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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

### PERMANENT POSITIONS:

- **Analyst: Spatial and Socio-Economic Evaluation**
- **Strategic Programme and Project Manager: Project Packaging and Front-end Planning**
- **Strategic Programme and Project Manager: Optimisation of Capital Implementation-embedding Programme Management**
- **Specialist: Programme Management Information System**
- **Manager: Portfolio Assurance and Controls**
- **Manager: Monitoring & Oversight**



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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 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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## ANALYST: SPATIAL AND SOCIO-ECONOMIC EVALUATION

<b>DEPARTMENT:</b>	Office of the City Manager (OCM)
<b>BRANCH:</b>	<b>Office of the Chief Operations Officer</b>
<b>DESIGNATION:</b>	<b>Analyst: Spatial and Socio-Economic Evaluation</b>
<b>REMUNERATION:</b>	R57 490,39 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Sappi Building, 48 Ameshoff Street, Braamfontein

### Minimum Requirements:

- Matric/Grade 12;
- Bachelor's Degree in the built environment (e.g. Town Planning or Development Planning) as recognized by SAQA at NQF 7;
- Post graduate Degree in Town and Regional Planning will be an added advantage;
- Post graduate Degree in GIS and Remote Sensing will be an added advantage;
- 7 - 9 years' experience in strategic metropolitan/urban planning and development of which 4 years exposure at junior management level; and
- Minimum of code 8 Driver's license.

### Primary Function:

To lead and direct analyses of the City's capital portfolio in terms of its socio-economic environment and impacts, spatial and non-spatial structuring through reviewing the planning assumptions, the spatial and non-spatial priorities, the application, and appropriateness of the prioritization criteria and ensuring that the portfolio ultimately responds to the City's socio-economic priorities.

### Key Performance Areas:

- To lead and direct the analysis of the City's capital portfolio in terms of its structure, alignment, socio-economic impacts and affordability;
- Lead and facilitate the management and delivery of socio-economic studies and growth modelling;
- Provide the City with a function to manage its capital portfolio, programmes and projects spatially and non-spatially to inform capital decision-making;
- Establish, build and lead the GIS and geospatial data management and capabilities of the SPMO;
- Implement the SPMO Business Plan;
- Lead sound governance practices in terms of structure, systems, processes, policies, procedures and controls for the SPMO to ensure service delivery on strategic and operational objectives. To implement a system for Good Governance to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;
- Ensure sufficient risk management is conducted in the SPMO operation so that liability is minimized and/or eliminated. Identify, assess and manage risk while striving to attain objectives;



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- Ensure that the management of SPMO budget is in compliance with the MFMA and Treasury Regulations;
- Lead stakeholder management to provide feedback and account for business unit operations in terms of accomplishments and future plans.

#### Leading Competencies:

- Report writing;
- Data analytics (geospatial and non-spatial);
- Financial modeling of Capital projects;
- Budgeting and Financial management;
- Applied Strategic thinking;
- Innovation;
- Communication;
- Customer Service;
- Organisational skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Team Leadership;
- Ability to working against performance scorecards;
- Ability to compile performance reports on a quality basis.

#### Core Competencies:

- Knowledge of Programme and Project management;
- Knowledge of Capital Projects preparation;
- Knowledge of delivery of capital projects in government context;
- Working knowledge of Data Analytics;
- Knowledge of Local Government Processes;
- Knowledge of Financial Modelling of capital projects (throughout lifecycle).

***“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.”***



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

**ENQUIRIES ONLY:**

**Contact Person:** Nothando Vilakazi

**Tel No:** 011 407 6560

**CLOSING DATE: TUESDAY, 23 JANUARY 2024**

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## STRATEGIC PROGRAMME AND PROJECT MANAGER: PROJECT PACKAGING AND FRONT-END PLANNING

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	<b>Strategic Programme and Project Manager: Project Packaging and Front-end Planning</b>
<b><u>REMUNERATION:</u></b>	R57 490,39 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Sappi Building, 48 Ameshoff Street, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree in the built environment (i.e. Construction Project Management, Engineering, Town Planning, Development Planning or Architecture) as recognised by SAQA at (NQF Level 7);
- 7 - 9 years' experience in Project Packaging and Front-end Planning or related field of which 4 years' experience is at junior management level; and
- Minimum of code 8 Driver's license.

