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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**PERMANENT POSITIONS:**

- **Director: Military Veterans**
- **Deputy Director: Empowerment & Stakeholder Relations Services**
- **Deputy Director: Strategic Management Support**
- **Executive Secretary**

**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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## DIRECTOR: MILITARY VETERANS

<b><u>Department:</u></b>	Private Office of the City Manager
<b><u>Branch:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>Designation:</u></b>	<b>Director: Military Veterans</b>
<b><u>Remuneration:</u></b>	R71 274,46 pm (basic salary, excluding benefits)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- Bachelor's Degree in Political Science/ Public Administration or related field (NQF level 7);
- 10 years' overall working experience in related field, of which 5 years must be in middle management;
- Experience and exposure in political office work / public administration / service delivery will be an added advantage;
- Good command of English language; and
- Other languages within Nguni and Sotho category will be an advantage.

### **Primary function:**

**Provide strategic leadership in the provision of military veteran services in improving the socio-economic standard of living of veterans and their dependents.**

### **Key Performance Areas:**


- Manage and coordinate socio-economic & health services;
- Manage and coordinate the military veterans empowerment and stakeholder relations services;
- Conduct veteran's needs-based research and collate information on specific programmes financial planning and budgeting;
- Provision of strategic and management support services;
- Programme Financial planning and budgeting;
- Initiate and participate in the development of an effective and efficient Directorate organisational structures;
- Ensure capacitation of the Directorate's structure through effective and efficient recruitment, selection and placement processes;
- Ensure effective control of Financial Resources of the Directorate;
- Ensure effective control of Human Resources;
- Manage specific administrative and reporting requirements associated with the Directorate and individual performance


### **Leading Competencies:**

- Research, report writing, presentation skills;
- Analytical, motivational, decision-making and facilitation skills;
- Strategic planning and project management;
- Strategic capability and leadership;



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- Programme and project management;
- Good verbal communication (including presentation and public speaking);
- Good written communication (report writing, PowerPoint presentation).

#### **Core Competencies:**

- In-depth knowledge and understanding of the Military Veterans Act;
- Knowledge of socio-economic environment and its factors, Government wide policies and the ability to interpret and apply policies and legislation;
- Interpretation of socio-economic, trend and data analysis;
- In-depth understanding of research, strategy and policies in relation to the socio-economic environment of the military veterans and how they can be practically applied;
- 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/1ak-fXQyBRQGICym-tUrYNQew554>

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Pelisa Sindelo

**Tel No:** 011 407 6560

**CLOSING DATE: THURSDAY, 18 JANUARY 2024**

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- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, Identity validation.



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## DEPUTY DIRECTOR: EMPOWERMENT & STAKEHOLDER RELATIONS SERVICES

<b><u>Department:</u></b>	Private Office of the City Manager
<b><u>Branch:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>Designation:</u></b>	<b>Deputy Director: Empowerment &amp; Stakeholder Relations Services</b>
<b><u>Remuneration:</u></b>	R57 490,39 pm (basic salary, excluding benefits)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree in Communications / Marketing Political Science / Public Administration/or related field (NQF level 7);
- 8 years' overall working experience in public sector / local government or related field of which 4 years must be at junior management level;
- Experience in community engagement/development;
- Sound understanding of government policies;
- General knowledge of local government mandate and an interest in internal processes;
- Sound communication skills (read, write, and speak); and
- Other languages within Nguni and Sotho category will be an advantage.

### **Primary Function:**

To lead, direct and improve the quality of life for military veterans and that of their dependents, recognize, honour military veterans in life and memorialise them in death for their sacrifices, empowering them in business, job opportunities and educational training.

### **Key Performance Areas:**

- Facilitate the development of the Office of the Sub-Directorate strategy;
- Lead the development of the Sub-Directorate's Business Planning process;
- Lead and facilitate the Sub-Directorate's Performance Management planning process;
- Organise both human and non-human resources for effective implementation of the Sub-Directorate organisational structure;
- Leading the recruitment, selection and placement process for sourcing of suitably qualified staff for the Sub-Directorate;
- Provide sound leadership to the Sub-Directorate;
- Monitor the implementation of Military Veterans programmes and projects;
- Ensure effective control of the Sub-Directorate's Human Resource
- Ensure effective control of Financial Resource of the Sub-Directorate;
- Ensure effective Assets Management and control of the Sub-Directorate;
- Ensure effective control of the Sub-Directorate's Human Resource;
- Manage specific administrative and reporting requirements associated with the Sub-Directorate and individual performance;
- Direct organisational Military Veteran's Transformation.





