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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Director: Portfolio and Project Assurance

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.

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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DIRECTOR: PORTFOLIO AND PROJECT ASSURANCE

<u>Department:</u>	Office of the City Manager
<u>Branch:</u>	Office of the Chief Operations Officer
<u>Designation:</u>	Director: Portfolio and Project Assurance
<u>Remuneration:</u>	R67 622.85 pm (basic salary, excluding benefits)
<u>Location:</u>	Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 plus Bachelor's degree in Built Environment (degree in Civil Engineering / Construction Management / Town Planning / Programme and Project Management (NQF level 7).
- 10 years' experience in public sector infrastructure management (preferably in Local Government) of which 5 years' experience in Middle Management;
- Minimum 8 years' experience in project, programme or portfolio management discipline;
- Knowledge of Programme Performance, Control Environment; Project / Program Assessment; Milestone and Gate Reviews; Programme and Project assurance; Programme and projects monitoring and Evaluation.
- Proven track record in deliver of project in time and budget;
- Proven experience of Programme & Corporate Governance;
- Proven experience in the implementation and management of Programme Assurance / Gateway processes;
- Proven experience of project risk management.

Primary Function:


Lead and direct portfolio and Project assurance activities across the City in order to contribute to the realization of strategic outcomes and long-term value creation through tactical portfolio and project management assurance improvements.


Key Performance Areas:

- Contribute to the formulation of strategies and policies, relating to strategic capital project delivery and best practice in order to ensure that strategic objectives of the City are achieved.
- Implement the organisational business Plan and Budget so that the strategy is operationalised every year.
- Undertake assurance related tasks to ensure the alignment of Department and entities with City governance structures, as it related to capital planning and delivery.
- Provide oversight and assurance the City's Portfolios, Programmes and Projects.
- Lead and direct staff within the section so that they are able to achieve the objectives of the section.



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- Promote and facilitate sound governance practices in terms of structure systems, processes, policies, procedures and controls for the SPMO to ensure delivery on strategic and operational objectives for the capital delivery value chain.
- Ensure sufficient risk management conducted in the capital delivery value chain so that liability is minimised and /or eliminated, and to identify, assess and manage risk while striving to attain Objectives.
- Ensure adequate stakeholder management that provides feedback and accounts for business unit operations in terms of accomplishments and future plans.
- Ensure that the management of SPMO budget is in compliance with the Municipal Finance management Act MFMA and Treasury regulations

Leading Competencies:

- Strategic direction and leadership;
- People management;
- Program and project management;
- Financial management;
- Change management;
- Change leadership; and
- Governance leadership.

Core Competencies:

- Moral competence;
- planning and organizing;
- analysis and innovation;
- knowledge and information management;
- communication and results and quality focus.

“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/1seAsjREhQfSKXi8kR32cigew554>

APPLY ONLINE VIA: www.joburg.org.za



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ENQUIRIES ONLY:

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

CLOSING DATE: TUESDAY, 21 FEBRUARY 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.