



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Special Projects

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ASSISTANT DIRECTOR: SPECIAL PROJECTS

<u>Department:</u>	Office of the City Manager
<u>Branch:</u>	Office of the Chief Operations Officer
<u>Designation:</u>	Assistant Director: Special Projects
<u>Remuneration:</u>	R47 428,59 pm (basic salary, excluding benefits)
<u>Location:</u>	48 Ameshoff Street Sappi Building, Braamfontein

Minimum Requirements:

- Grade 12 plus Degree in Development studies or Built environment (NQF level 7);
- At least 6 – 8 years' relevant experience of which 2 years should be at middle management or supervisory level;
- Experience and knowledge of strategic planning and business management systems.

Primary Function:

Provide strategic guidance and planning to implement the City Roadmap. Formulate and implement frameworks, policies, precinct plans and development strategies of high complex and the initiation of development project and programs. Management in the Development Processes and projects and programmes and capital planning process. Direct interface and recommendation to the political level, senior official and public. Provide research analysis of development trends and formulate growth management strategies.

Key Performance Areas:

- Provide strategic direction (what to do) and approach (how to do) for projects and programs in the unit;
- Ensure legal compliance in all the units' functions and duties;
- Providing strategic direction and guidance for the unit and Inner- City development;
- Formulate precinct plans and business plans for incorporation into budget processes;
- Assessment of precinct plans and frameworks undertaken by other departments or external parties. (Private developers, communities and Provincial Government);
- Area based coordinating processes;
- Facilitation of community and stakeholders' participation;
- Coordination of development and implementation efforts with internal and external development agencies and stakeholders;
- Provide strategic advice support on development to all stakeholders and interested parties;
- Management of multidisciplinary project teams / tasks/ Consultant team in the formulation and implementation of plans and policies;
- Policy research on Urban or Development issues;
- Chair meetings and facilitate workshops;



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

- Capital infrastructure investment coordination;
- Perform financial management duties in line with the MFMA;
- Manage the implementation of financial controls / procedures and provide information to support the financial planning sequences;
- People Management;
- Review and monitor the effectiveness of the departments marketing and event activities assessing against goal;
- Develop, communicate and maintain a healthy working relationship with internal business units, entities, key stakeholders and peers;
- Manage the human resource and administration personnel of the subdivision to deliver comprehensive HR and Admin services;
- To secure sound and sustainable of the financial affairs of the sub-Division. Managing a range of interrelated components: planning and budgeting, expenditure management, procurement, asset management, reporting and oversight.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Strategic management and business planning skills;
- Conceptual and analytical skills;
- Project management cycle and principles;
- Trouble shooting and working independently;
- Problem-solving and strategic thinking;
- Monitoring and Evaluation skills;
- People management and conflict management;
- High level of confidentiality and organisational skills;
- Time Management, accountability, working independently and positive interpersonal skills.

Core Competencies:

- Ensure planning and implementation comply with approved policies and the Systems Act 200;
- Ensure compliance to the provisions of the Municipal Systems Act in terms of spatial and Capital investment plans in the components of the IDP;
- Ensure compliance with the occupational Health and Safety Act.

“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.”



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/16nmqK4L6Qbi9OTISe_Gpagew554

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

ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo

Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 07 MARCH 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.