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### **Leading Competencies:**

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Good communication and presentation skills;
- Good listening and communication skills;
- Proven written skills and a team player;
- Good facilitation and influencing skills;
- Coordinating skills;
- Customer Care skills;
- Problem solving skills;
- Critical thinking skills;
- Excellent written and verbal communication skills and good management skills;
- Good management skills.

### **Core Competencies:**

- Understanding of relevant applicable laws, procedures and processes;
- Knowledge on City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- In-depth knowledge of function principles, techniques and tools and they how they can be practically applied;
- Knowledge on Corporate Governance;
- Knowledge of principles and practices of municipal organisation, administration, and personnel management.

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## DEPUTY DIRECTOR: STRATEGIC MANAGEMENT SUPPORT

**Department:** Private Office of the City Manager  
**Branch:** Office of the Chief Operations Officer  
**Designation:** Deputy Director: Strategic Management Support  
**Remuneration:** R57 490,39 pm (basic salary, excluding benefits)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's degree in Public Administration/ Governance/ Financial Management or related field (NQF level 7);
- A Certificate in Management Development for Municipal Finance (CPMD) will be an added advantage;
- 8 years' overall working experience in public sector / local government or related field of which 4 years must be at junior management level;
- Experience in financial reporting/analysis;
- Experience in aspects related to Corporate Governance, and Monitoring and Evaluation (M&E);
- Sound understanding of government policies including Municipal Financial Management Act (MFMA);
- General knowledge of local government mandate and an interest in internal and external processes;
- Sound communication skills (read, write, and speak); and
- Other languages within Nguni and Sotho category will be an advantage.

### **Primary Function:**

**Provide professional strategic and management services for the Directorate and lead City-wide strategic and tactical organisational change and transformation initiatives through effective Strategy and Management Support structures and sound strategy and management. Support strategy, project methodology, mentorship and coaching initiatives that promotes an organisational culture that supports the City's vision and mission.**

### **Key Performance Areas:**

- Facilitate the development of the Office of the Directorate strategy;
- Lead the development of the Sub-Directorate's Business Planning process;
- Lead and facilitate the Sub-Directorate's operational planning in contribution to the Directorate's Service Delivery Budget Implementation Planning (SDBIP) process;
- Leading the recruitment, selection and placement process for sourcing of suitably qualified staff for the Sub-Directorate;
- Ensure optimization of functional-related processes, procedures, systems and policies;
- Implement good governance and effective risk management systems;
- Leading and directing Sub-Directorate;



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- Monitor the implementation of strategy and management Sub-Directorate's reports and projects;
- Ensure effective control of the Sub-Directorate's Financial Resource;
- Manage the effectiveness of the Directorate Assets Management and Controls;
- Ensure sound and relations and communication with both internal and external stakeholders;
- Ensure effective management of specific administrative reporting requirements associated with the Directorate and individual performance.

#### **Leading Competencies:**

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Good communications and presentation skills;
- Good listening and communication skills;

#### **Core Competencies:**

- Understanding of relevant applicable laws, procedures and processes;
- Knowledge on City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- In-depth knowledge of function principles, techniques and tools and they how they can be practically applied;
- Knowledge on Corporate Governance;
- Knowledge of principles and practices of municipal organisation, administration, and personnel management.

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## EXECUTIVE SECRETARY

**Department:** Private Office of the City Manager  
**Branch:** Office of the Chief Operations Officer  
**Designation:** Executive Secretary  
**Remuneration:** R25 422,17 pm (basic salary, excluding benefits)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12/ NQF level 4;
- Certificate/Diploma in Secretarial/Office Administration or related field is required (NQF level 5/6);
- 1 - 3 years' experience of administrative support and secretarial duties;
- Sound communication skills (read, write and speak); and
- Other languages within Nguni and Sotho category will be an advantage.

### Primary Function:

**Provide professional secretarial duties to the Director: Operations and administrative support to the Office.**

### Key Performance Areas:

- Coordinate office activities for the Director's Office;
- Manage correspondence within the Office;
- Administrative support functions, scheduling and planning the diary and events;
- Maintain the Director's correspondence/information and record-keeping system and access records of discussions, instructions and correspondence;
- Perform tasks/activities associated with the provision of administration and secretarial support;
- Perform tasks associated with the provision of reception/telephonist service and office support.

### Leading Competencies:

- Report writing, communication and time management skills;
- Experience in working with people;
- Computer Literacy in MS Office and Internet;
- Teamwork and Accountability.

### Core Competencies:

- Knowledge of the application of instructions and guidelines;
- Departmental procedures and organizational relationships;
- Office administration procedures; and
- Basic protocol and etiquette;
- Correct usage of English, spelling and punctuation;
- High level of confidentiality;



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- Attention to detail;
- Professionalism;
- Sound judgement;
- Work independently and under pressure.

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