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EXCITING CAREER OPPORTUNITIES OFFERED BY
THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS
(Linked to Political Term of Office)

- Senior Professional Officer Research and Strategic Advisory Services
- Assistant Director: Management Support Services
- Director: Planning Performance and Reporting
- Director: Community, Communications and Stakeholder Management
- Manager: Policy and Planning
- Specialist: Performance, Monitoring and Evaluation
- Researcher: Media Monitoring and Communication
- Communications: Social Media Specialist
- Assistant Director: Legal Advisory Services
- Paralegal: Legal Advisory Services
- Operational Manager: Administration
- Specialist: Media Liaison
- Driver/Messenger
- Advisor: Public Safety and Community Development
- Council Liaison Specialist
- Deputy Director: Monitoring & Evaluation
- Specialist: Monitoring & Evaluation
- Data Capturer



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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 CoJ positions

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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SENIOR PROFESSIONAL OFFICER: STRATEGIC ADVISORY SERVICES

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Senior Professional Officer: Strategic Advisory Services
Remuneration: R989 343,21 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12
- Bachelor's Degree in Political Science, Public Administration, Economics, Law or related field is required (NQF level 7);
- 7 - 9 years' experience in the discipline, of which 4 years' experience at a Professional Office level; and
- Must have a valid drives license.

Primary Function:

Provide, Research and Strategic Advisory Services to enable the Directorate to render effective advisory services to the Office of the Executive Mayor and the Mayoral Committee for the achievement of the Mayoral priorities.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning;
- Execute project planning process in contribution to the Directorate's business planning process;
- Execute process optimization an efficiency procedures;
- Provide sound strategic advisory services;
- Render research services;
- Ensure effective control f project financial resources;
- Ensure effective management and control of allocated assets;
- Implement good governance and effective risk management systems;
- Manage specific administrative and reporting requirements associated with the research findings and project deliverables.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel, Power Point);
- Good listening and communication skills;
- Good facilitation and influencing skills;
- Coordinating skills;



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- Customer Care Skills;
- Problem solving Skills;
- Critical thinking Skills;
- Excellent written and verbal communications skills;
- Research and analytical skills;
- Team management;
- Mathematics skills.

Core Competencies:

- Knowledge on the Local Government environment;
- Knowledge of 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;
- Knowledge on Corporate Governance. Knowledge of principles and practices of municipal organization, administration and personnel management.

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

<https://share-eu1.hsforms.com/1gIIjR8S2TP-BEVgQ1WU61Aew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 24 MARCH 2023

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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:

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ASSISTANT DIRECTOR: MANAGEMENT SUPPORT SERVICES

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Assistant Director: Management Support Services
Remuneration: R881 458,65 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- Bachelor's degree in Public Administration or equivalent NQF level 7;
- 6 - 8 years in the administrative field, of which 4 years must be at management level; and
- Must have a valid driver's license.

Primary Function:


Provide leadership in strengthening, and implementing effective management support services, functions, and systems for the department in order for it to fulfil its vision and mission. Oversee a full range of administrative, clerical and management support functions including, but not limited to financial and office management functions within the department.


Key Performance Areas:

- Provide effective administration support to the Chief of Staff and the Private Office of the Executive Mayor;
- Oversee a program of policy and strategy development, as well as research, aligned to the strategic governance objectives of the Executive Mayor and Mayoral Committee;
- Implement procedural requirements associated with personnel development initiatives;
- Manage the implementation of procedure and systems associated with controlling document flow and, quality systems / statutory and audit requirements regulating recordkeeping.
- Management of Occupational Health and Safety hazard identification and Risk assessment for the Unit;
- Coordinate specific procedures associated with the management of facilities;
- Personnel management;
- Coordinate and monitor the financial implications for POEM;
- Effective Risk Management and Compliance;
- Effective and efficient support service to MMCs offices;
- Engagement with external stakeholders.



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Leading Competencies:

- Computer Literacy (Microsoft Word, PowerPoint, Excel, Outlook and SAP);
- Sound office administration procedures;
- Good communication Skills (Verbal and written)
- Coordinating skills;
- Planning and organizing skills;
- Good writing skills;
- Time management skills;
- Ability to work without supervision;
- Ability to engage with contractors and suppliers;
- Ability to function and manage a Unit without supervision;
- Ability to provide support for Human Resources and Financial Coordination.

