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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
OPERATION MANAGER: OUTDOOR ADVERTISING

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.

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: OUTDOOR ADVERTISING

<u>Department:</u>	Development Planning
<u>Branch:</u>	Building Development Manager
<u>Designation:</u>	Operational Manager: Outdoor Advertising
<u>Remuneration:</u>	R29 850.81 pm (basic salary excluding benefits)
<u>Location:</u>	Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/ Grade 12 plus diploma in Built Environment or equivalent at NQF level 6 qualification;
- 3 - 4 years' experience in built environment and /or environment discipline;
- Strong understanding of administrative processes;
- Valid drivers license code 8.

Primary Function:

To ensure that outdoor advertising in the City of Johannesburg is environmentally sensitive and socially responsible and is displayed on structure that are aesthetically pleasing and suited to the area in which they are put. Process the evaluation of application for advertising signs and ensure compliance with the outdoor advertising by-laws and National Building Regulation and Standards Act No 103 of 1977 and other relevant legislation

Key Performance Areas:


- Perform technical evaluation of Outdoor Advertising applications;
- Provide appropriate and strategic stakeholder engagement;
- Maintain accurate correspondence and information and report keeping system and access records of discussions, instructions and correspondence;
- Manage and coach staff in the Directorate to ensure that all staff meet the departments objectives in line with broader organizational objectives and requirements;
- Manage and monitor assets and resources of the directorate;
- Control, consolidate, analyse and submit various reliable reports;
- Participate good governance and management of risk;

Leading Competencies:

- Asset and resources Management;
- People Management;
- Monitoring and Reporting
- Stakeholder Management;
- Conflict Management; and
- Governance and Risk Management.



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Core Competencies:

- Computer Literacy (Microsoft applications – Word, Excel, PowerPoint)
- Strong analytical abilities;
- Communication skills, verbal and written;
- Report writing

“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/1qE6NU6EoSQu1Mkqy_1pfXgew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tiyani Maringa
Tel No: 011 407 6514

CLOSING DATE: TUESDAY, 28 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.