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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Secretary to Council (City Secretary)

Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.

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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SECRETARY TO COUNCIL

Department: Office of the Speaker
Branch: Legislature
Designation: Secretary to Council (City Secretary)
Remuneration: R 2 148 405 pa (all-inclusive, cost to company)
Location: Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- A qualification in Bachelor of Laws (LLB) or equivalent NQF level 8;
- A Masters qualification, and or a Company Secretarial Professional qualification and registration with the Institute of Company Secretaries of Southern Africa (ICSA) will be an added advantage;
- 5 years' senior management experience and 3 years at middle management
- 10 years' overall experience in the legal field in local government or a Chartered Secretary with 6 – 8 years relevant exposure and experience;
- Good command of English; and
- Other languages within the Nguni and Sotho category will be an added advantage

Primary Function:

Direct and lead the Office of the Speaker, by developing, implementing, coordinating, facilitating and promoting best practices, strategies, structures, mechanisms, policies, procedures, practices, programmes/interventions and culture, in order to strengthen the Legislative Arm through the research, development and implementation of the best practice systems and processes of scrutiny and oversight (of the executive) and public participation.

Key Performance Areas:

- Provide by-law making, accountability, oversight, and scrutiny services;
- Manage and coordinate Legislature empowerment and stakeholder management and relations services;
- Provision of strategic direction and management services;
- Initiate and participate in the development of effective and efficient Department organisational structures, processes, and systems;
- Ensure capacitation of the Department's structure through effective and efficient Recruitment, Selection, and Placement processes;
- Provide sound strategic leadership to the Department;
- Ensure effective control of the financial resources of the Department;
- Ensure effective control of Human Resources;
- Manage specific administrative and reporting requirements associated with the Department and Individual performance.



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Leading Competencies:


- Analysis and interpretation of legislation and policies • Stakeholder relations and influencing;
- Uses tact, diplomacy, and a positive attitude in all internal and external communications, whether verbal or non-verbal and other interactions with the public or other City officials;
- Attention to detail;
- Flexible and practical approach to work;
- Direction and diplomacy;
- Management, planning, budgeting, monitoring, and organising;
- Good written and verbal communication (report writing, PowerPoint, presentation, and public speaking).
- Strategic Direction and Leadership; People Management, Program, and Project Management;
- Financial Management;
- Change Management;
- Governance leadership;
- Knowledge and understanding of legal prescripts;
- Interpretation of legislations, By-laws and Regulations;
- Networking and Maintenance of Sound Relations;
- Ability to operate in a Political Environment.


Core Competencies:

- In-depth knowledge and understanding of the Legislature and service delivery environments and its legislation;
- Sound knowledge of Political and Community Protocol including the knowledge of the different political agendas and community needs and requirements;
- Knowledge of local government environment and its factors, Government-wide policies, and the ability to interpret and apply policies and legislations;
- Knowledge of Local election laws, Codes, Ordinances, and Resolutions;
- In-depth understanding of research, strategy, and policies in relation to the Protocols, Ordinances, and separation of powers as well as any matters relating to the governance of the Council and how it can be innovatively and practically applied;
- Knowledge of principles and practices of Good Governance, administration, and personnel management.
- Moral Competence;
- Planning and Organising;
- Analysis and Innovation;
- Knowledge and Information Management;
- Effective Communication;
- Results and Quality Focus.



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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/1bjsSoI80SiGmyYQO1xHKrwew554>

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

ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo

Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 23 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.