Core Competencies:

- Knowledge of the local and provisional legislative and financial framework (MFMA, PFMA) and dynamics;
- Knowledge of City of Johannesburg's policies and procedures;
- Knowledge of Batho Pele philosophy, principals and intent (Culture of Citizenship).

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DIRECTOR: PLANNING, PERFORMANCE AND REPORTING

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Director: Planning, Performance and Reporting
<u>Remuneration:</u>	R1 187 693,65 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- A three (3) year degree in Accounting, Business Management/Administration or relevant degree (NQF level 7);
- Post graduate degree will be an added advantage;
- 10 years relevant experience of which 5 years must have been at Senior Management level - specific experience in Local or Provincial government and its legislation will be an added advantage;
- Experience of collaborative working to agree future plans; and
- Valid driver's license.

Primary Function:

Designs, directs, leads and manages the strategic and operational business planning processes; performance and reporting for the Private Office of the Executive Mayor (POEM) to provide advisory services to the department (POEM), in conjunction with the Chief of Staff; supporting the Executive and Senior Management Team and departmental staff to build robust, measurable work plans through which delivery can be managed and achieved, with regard to key performance and result indicators related to the co-ordination and implementation of compliance management, regulation and oversight of service level agreements, memorandums of understanding, where necessary lease agreements.

Evaluate existing management process in terms of strategic plans and develop strategic plans and options that cover and support the vision of the POEM. Develop high level plans of action that will ensure that political and administrative plans are initiated, evaluated, and adjusted to achieve the strategy outcomes over the planning period within the city.

Key Performance Areas:

- Monitoring and Evaluation of the Private Office of the Executive Mayor SDBIP and performance;
- Leading strategic management functions;
- Ensure provision of administrative functions of the department (POEM);
- Execute the strategic management and continued improvement of the Staff performance within the department;



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- Advise and assist on the policies and standards for POEM;
- Ensure effective Financial Resource control;
- Implement good governance and effective risk management systems;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance;
- Ensure effective Stakeholder Relations and Communications management;
- Responsible for the provision of Asset and Resource (Materials and Tools) Management;
- Responsible for the Human Resource Management function of the Directorate to enable achievement of objectives.

Leading Competencies:

- Excellent organisational skills with evidence of hitting deadlines, corralling, and coordinating others, prioritising and continuously improving;
- Excellent written and oral communication skills;
- Proven problem solving, relationship building and networking skills;
- Ability to present complex information in an easily understandable format;
- Strong team management and team working skills
- Effectively manage team dynamics when working across units;
- Seek constructive outcomes in discussion, challenge assumptions but remain willing to compromise when it is beneficial to progress.

Core Competencies:

- Knowledge of policy analysis,
- quality management and
- public safety issues in general.

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DIRECTOR: COMMUNITY, COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Director: Community, Communications & Stakeholder Management
Remuneration: R1 187 603,65 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's degree in Political Science or related fields of study or equivalent qualification at NQF Level 7;
- 10 years' experience preferred in Legislature, Parliamentary, Legal, Media or related environment, of which 5 years must be at middle management level or above.

Primary Function:

To provide direction and for community communication and develop a stakeholder and community engagement strategy and plan for the office of the Executive Mayor, and proactively drive the approaches to engage the broad and diverse communities of the City of Johannesburg in order to successfully achieve the Mayoral priorities.

Key Performance Areas:

- Contribute to the development of the directorate's strategic planning process;
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process;
- Ensure sound Directorate Financial Planning and Budgeting processes;
- Lead and facilitate the Directorate Performance Management planning process;
- Lead and manage the development of the Directorate's Individual Learning Plans (ILP's) process;
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate;
- Provide sound leadership for the achievement of the Directorate's objectives;
- Direct community communication for effective stakeholder management;
- Ensure that there is sound political governance and effective Councilor Helpdesk services;
- Ensure effective control of the Directorate's Human Resources;
- Ensure effective Directorate Financial Resource control;
- Ensure effective Assets Management and Control;
- Implement good governance and effective risk management systems;



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- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communications skills;
- Coordinating skills;
- Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal and good management skills.