### **Primary Function:**

**The incumbent is responsible for the tactical planning, leading, directing and implementing the Strategic Programme Delivery, Management and Control to optimise the City's capital programme. The incumbent will be particularly responsible for project packaging and front-end planning.**

### **Key Performance Areas:**


- To improve the quality of programme implementation planning in the City. To ensure that Capital portfolio is well-planned and adequately developed prior to execution. To analyse the City's capital portfolio in terms of its structure, alignment, and market trends. To determine whether Capital Portfolio respond to the City's Challenges;
- To provide the capability for the SPMO to manage the delivery of specific, strategic programmes and projects if required;
- To provide monitoring and evaluation functions over Capital Portfolio in the City;
- To undertake and perform integrated change control related to the Capital Portfolio in the City;
- To implement the SPMO Business Plan;
- To lead sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the SPMO to ensure delivery of strategic and operational objectives. To implement a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;



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- To ensure sufficient risk management conducted in the SPMO operations so that liability is minimised and/or eliminated. To identify, assess and manage risk while striving to attain objectives;
- Ensure that the management of SPMO budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations;
- To lead stakeholder management to provide feedback and account for business unit operations in terms of accomplishments and future plans.

#### Leading Competencies:

- Data analytics;
- Report writing;
- Financial modelling of Capital Projects;
- Budgeting and Financial management;
- Applied Strategic Thinking;
- Innovation;
- Communication Skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Team Leadership;
- Ability to working against performance scorecards;
- Ability to compile performance reports on a quality basis.

#### Core Competencies:

- Knowledge of Programme and project management;
- Knowledge of Capital Projects preparation;
- Knowledge of delivery of capital projects in government context;
- Knowledge of Data Analytics;
- Knowledge of Local Government Processes;
- Knowledge of Financial Modelling of capital projects (throughout lifecycle).

***“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.”***



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**ENQUIRIES ONLY:**

Contact Person: Tsebo Tsotetsi

Tel No: 011 407 6003

**CLOSING DATE: TUESDAY, 23 JANUARY 2024**

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## STRATEGIC PROGRAMME AND PROJECT MANAGER: OPTIMISATION OF CAPITAL IMPLEMENTATION-EMBEDDING PROGRAMME MANAGEMENT

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	<b>Strategic Programme and Project Manager: Optimisation of Capital Implementation-embedding Programme Management</b>
<b><u>REMUNERATION:</u></b>	R57 490,39 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Sappi Building, 48 Ameshoff Street, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree in the built environment (i.e. Construction Project Management, Engineering, Town Planning, Development Planning or Architecture) as recognised by SAQA at (NQF Level 7);
- 7 - 9 years' experience in Project Management and Delivery or related field of which 4 years' experience is at junior management level; and
- Minimum of code 8 Driver's license.

### **Primary Function:**

The incumbent is responsible for the tactical planning, leading, directing and implementing the Strategic Programme Delivery, Management and Control to optimise the City's capital programme.

### **Key Performance Areas:**

- To improve the quality of programme implementation planning in the City. To ensure that Capital portfolio is well-planned and adequately developed prior to execution. To analyse the City's capital portfolio in terms of its structure, alignment, and market trends. To determine whether Capital Portfolio responds to the City's Challenges;
- To provide the capability for the SPMO to manage the delivery of specific, strategic programmes and projects if required;
- To provide monitoring and evaluation functions over Capital Portfolio in the City;
- To undertake and perform integrated change control related to the Capital Portfolio in the City;
- To implement the SPMO Business Plan;
- To lead sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the SPMO to ensure delivery on strategic and operational objectives. To implement a system for Good Governance in order to comply with all legislation, City requirements, and codes of good practice in relation to Capital projects;
- To ensure sufficient risk management is conducted in the SPMO operations so that liability is minimised and/or eliminated. To identify, assess and manage risk while striving to attain objectives;



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- Ensure that the management of SPMO budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations;
- To lead stakeholder management to provide feedback and account for business unit operations in terms of accomplishments and future plans.

#### **Leading Competencies:**

- Data analytics;
- Report writing;
- Financial modelling of Capital Projects;
- Budgeting and Financial management;
- Applied Strategic Thinking;
- Innovation;
- Communication Skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Team Leadership;
- Ability to work against performance scorecards;
- Ability to compile performance reports on a quality basis.

