



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Deputy Director: Administration and Logistics

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 

DEPUTY DIRECTOR: ADMINISTRATION AND LOGISTICS

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group Strategic Management Support Services
<u>DESIGNATION:</u>	Deputy Director: Administration and Logistics
<u>REMUNERATION:</u>	R57 490,39 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- B Degree or NQF level 7 qualification in Business Management/ Administration or related field;
- Seven (7) to nine (9) years' experience covering a broad range of HR/ Public Administration/ Administration/ Business Management functions;
- Four (4) to five (5) years' experience in middle management within an administrative environment and at least seven (7) years of generalist experience;
- Minimum of Code 8 driver's license.

Primary Function:

Ensure the provision of analytical, administrative, logistical, human capital and transversal business solutions to enable the Head of Department, to deliver on the GCSS mandate effectively and efficiently. Provide executive support, administrative and secretarial services by developing, implementing, and monitoring relevant strategies, policies, procedures, and systems for GCSS. Manage administration, communication, and information flow to and from the office of the GED: GCSS and Unit Heads. Management, coordination, and administrative support for the Governance Cluster. Management, coordination, and administrative support for council decision-making structures. Administration management, coordination, logistics and support for GCSS. Interact with the office of the City Manager and MMC: GCSS on relevant administrative matters. Departmental planning and budget management for GCSS: MSS. Financial administration, contract management, reporting, procurement, and expenditure management for GCSS: MSS. Performance management coordination and support to the GED: GCSS for Group Heads. Develop support networks and contacts to enhance the functioning of the GED: GCSS office and GCSS. Coordination of decentralized management support functions. Build and maintain relationships with key stakeholders in the City to ensure the smooth flow of information, administrative management and correspondence. Effectively deal with and manage relationships with external stakeholders of GCSS in the context of their relationship with the city. Effective administration and streamlined information flow.

Key Performance Areas:

- Core professional competencies: Organisational awareness, Consulting, Planning and organising, Monitoring and control, Negotiation, Oral communication, Written communication and Financial Management;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Functional competencies: Change management, Technology/ Information management, MSS service delivery, Strategic management, Talent management and staffing, Leading/ Directing, Performance Management, Industrial and labour relations;
- Public Service Orientation competencies: Interpersonal relationships, Communication, Service delivery orientation;
- Personal competencies: Action and Outcome orientation, Conflict management, Accountability and ethical conduct, Governance and risk;
- Management/ Leadership competencies: Direction setting, Impact and Influence, Performance and mentoring.

Leading Competencies:

- Administrative skills;
- Analytical skills;
- Assertiveness;
- Assessment skills;
- Change management;
- Communication (verbal and written);
- Advanced Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Conflict resolution;
- Coordination;
- Deadline driven;
- Facilitation skills;
- Financial management;
- Integration;
- Interpersonal skills;
- Negotiation skills;
- People and performance management;
- Project management and supervisory skills;
- Presentation skills;
- Research skills.

Core Competencies:

- Knowledge of audit and risk management principles;
- Administration;
- Administration procedures;
- Business processes within the City and GCSS;
- Formulation of vision and strategy;
- Labour relations processes and collective agreements;
- Local/Public Sector government environment;
- Management support administration, policies and processes;
- Performance management;
- Planning;
- Policy implementation;
- Prescribed methodologies, relevant legislation, policies and regulatory frameworks;
- Policies, principles and practices of the City including supply chain management;
- Research and analytical ability;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Various City systems used i.e. SAP, electronic document management systems, data management etc..

“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/1ZF89QxunRKG5ixcNxZ0T3wew554>

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

ENQUIRIES ONLY:

Contact Person: Tisetso Sydney Kuduza

Tel No: 011 407 7139

CLOSING DATE: TUESDAY, 20 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.