Core Competencies:

- Knowledge on the local government environment;
- Knowledge of 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 applied practically;
- Knowledge on Corporate Governance
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

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MANAGER: POLICY AND PLANNING

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Manager: Policy and Planning
<u>Remuneration:</u>	R805 279,57 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12
- Bachelor's degree/NQF level 7 in Political Science, Public Policy, Economics, Law or related field at NQF level 7;
- 5 - 7 years' experience in Legislature, Parliamentary, Legal, Public Sector or related environment.

Primary Function:

Manage policy development and strategic planning within a range of political stricture with a view to advising and informing the executive Mayor and Mayoral committee in order to enable them to successfully achieve the Mayoral priorities.

Key Performance Areas:

- Support the Assistant Director: Policy & Planning to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee;
- Provide input, leadership oversight the Integrated Development Planning processes;
- Develop strategies of engagement with current and potential stakeholder to build trust even between all stakeholders influencing the function in the POEM;
- Plan coordinate, execute and manage research projects;
- Comply with all the relevant legislation, manage and mitigate risk effectively;
- Efficiently and effectively manage the operation assets and resources of the subdivision in accordance with the legislative framework of the City's policies and procedures.

Leading Competencies:


- Computer literacy (MS Office);
- Good communication and coordination skills;
- Good writing skills;
- Time management and ability to work without supervision.
- High level of confidentiality;
- Ability to work with senior management of the City, Municipal Entities and other stakeholders.


Core Competencies:

- Knowledge of local, provincial and national political and legislative framework and dynamics and public policy.



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SPECIALIST: PERFORMANCE, MONITORING AND EVALUATION

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Specialist: Performance, Monitoring and Evaluation
<u>Remuneration:</u>	R 614, 717.59 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- B Com, Degree in Public Policy, Public Administration, Business Administration or associated discipline/NQF level 7;
- 5 - 7 years' experience performance management;
- Must have a valid Code 8 driver's license; and
- Must be willing to work extended hours and be on standby.

Primary Function:

To have in-depth knowledge and good understanding of the management and the implementation of a comprehensive performance management system fully aligned to the CoJ approved processes. Foster compliance of the department to related legislative functions in respect of Performance management and compile reports and presentations to senior management in the department relating to performance management. Responsible for the development and implementation of Development Planning Department's strategies and lead the strategic planning process for the Department.

Key Performance Areas:

- Provide effective direction and support of the Office of the Executive Mayor in terms of Performance Management issues and requirements;
- Plan, manage and coordinate the Office of the Executive Mayor's priority based strategic planning processes from inception to program development and to monitor, evaluate and report on program performance against pre-determined indicators and targets;
- Development and timeous reporting of Policy and Procedure management;
- Lead stakeholder management and compliance;
- Ensure planning and development analysis;
- Ensure functional and secure record, document and information management in the Unit;
- Manage and monitor assets and resources of the Directorate;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk.



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Leading Competencies:

- Reporting writing skills, computer literacy on PMS systems and MS Office;
- Teamwork;
- High level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;
- Problem solving;
- Resource management and networking skills.
- Time management;
- High level of confidentiality and Organisational skills.

Core Competencies:

- Experience of M&E or organizational performance;
- Knowledge in performance management and financial reporting;

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RESEARCHER: MEDIA MONITORING AND COMMUNICATIONS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Researcher: Media Monitoring & Communications
<u>Remuneration:</u>	R805 279,57 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- Degree in Journalism/Communications or Social Science and similar or relevant qualification at NQF level 7;
- 5 - 7 years' relevant experience of which 2 years' in a profession capacity; and
- Must have a valid driver's license.

Primary Function:

Promote and provide strategic communication support to the Deputy Director: Mayoral Communication within the Private Office of the Executive By defining and interfacing with appropriate targets audiences through available communication channels to support identified strategic objectives as set by the Executive Mayor and Mayoral Committee.

Key Performance Areas:


- Execute project planning process to inform the business unit;
- Execute processes optimization and efficiency;
- Execute specific activities to ensure effective Media and Communication management;
- Ensure targeted, well-planned, coordinated and integrated communications plans;
- Engage with customer and respond to their queries, while providing a service that will differentiate the brand in the space through media management;
- Develop and write speeches, briefings and other communications;
- Ensure reliability of information flow to all relevant stakeholders and coordination of line Communications functions;
- Enhancing the effectiveness of Public Relations;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the directorate;
- Perform general administrative and reporting;
- Build and maintain strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support around Mayoral communications.


