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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**DEPUTY DIRECTOR: CONTRACTS, FUNDING AGREEMENTS & SLAs
(12-MONTH SHORT-TERM CONTRACT)**

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 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.



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DEPUTY DIRECTOR: CONTRACTS, FUNDING AGREEMENTS & SLAs 12-MONTH SHORT-TERM CONTRACT POSITION

The City of Johannesburg (CoJ), Human Settlements Department has the following short-term contract opportunity for a period NOT exceeding twelve (12) months.

Department: Human Settlements
Branch: Business Management Support
Designation: Deputy Director: Contracts, Funding Agreements & SLAs
Remuneration: R989 343,21 per annum (cost to company, all-inclusive)
Location: 222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 plus a Legal Degree or LLB or any other legal qualification equivalent to NQF level 7;
- 7 – 9 years' experience in the field of Contracts environment, of which at least 5 years related to middle to senior management experience;
- Operational and managerial experience in dealing with contracts (development facilitation, project management, and property management fields) within the Human Settlements Sector in local government and/or MEs of local government.

Primary Function:

Provide leadership and management to the Sub-Section of Contracts, Funding Agreements, and SLAs, which will negotiate, draft, analyse, vet, comment on and produce various contracts, service level agreements, and any amendments thereto by way of addendums, with relevant service providers, consultants, contractors, developers, departments, MEs as well as regions to ensure housing delivery is in line with City, Provincial and National Government objectives.

Key Performance Areas:

- Provision of legal advice, litigation assistance, and the concluding of the funding agreement and service level agreements and any amendments thereto by way of addendums;
- Maximise productivity by optimizing the effectiveness of its employees to enable the achievement of objectives of the Contracts, Funding Agreements, and SLAs Sub-Directorate;
- Maximise the productivity of Funding Agreements and SLAs Sub-Directorate by optimizing the effectiveness of its employees to enable the achievement of objectives of the Sub-Directorate and manage the human resources thereof;
- Provide quality reports on the functions and performance of the Intergovernmental Relations and Liaison Sub-Directorate which are factual, accurate and complete, timely; and contribute to and support the overall reporting requirements;
- Comply with all relevant legislative frameworks including the City's Code of Ethics, and manage and mitigate risk effectively.



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Leading Competencies:

- Computer literacy including MS Office Applications;
- Good facilitation and influencing skills;
- Coordinating skills;
- Problem-solving skills;
- Critical thinking skills;
- Excellent verbal and written communication skills;
- Excellent negotiation skills;
- Proven leadership qualities;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Thorough knowledge of property development in the affordable sector of Human Settlements;
- Thorough knowledge of Human Settlements and local government-related legislation and policies and planning aspects relating to Human Settlements;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy, and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques, and tools and how they can be practically applied;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“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/1x3-ljPEzQXyFA5TKcAt1cAew554>

APPLY ONLINE VIA: www.joburg.org.za



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ENQUIRIES ONLY:

Contact Person: Tshifhiwa Ndou

Tel No: 011 021 8100/7975

CLOSING DATE: THURSDAY, 02 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.
- Employment record verification.
- Criminal check.
- Identity validation.



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