






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

FIXED-TERM PERFORMANCE BASED CONTRACT
(Linked to Political Term of Office)

Senior Professional Officer: Strategic Advisory Services

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

SENIOR PROFESSIONAL OFFICER: STRATEGIC ADVISORY SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Senior Professional Officer: Strategic Advisory Services
<u>Remuneration:</u>	R1 080 819,85 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- Bachelor's Degree in Political Science, Public Administration, Economics, Law or related field (NQF level 7);
- 7 - 9 years' experience in the discipline, of which 4 years' experience at a Professional Office level; and
- Must have a valid Code 8 driver's license.

Primary Function:

Provide Research and Strategic Advisory Services to enable the Directorate to render effective advisory services to the Office of the Executive Mayor and the Mayoral Committee for the achievement of the political mandate.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning.
- Execute project planning process in contribution to the Directorate's business planning process.
- Execute process optimization and efficiency procedures.
- Provide sound strategic advisory services.
- Render research services.
- Ensure effective control of project financial resources.
- Ensure effective management and control of allocated assets.
- Implement good governance and effective risk management systems.
- Manage specific administrative and reporting requirements associated with the research findings and project deliverables.

Leading Competencies:

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



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

- Research and analytical skills.
- Team management.
- Mathematics skills.

Core Competencies:

- Knowledge of the Local Government environment.
- Knowledge of the City's strategy (IDP), prescribed Methodologies, and Legislative, Policy, and Regulatory Frameworks.
- In-depth knowledge of function principles, techniques, and tools and how they can be practically applied.
- Knowledge of Corporate Governance.
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

“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/1LRWVa_oRSVGtDrCh7Aktugew554

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

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 7644

CLOSING DATE: THURSDAY, 16 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.