Leading Competencies:

- Computer literacy (MS Office);
- Good communication and coordinating skills;



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- Excellent writing skills;
- Ability to function under stress;
- Time management;
- High level of confidentiality and organisational skills;
- Attention to detail and quality focused.

Core Competencies:

- Knowledge of local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Knowledge of Corporate Governance;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day to day basis;
- Knowledge of principles and practices of municipal organisation administration.

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COMMUNICATIONS: SOCIAL MEDIA SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Communications: Social Media Specialist
<u>Remuneration:</u>	R614 979,59 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Appointment Requirements:

- Matric Certificate/Grade 12;
- National Diploma (NQF level 6) or a qualification in Media studies/Journalism/Political Science/Communication;
- 3 – 4 years' experience in Media Liaison position or similar;
- Experience in Public Administration will be an added advantage; and
- Must have a valid driver's license.

Primary Function:

To provide direction, develop and manage media relations between the Office of the Executive Mayor and the media and proactively manage the relations between the Office of the Executive Mayor, departments and the legislature.

Key Performance Areas:

- Execute project planning process to inform the business unit, business planning process;
- Execute process optimization and efficiency;
- Execute media relations functions;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the Directorates;
- Perform general administration and reporting.

Leading Competencies:


- Networking;
- Operational planning;
- Problem solving;
- Good planning of projects, organizing and Project management;
- Good written and communication (report writing, PowerPoint presentations, etc.);
- Time management;
- Computer literacy and Prioritising.


Core Competencies:

- Knowledge of online marketing and good understanding of major marketing channels;
- Social networking and Social analytics tools;
- Knowledge on the local government environment.



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

<https://share-eu1.hsforms.com/1tJxwDB-dTSCaBaneD-BCWQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 24 MARCH 2023

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- Identity validation.



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ASSISTANT DIRECTOR: LEGAL ADVISORY SERVICES

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Assistant Director: Legal Advisor Services
Remuneration: R881 458,65 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's Degree in Law and Admitted Attorney of High Court/ NQF level 7;
- 6 - 8 years' experience in Legislature, Parliamentary, Legal Public Sector or related environment; and
- Must have a valid driver's license.

Primary Function:

Direct, lead and render strategic and specialist legal support to the Chief of Staff, Advisor Legal, Director: Operations (Office of the Chief of Staff), representing the Office of the Executive Mayor at meetings, providing guidance on legal processes and consulting on legal matters arising.

Key Performance Areas:


- Render legal assistance support and services to the department;
- Oversee the development and monitoring of assets, processes, rules, tools and systems used by corporate legal departments to adopt, implement and monitor an integrated approach to organizational problems;
- Develop tighter uniformity and synergy between legal process and management;
- Lead stakeholder engagement and management;
- Manage all aspects of the finance in the control of the Legal Advisory Services including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as the City's policies and procedures;
- Manage and coach staff in the Legal Advisory Unit to ensure that all staff meets the departments objectives in line with broader organizational requirements;
- Manage and monitor assets and resources of the Directorate;
- Control, consolidate, analyze and submit various reliable reports;
- Practice good governance and management of risk.

Leading Competencies:

- Computer literacy (MS Office);
- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures) and in the presentation of results for the identification of best practices and to perform decision-making;



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- Proficiency in using databases and statistical software is required as well as strong skills in Excel, Word, PowerPoint and mobile technologies to report data;
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Coordination and time management skills.

Core Competencies:

- Knowledge on the local, provincial and national political and legislative framework and dynamics;
- Knowledge of public policy;
- Knowledge of ideology and manifestos of the political parties represented in the City of Johannesburg Council;
- Knowledge of City of Johannesburg Council rules and procedures;
- Knowledge of Batho Pele philosophy, principals and intent (culture of citizenship).