#### **Core Competencies:**

- Knowledge of Programme and project management;
- Knowledge of Capital Projects preparation;
- Knowledge of delivery of capital projects in government context;
- Knowledge of Data Analytics;
- Knowledge of Local Government Processes;
- Knowledge of Financial Modelling of capital projects (throughout lifecycle).

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**ENQUIRIES ONLY:**

Contact Person: Tsebo Tsotetsi

Tel No: 011 407 6003

**CLOSING DATE: TUESDAY, 23 JANUARY 2024**

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## SPECIALIST: PROGRAMME MANAGEMENT INFORMATION SYSTEM (PMIS)

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	<b>Specialist: Programme Management Information System (PMIS)</b>
<b><u>REMUNERATION:</u></b>	R57 490,39 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Sappi Building, 48 Ameshoff Street, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree or NQF 7 equivalent in the built environment, incl. Project Management, Construction, Engineering, Finance or Accounting related field;
- 5 years specific experience in Information Systems Technology or similar, relating to Programme, Portfolio, and Project Management; and
- 7 years industry experience will be an added advantage.

### **Primary Function:**

**The purpose of the post is to develop, manage, operate, monitor, and report on the City's infrastructure programme management information system (PMIS), to ensure the timely provision of funding and effective financial control for the Capital Portfolio in the City.**

### **Key Performance Areas:**

- To lead and direct the organisation, storing and clustering of information for effective use and communication by PM employees in the City and SPMO. To lead and direct the reviewing of a central programme management information system (PMIS);
- To lead and direct the monitoring, evaluation, and reporting on performance and impact, using the PMIS to measure progress towards achieving intermediate targets or ultimate goals in relation to SPMO;
- To lead and direct the promotion and facilitation of sound governance practices in terms of structures, systems, processes, policies, procedures, and controls for the SPMO to ensure the delivery on strategic and operational objectives. To lead and direct the development of a system for Good Governance to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;
- To lead and direct the designing, implementation, and maintaining of the PMIS Infrastructure;
- To lead and direct the contribution towards the formulation of strategies and policies, relating to best practice, to ensure that the strategic objectives of the SPMO are achieved;
- To lead and direct the implementation of the SPMO Business Plan;



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- To lead and direct the use of a combination of computer and critical thinking skills for data analysis;
- To promote and facilitate sound governance practices in terms of structures, systems, processes, policies, procedures, and controls for the SPMO to ensure delivery on strategic and operational objectives. To lead and direct the development of a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;

#### **Leading Competencies:**

- Negotiation, Conflict management;
- Budgeting and Financial management;
- Applied Strategic thinking;
- Innovation;
- Communication Skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Data analytics;
- Team Leadership;
- Ability to compile and coordinate unit and leadership performance scorecards, including on a quality basis.

#### **Core Competencies:**

- Project Management Professional (PMP);
- Professional Construction Project Manager (PrCPM);
- Programme Management Professional (PgMP);
- Professional Engineer (PrEng);
- Chartered Accountant (CA);
- Chartered Financial Accountant (CFA);
- Management Accountant.

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@CityofJoburgZA @CityofJohannesburg CityofJoburg **MANAGER: PORTFOLIO ASSURANCE AND CONTROLS**

<b>DEPARTMENT:</b>	Office of the City Manager
<b>BRANCH:</b>	<b>Office of the Chief Operations Officer</b>
<b>DESIGNATION:</b>	<b>Manager: Portfolio Assurance and Controls</b>
<b>REMUNERATION:</b>	R44 693,36 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Sappi Building, 48 Ameshoff Street, Braamfontein

**Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree of NQF 7 equivalent in the built environment;
- 5 years' specific experience in portfolio, programme and project management; and
- 7 years industry experience will be an added advantage.

**Primary Function:**

The purpose of this job is to lead and direct portfolio and project assurance-related tasks such as overseeing independent assessments of processes and internal controls associated with the initiation, planning, execution, monitoring, and completion of portfolios and projects to ensure the alignment between the City and its governance structures. Also, to lead and direct the reviewing of programme performance through analysing and documenting processes, risks, and controls, identifying and documenting control gaps, and recommending actionable remediation plans to improve program and project processes.

