stakeholder Relations and Communication;
- Assets and Resource (Material and Tools) Management;
- Monitoring and Reporting;
- Governance and Risk.

Leading Competencies:

- Excellent people and negotiations skills;
- Good planning and analytical skills;
- Good communication and people skills;
- Ability to motivate and lead by example;
- Ability to work under pressure;
- Excellent understanding of social media and content writing skills;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.



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Core Competencies:

- Previous or relevant basic knowledge of Media and Public Relations in a large organisation is essential;
- 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.

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