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<https://share-eu1.hsforms.com/1shq4gLpSQYOh7jksLYGbWgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda
Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 24 MARCH 2023

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PARALEGAL: LEGAL ADVISORY SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Paralegal: Legal Advisory Services
<u>Remuneration:</u>	R 321, 268.53 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- Diploma in Law/Paralegal/Legal Assistance (NQF level 6);
- 4 – 5 years relevant experience, of which 2 years is in a professional capacity; and

Primary Function:

Render comprehensive paralegal assistance to the Assistant Director: Legal Services, including legal research, maintaining, and responding to correspondence with internal and external stakeholders, providing administrative support and maintaining a functional filing system.

Key Performance Areas:

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute specific activities to ensure effective legal advisory services management;
- Execute specific activities to ensure effective correspondence management;
- Execute specific activities to ensure effective legal register maintenance;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the Directorate; and
- Perform general administrative and reporting.

Leading Competencies:


- Computer literacy (MS Office);
- Good communication, coordination skills;
- Excellent writing skills.


Core Competencies:

- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Knowledge of Corporate Governance;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day-to-day basis;
- Knowledge of principles and practices of municipal organization administration.



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<https://share-eu1.hsforms.com/1DtyngXGpQjCNUX00X05MCQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 24 MARCH 2023

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OPERATIONAL MANAGER: ADMINISTRATION

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Operational Manager: Administration
<u>Remuneration:</u>	R524 763,59 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- National Diploma in Public Administration or associated discipline at NQF level 6;
- 3 - 5 years relevant experience in Public Administration in either public or private sector;
- Minimum 3 years' experience in administration; and
- It is essential that the candidate has Management experience.

Primary Function:

To establish, direct and manage support services in the Private Office of the Executive Mayor through the implementation and monitoring of policies, review and establish practice that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. Provide strategic advice on the mission critical initiatives with respect to development that's aimed at supporting the accomplishment of the City's Key Performance Areas and service delivery objectives.

Key Performance Areas:

- Implementation of support services;
- Monitoring of policies, practices and strategic management;
- Monitor and provide support services to the POEM business unit;
- Ensure effective support services to the business unit.

Leading Competencies:

- Negotiation, computer, financial management, project management and facilitation skills;
- Performance management/supervisory skills;
- Strategic perspective;
- Excellent communications, emotional intelligence, leadership and people management skills;
- Goal orientation, customer focus, initiative, flexibility, resource management, attention to detail and adherence to policies and regulations.

Core Competencies:

- Communicate clearly and concisely, both oral and writing;
- Principles and practices of administration and personnel management;
- Principles and practices of municipal budget preparation and administration;



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- Principles of supervision, training and performance evaluation;
- Demonstrated ability to develop a variety of well-written, clear and compelling products (reports, presentations, talking points etc.);
- Public service environment, administration procedures, planning, audit principles and resource management.

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<https://share-eu1.hsforms.com/11Mawj548Sm-7UO0yR5rTMAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 24 MARCH 2023

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SPECIALIST: MEDIA LIAISON

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Specialist: Media Liaison
<u>Remuneration:</u>	R614, 979.59 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- National Diploma in Media Studies or Communication and Marketing or Journalism, Public Relations Management or related qualification (NQF Level 6); and
- 3 - 4 years' experience in a similar working environment or position.
- Must have a valid driver's licence.

Primary Function:

Provide direction, develop, and manage media relations between the Office of MMC and the Media. Proactively manage the relations between the MMC, the department and the legislature. Maintain an open and professional image with the media and customers of the City of Johannesburg.

Key Performance Areas:

- Manage Communications and Public Relations;
- Planning and Development;
- Process Optimization and Efficiency;
- Stakeholder Relations and Communication;
- Assets and Resource (Material and Tools) Management;
- Monitoring and Reporting;
- Governance and Risk.

Leading Competencies:

- Excellent people and negotiations skills;
- Good planning and analytical skills;
- Good communication and people skills;
- Ability to motivate and lead by example;
- Ability to work under pressure;
- Excellent understanding of social media and content writing skills;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.



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Core Competencies:

- Previous or relevant basic knowledge of Media and Public Relations in a large organisation is essential;
- 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.

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<https://share-eu1.hsforms.com/1TMIB1UiURZyIc45zvXWEsAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835


CLOSING DATE: FRIDAY, 24 MARCH 2023


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DRIVER/MESSENGER

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff: Management Support Services
<u>Designation:</u>	Driver/Messenger
<u>Remuneration:</u>	R245 931.94 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- 1 year experience in related environment; and
- Must have a valid South African driver's license.