**Key Performance Areas:**

- To develop, assess and review the systematic control processes and procedures for the City and its infrastructure portfolio;
- To lead the City to structure and align its infrastructure Portfolio, with its strategic objectives. To provide direction and guide projects and programmes through the effective planning, management, monitoring, and evaluation of specific activities in order to ensure effective development and execution of the Capital Portfolio;
- To take account of all Project/Programme requirements, impacts, considerations, and stakeholders in order to develop and implement a comprehensive Project/Program plan;
- To lead and direct the measurement of Programs and Project phases against previously defined milestones and KPI's to determine whether to progress or not;
- To lead and direct the researching and implementation of best practices as well as the evaluation of all possible options for the most cost-efficient execution of Projects/Programmes;
- To promote and facilitate sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the SPMO to ensure delivery on strategic and operational objectives. To lead and direct the development of a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;



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- To ensure sufficient risk management conducted in the SPMO operations so that liability is minimised and/or eliminated. To identify, assess and manage risk while striving to attain objectives;
- To lead and direct staff within the section so that they are able to achieve the objectives of the SPMO;
- Ensure that the management of SPMO budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations;
- To ensure adequate stakeholder management that provides feedback and accounts for business unit operations in terms of accomplishments and future plans.

#### **Leading Competencies:**

- Negotiation and Conflict management;
- Budgeting and Financial management;
- Applied Strategic thinking;
- Innovation;
- Communication skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Data analytics;
- Team Leadership;
- Ability to coordinate Unit and leadership performance scorecards;
- Ability to compile performance reports on a quality basis.

#### **Core Competencies:**

- Project Management Professional (PMP);
- Certified Cost Engineer (CCE);
- Professional Construction Project Manager (PrCPM);
- Programme Management Professional (PgMP).

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## MANAGER: MONITORING AND OVERSIGHT

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	<b>Manager: Monitoring and Oversight</b>
<b><u>REMUNERATION:</u></b>	R44 693,36 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Sappi Building, 48 Ameshoff Street, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree of NQF 7 equivalent in the built environment;
- 5 years' specific experience in portfolio, programme, and project management; and
- 7 years industry experience will be an added advantage.

### **Primary Function:**

The purpose of this position is to lead and direct monitoring and evaluation functions over the Capital Portfolio in the City. This includes continuously tracking performance of projects and programmes against what was originally planned by collecting data through holding pulse meetings, checking variance reports generated from the project management system, looking at programme reviews, project forecasting, technical reviews, management reviews, projects dashboards and track the performance indicators established for monitoring and evaluation purposes.


### **Key Performance Areas:**

- To lead and direct the provision of consolidated programme and project reporting in order to undertake monitoring and evaluation of programme and project performance. To lead and direct the provision of strategic oversight, integration and monitoring of projects and contracts and Reporting function, according to the City's policies and guidelines, in a cost-effective and efficient manner;
- To lead and direct monitoring efforts on identifying various forms of malpractice during the execution of Programs and Projects;
- To lead and direct the implementation of the SPMO Business Plan;
- To lead and direct the promotion and facilitation of sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the SPMO to ensure delivery on strategic and operational objectives. To lead and direct the development of a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;
- To ensure sufficient risk management conducted in the SPMO operations so that liability is minimised and/ or eliminated. To lead and direct the identification, assessment and management of risk while striving to attain objectives;
- To lead and direct staff within the section so that they are able to achieve the objectives of the SPMO;
- Ensure that the management of SPMO budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations;





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- To ensure adequate stakeholder management that provides feedback and accounts for business unit operations in terms of accomplishments and future plans.

#### **Leading Competencies:**

- Negotiation, Conflict management;
- Budgeting and Financial management;
- Applied Strategic thinking;
- Innovation;
- Communication Skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Data analytics;
- Team Leadership;
- Ability to coordinate Unit and leadership performance scorecards;
- Ability to compile performance reports on a quality basis.

#### **Core Competencies:**

- Project Management Professional (PMP);
- Certified Cost Engineer (CCE);
- Professional Construction Project Manager (PrCPM);
- Programme Management Professional (PgMP);
- Professional Engineer (PrEng).

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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/1CyYfG4A6QjSwKE\\_g42TSPqew554](https://share-eu1.hsforms.com/1CyYfG4A6QjSwKE_g42TSPqew554)

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Nothando Vilakazi

**Tel No:** 011 407 6560



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**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,
- Employment record verification,
- Criminal check,
- Identity validation.