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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Head: Business Planning & Performance Management

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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HEAD: BUSINESS PLANNING AND PERFORMANCE MANAGEMENT

DEPARTMENT:	Group Corporate & Shared Services (GCSS)
BRANCH:	Group Management Support Services
DESIGNATION:	Head: Business Planning and Performance Management
REMUNERATION:	R71 274,46 pm (basic salary, excluding benefits)
LOCATION:	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Degree in Business Administration/ Business Management/ Public Administration/ Public Management/ Human Resources Management at NQF level 7;
- Ten (10) years overall experience in strategic management (business planning and performance monitoring), of which five (5) years must be at middle management level in a large enterprise;
- Proven track record of providing strategic support service to senior management/ executive level;
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills;
- The ability to work with various levels of personnel in a fast-paced environment;
- Experience compiling and managing budgets;
- Excellent verbal and written communication skills;
- Previous experience in National/ Provincial/ Local Government Policy, Legislation, and protocols;
- Experience in a policy environment;
- Experience compiling and managing budgets;
- Valid driver's license.

Primary Function:

Lead and manage the Business Planning and Performance Management unit and track and report on the performance of all relevant Group Corporate and Shared Services matters. To offer advise in matters relating to business planning and strategy facilitation/coordination to ensure overall alignment of organizational strategy, SDBIP to COJ-IDP and to ensure that all agreed too and achievable targets by parties between GCSS and other Departments are managed and monitored. To improve and ensure proactive communication with customers. To identify potential problems before they occur so that risk-handling activities may be planned, and mitigation measures are put in place and monitored. Ensure compliance to all legislation, policies, and procedures within GCSS.

Key Performance Areas:

- The Head is required to undertake long-term strategic and tactical business planning for GCSS;



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- The Head will be required to ensure that all business planning processes are aligned to City requirements;
- The incumbent is required to effectively develop departmental strategic and operational risk register;
- Proactively and strategically identify, engage, and manage stakeholders relevant to the department's deliverables and strategic objectives;
- Ensure that all administrative matters are dealt with;
- Manage all aspects of people management within the Unit;
- Deliver strategic financial management.

Leading Competencies:

- Strategic perspective;
- Excellent communication skills;
- Leadership and people management skills;
- High computer literacy;
- Handling of confidential matters;
- Emotional intelligence;
- Change management;
- Attention to detail;
- Performance management skills;
- Planning and organising skills;
- Integrity;
- Excellent report writing skills, Computer Literacy, Microsoft Office Applications.

Core Competencies:

- Knowledge of performance management, financial planning, and risk planning;
- Knowledge of local government environment;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied;
- Knowledge on Corporate Governance;
- Knowledge of principles and practices of the municipal environment, administration, and employee management.

“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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APPLICANTS WHO APPLIED BEFORE ON CIRCULAR 083/2023 ARE WELCOME TO RE-APPLY

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1-sI9fUILRTqjStXe1WMiZgew554>

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

ENQUIRIES ONLY:

Contact Person: Regina Hartley

Tel No: 011 407 7191

CLOSING DATE: TUESDAY, 13 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.