



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Manager: Service Monitoring, PMS and Reporting

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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

MANAGER: SERVICE MONITORING, PMS AND REPORTING

<u>Department:</u>	Group Finance (Management Support)
<u>Branch:</u>	Business Planning and Organisation Reporting
<u>Designation:</u>	Manager: Service Monitoring, PMS and Reporting
<u>Remuneration:</u>	R44 693,36 pm (basic salary, excluding benefits)
<u>Location:</u>	Thuso House, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus B degree in Strategic Management/Planning (NQF level 7);
- 5 – 7 years' experience in a similar environment and previous middle management experience in related field.
- Experience in business governance and strategy setting is prerequisite;
- Experience in managing public sector stakeholders.

Primary Function:

To foster compliance of the department to related legislative function in respective of performance Management. Provide monitoring and standardized regarding implementation of the Performance Management Policy across all business units in the Group Finance department.

Service Monitoring:

- Assist with the development and facilitating of contractual arrangements with relevant stakeholder that impacts the operations of Group Finance;
- Assist with managing administration function in relation to Service level Agreements;
- Assist with administration function relating to governance structures;
- Maintain sound relations with all stakeholders and service level Agreements partners;
- To ensure that reporting is done against Service Level Agreement (KPI's).

Key Performance Areas:

- Monitor and standardize the implementation of performance management in the department;
- Ensure alignment of individual performance objectives to integrated development Plan (IDP) and service deliver Implement Plan (SDBIP);
- Facilitate ad hoc engagement and submissions for the department;
- Ensure that the Strategic direction of the Directorate aligns to the strategic objective of the city;
- To assist in efficiently and effectively manage the operational assets and resources of the section cost effectively in accordance with the legislative framework of the City's Policies and procedures;
- To ensure compliance with all relevant legislative framework including the City's Code of ethics, manage and mitigate risk effectively;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- To maximize the productivity of subsection by optimizing by effectiveness of its employees to enable achievement of objectives of the subsection and manage the human resources thereof.

Leading Competencies:

- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- People management skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Team player;
- Attention to detail;
- 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/14niTDHFPT6q3uWLSbl4uUwew554>

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

ENQUIRIES ONLY:

Contact Person: Mushoni Munyai
Tel No: 011 022 0389

CLOSING DATE: TUESDAY, 30 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.