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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:**Strategic Programme and Project Manager: Management Support****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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STRATEGIC PROGRAMME AND PROJECT MANAGER: MANAGEMENT SUPPORT

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer
Designation: Strategic Programme and Project Manager: Management Support
Remuneration: R57 490,39 pm (basic salary, excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Degree in Public Administration / Business Administration or related at (NQF Level 7);
- 7 - 9 years' experience in public sector / local government or related field of which 4 years' experience is at middle management level; and
- Minimum of code 8 Driver's license.

Primary Function:

The incumbent is responsible for strategic support to the Office of the City Manager, Office of the COO and SPMO in the form of business planning as well as leading, directing and implementing the strategic Programme Management Support.

Key Performance Areas:

- To improve the quality of programme implementation planning and reporting in the Office of the City Manager;
- To provide monitoring and evaluation functions through strategic and tactical reporting at an OCM level;
- To prepare and implement Business and Operational Plans linked to critical functional areas within Office of the City Manager;
- To implement a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice in relation to strategic initiatives within OCM;
- 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 COJ 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:

- Report writing;
- Data analytics;
- Budgeting and Financial management;
- Applied Strategic Thinking;



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- 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 Local Government Processes;
- Knowledge of reporting support to enable decision- making at City level;
- Knowledge of business planning, budgeting and associated processes within local government and /or public sector;
- Knowledge of Data Analytics;
- Knowledge of Local Government Processes and reporting requirement

“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/1oZd28oqnSYCRiluS1qnp3Aew554>

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



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ENQUIRIES ONLY:

Contact Person: Nothando Vilakazi

Tel No: 011 407 6003

CLOSING DATE: THURSDAY, 01 FEBRUARY 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.