Primary Function:

Perform tasks associated with the transportation of documentation, material, equipment and personnel to and from the Mayoral Office for both internal and external stakeholders and also assist with adhoc administrative functions and messenger services.

Key Performance Areas:

- Transportation of documents, material, equipment and personnel;
- Complete internal transactional documentation (e.g., log sheet, documentation in the delivery book/register);
- Provide ad hoc administrative support to the office.

Leading Competencies:

- Understanding of document management;
- Team Player;
- Good communicator;
- Attention to detail.


Core Competencies:

- Driving;
- Time management.

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Employment Equity Plan to promote its equitable representation in terms of race, gender and disability

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 6311

CLOSING DATE: FRIDAY, 24 MARCH 2023

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ADVISOR: PUBLIC SAFETY AND COMMUNITY DEVELOPMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Advisor: Public Safety and Community Development
<u>Remuneration:</u>	R1 187 603,65 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12
- Bachelor's degree (NQF7) in Political Science/Public Administration or related field
- 10 years' experience preferred in leadership/management of which 5 years must be at middle management level or above.
- Knowledge in local government environment.

Primary Function:

To provide political advice to the Executive Mayor on matters related Public Safety and Community Development; develop a strategy and plan for the office of the Executive Mayor that proactively drives sustainable Public Safety and Community Development within the City of Johannesburg in order to successfully achieve the Mayoral priorities.

Key Performance Areas:

- Contribute to the development of the department's strategic planning process
- Lead the function's Service Delivery and Budget Implementation Planning (SDBIP) process
- Ensure sound Financial Planning and Budgeting processes.
- Lead and facilitate the functions Performance Management planning process.
- Ensure effective and efficient functions, processes, procedures, systems, and policies
- Ensure that there is sound political governance specifically within the office of the Executive Mayor and generally within the city
- Ensure that the Executive Mayor maintains a positive profile and relationships with the media, the public, and internal and external stakeholders by directing and leading
- Ensure delivery of effective administration and personal support to the Executive Mayor

Leading Competencies:

- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks.
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied
- Knowledge on Corporate Governance



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- Knowledge of principles and practices of municipal organization, administration, and personnel management.

Core Competencies:

- Computer Literacy (Microsoft Word and Excel)
- Good facilitation and influencing skills
- Good listening and communications skills
- Coordinating skills
- Customer Care Skills
- Problem-solving skills
- Critical thinking Skills
- Excellent written and verbal skills
- Good management skills

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<https://share-eu1.hsforms.com/1ZPaS5UBeRmm5--lot6jaHAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sonwabiso Selana

Tel No: 011 407 7961

CLOSING DATE: FRIDAY, 24 MARCH 2023

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COUNCIL LIAISON SPECIALIST

<u>Department:</u>	Private office of the Executive Mayor
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Council Liaison Specialist
<u>Remuneration:</u>	R614 979.59 pa all-inclusive cost to company
<u>Location:</u>	Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- National Diploma in Administration (NQF level 6); OR
- 3 – 4 years' relevant experience in political environment;
- Working experience/knowledge of Legislature/Council operations; and
- Must have a driver's license for a normal passenger vehicle.

Primary Function:

To provide administrative support on Council and Governance matters relating to the Member of Mayoral Committee (MMC) functional area/portfolio.

Key Performance Areas:

- Serve as a link and/or facilitate the movement of information between the legislature, the Department and the MMCs office.
- Monitor events in the legislature and meetings of section 79 committees, study groups relevant to the MMC and assist the MMC with constituency work.
- Remain abreast with the procedure, policies and processes applicable to the MMCs portfolio.

Leading Competencies:

- Business acumen;
- Stakeholder relations,
- Work independently;
- People Management;
- Political sciences.

Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation,
- Emotional intelligence,
- Conflict management,
- Project management,
- Planning,
- Organizing and execution.



