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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**FIVE (5) YEARS FIXED-TERM PERFORMANCE BASED CONTRACT**

## **Special Advisor Projects: Corporate Affairs**

### **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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## SPECIAL ADVISOR PROJECTS: CORPORATE AFFAIRS

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	Special Advisor Projects: Corporate Affairs
<b><u>REMUNERATION:</u></b>	R1 661 178.71 pa (all-inclusive cost to company)
<b><u>LOCATION:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's degree in Public Management / Public Administration / Business Administration / Business Management, Social Sciences / Arts or related field is required at NQF Level 7;
- At least 10 years overall working experience, of which five (5) years must be at Senior Management level and three (3) years at Middle Management Level; and
- Valid Driver's license.

### **Primary Function:**

**To provide strategic advice to the City Manager (CM) and Chief Operations Officer (COO) on strategic areas in order to ensure institutional stability in respect of corporate services functions, and to conclude matters on behalf of the City Manager and/or Chief Operations Officer.**

### **Key Performance Areas:**


- Render a professional service delivery innovation advisory to the City Manager and Chief Operations Officer;
- Lead, guide, and oversee the development and implementation of recommendations, and advise on the financial and regulatory framework within which it operates in terms of best practice and good corporate governance;
- Advise on the development of a good governance and leadership strategy, plan, and system for the City;
- Provide advice on legislation, ensuring and monitoring compliance with legislation relating to corporate services;
- Manage and monitor assets and resources of the Department;
- control, consolidate, analyse, and submit various reports;
- Practice good governance and management of risk;
- Advise on compliance and risk management processes.

### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and the presentation of results for the identification of best practices and to inform 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 Skills;
- Time Management Skills;
- People Management Skills.

#### **Core Competencies:**

- Knowledge of the local, provincial, and national political and legislative frameworks
- Experience in developing organizational strategies, processes, systems, and cultural norms that are effective, efficient, and reinforces a strong and inclusive team culture;
- Knowledge of public policy;
- Knowledge of the City of Johannesburg Council rules and procedures;
- Knowledge of Batho Pele philosophy, principles, and intent (culture of Citizenship).

***“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/1Za5doy3HQfqZPF8j70KY5Qew554>

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

#### **ENQUIRIES ONLY:**

Contact Person: Pelisa Sindelo  
Tel No: 011 407 6560

**CLOSING DATE: FRIDAY, 01 SEPTEMBER 2023**



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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.