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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION
OFFICER: PERFORMANCE MANAGEMENT

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 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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**OFFICER: PERFORMANCE MANAGEMENT
SHORT-TERM CONTRACT POSITION
(Not exceeding 12 months)**

<u>Department:</u>	Group Corporate and Shared Services
<u>Branch:</u>	Group Human Capital Management
<u>Designation:</u>	Officer: Performance Management
<u>Remuneration:</u>	R24 119.71 pm (basic salary, no benefits)
<u>Location:</u>	Metro Centre, 158 Civic Boulevard, Braamfontein

Appointment Requirements:

- Grade 12 / NQF level 4 plus National Diploma in Human Resource Management and or any related qualification (NQF level 6).
- 1 - 3 years relevant experience in Human Resources
- Computer Literacy – MS Office Applications.
- Knowledge of HR Policies and Procedures and HR relevant Acts.
- Written, verbal skills and good communication skills.

Primary Function:

Provide administration support through communication with internal stakeholder on Individual Performance Management matters, secretarial support and other general administration support to the performance management unit in order to assist the COJ department and employees to implements the performance management system effectively.

Key Performance Areas:

- Provide administrative support in relation to the unit and PMS forum meetings proceedings.
- Provide leave management administrative support to the Assistant Director.
- Coordinate Performance Management awareness training within COJ department.
- Perform quality assurance and data capturing of PMS review information received information from COJ departments.
- Stakeholders Relations and Communications.
- Follow guidance and advice on procedural processes of the Sections functions. Monitoring and reporting.
- Asset and Resource Management. Ensure effective and efficient operations in the branch and City.

Leading Competencies:

Attention to detail and diligence.

Core Competencies:

- Batho Pele Principle Ethics,
- Professionalism;
- HR and COJ values.



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“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/1npjIZ07-QRWDxrQWusctFAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tisetso Sydney Kuduza

Tel No: 011 407 7139

CLOSING DATE: TUESDAY, 27 JUNE 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.