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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6385

CLOSING DATE: FRIDAY, 24 MARCH 2023

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DEPUTY DIRECTOR: MONITORING AND EVALUATION

Department: Office of the Executive Mayor
Branch: Office of the MMC: GCSS
Designation: Deputy Director Monitoring and Evaluation
Remuneration: R989 343.21pa all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- Bachelor's degree in Business Management, Public Policy, Public Administration or associated discipline (NQF level 7)
- 7years relevant experience in a Monitoring and Evaluation environment of which 5) years is obtained at middle management level in either public or private sector.
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills.
- Ability to work with various levels of personnel in a fast-paced environment.
- Excellent verbal and written communication skills.

Primary Function:

Lead, provide direction, oversight, analysis and research in monitoring & evaluation pertaining to executive flagship projects and performance management, within the Office of the Mayoral Committee Member (MMC): GCSS for the successful achievements of the Mayoral priorities.

Key Performance Areas:

- Provide monitoring and evaluation (M&E) and strategic support and advice.
- Lead and provide direction on M&E of flagship projects and programmes related to the mayoral and strategic priorities.
- Develop and maintain repository of information and data relates to the performance of the City of Johannesburg.
- Manage the establishment of performance to drive the strategic objectives of the directorate.
- Assist and implement a performance management system in the directorate.

Leading Competencies:

- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;
- Risk Management;
- Planning and organizing skills;



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- Emotional Intelligence;
- Integrity;
- Time management;
- High level of confidentiality and Organizational skills.
- Strategic perspective;
- Leadership and people management skills;
- Goal Orientation;
- Financial Management;
- Project and programme management;
- knowledge management and Organizational Awareness and political impact.

Core Competencies:

- Teamwork; High level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.

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<https://share-eu1.hsforms.com/1AfKXQeV4SLWSQVC4KWfuvgeW554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Lerato Mathiane


Tel No: 011 407 6740


CLOSING DATE: FRIDAY, 24 MARCH 2023


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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



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SPECIALIST: MONITORING AND EVALUATION

<u>Department:</u>	Office of the Executive Mayor
<u>Branch:</u>	Office of the MMC: GCSS
<u>Designation:</u>	Specialists: Monitoring and Evaluation
<u>Remuneration:</u>	R614 979.59 pa all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard

Minimum Requirements:

- Matric Certificate/ Grade 12;
- National Diploma in Business administration or related NQF level 6 qualification;
- 3 – 4 years' relevant experience;
- Knowledge of various governmental spheres;
- Sound judgement and high decision-making ability; and
- Must have a valid driver's license.

Primary Function:

To systematically monitor programmes / projects presented to Council and cluster committees by COJ department for decision- making, measure the implementation of these programmes/projects in terms of efficiency, effectiveness, compliance and quality, for accurate project reporting.

Key Performance Areas:

- Render and effective monitoring, evaluation, reporting and flow of the work of Executive Through to Council processes.
- Render adequate executive business support to Council and Committees.
- Manage Stakeholder relationships.
- Conduct market research to ensure best practice in M&E.

Leading Competencies:

- Attention to detail.
- Ability to work with senior management of the City, Municipal Entities, and other stakeholders.


Core Competencies:

- Integrity and Tenacity,
- Persistence and Persuasive,
- Good Judgement and Assertiveness.
- Discretion when dealing with confidential information.

“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



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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/1dnsuIIUMSyWkOTPG_jlNqAew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Lerato Mathiane

Tel No: 011 407 6740

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DATA CAPTURER

<u>Department:</u>	Office of the Executive Mayor
<u>Branch:</u>	Office of the MMC: GCSS
<u>Designation:</u>	Data Capturer
<u>Remuneration:</u>	R277 199.14 pa all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard

Minimum Requirements:

- Matric Certificate/ Grade 12;
- One (1) – two (2) years relevant experience in administration;
- Good interpersonal, communication verbal and written skills required; and
- Intermediate Computer literacy – Office applications.

Primary Function:

Capture information received from the Cluster, Mayoral Committee, Section 79, Programming Committee and council on the various systems used within the City of Johannesburg.

Key Performance Areas:

- Capturing information on the various systems used within the city of Johannesburg.
- Capturing MMC's Regional Tours issues and allowing up on all the issues that requires LOEB attention.
- Complying with the minimum capturing requirements as laid down by Management.

Leading Competencies:

- Attention to detail.
- Manage Strict deadlines.

Core Competencies:

- Work overtime and flexi-time when required, ensure assurance.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 6311

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