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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**

**Assistant Director: Talent Acquisition, Recruitment and Transformation**

**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 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## ASSISTANT DIRECTOR: TALENT ACQUISITION, RECRUITMENT AND TRANSFORMATION

**Department:** Group Corporate & Shared Services  
**Branch:** Group Human Capital Management  
**Designation:** Assistant Director: Talent Acquisition, Recruitment and Transformation  
**Remuneration:** R49 989,72 pm (basic salary, excluding benefits)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus a relevant 3-year Degree in Human Resources Management at NQF level 7;
- 6 – 8 years' experience in Human Resources Management Business Partnering field value chain in the Local Government sector of which 3 years should be at management level.

### **Primary Function:**


**Provide a Human Resources (HR) business partnering function to line department/s which includes HR Strategy alignment, Manpower Planning, Recruitment and Selection, Employment Equity, HR Administration, Remuneration and Benefits, Training and Development, Performance management Systems, Reporting and Advisory Services on all HR related matters.**


### **Key Performance Areas:**

- Implement Human Resources strategy alignment as it relates to Recruitment, Selection, Manpower Planning, and Employment Equity services by implementing short-term plans for the HR functionality;
- Direct and control the key performance indicators and outcomes for personnel within the Human Resources Section;
- Provide input to the Group Human Capital Management Strategy and/or Business Unit needs and identified risks;
- Implement and maintain SLA, Operational Level Agreements, and Internal Agreements for Service Delivery of the Cluster and Department within the Cluster and provide an effective Human Resources Information System;
- Implement Human Resources Communication strategies aimed at creating awareness and/or seeking acknowledgments;
- Manage the scope and procedural administrative requirements and reporting deadlines associated with functionality;
- Manage and monitor the Remuneration Policy, CoJ Benefits, and Conditions of Service;
- Manage specific sequences associated with the employment of personnel;
- Manage specific principles and processes associated with employee training and development.



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### **Leading Competencies:**

- Computer literacy including MS Office Applications;
- Financial and change management skills;
- Facilitation, negotiation, and presentation skills;
- Report writing skills;
- Good communication (verbal and written) and interpersonal relationship skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

### **Core Competencies:**

- Good knowledge of HR Policies and processes;
- Good knowledge of administrative procedures;
- Knowledge of the Employment Equity Act;
- Supervise a number of staff and mentor other HR staff or Professionals;
- Able to apply divergent problems with an emphasis on analysis of HR analytics;
- 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/1-5bY9Yi\\_RtK9Vkbl2f-mGQew554](https://share-eu1.hsforms.com/1-5bY9Yi_RtK9Vkbl2f-mGQew554)

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**



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**ENQUIRIES ONLY:**

**Contact Person:** Tisetso Sydney Kuduza

**Tel No:** 011 407 7139

**CLOSING DATE: WEDNESDAY, 10 JANUARY 2024**

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.