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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Strategic Programme and Project Manager:  
Project Packaging and Front-end Planning**

**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: PROJECT PACKAGING AND FRONT-END PLANNING

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	Office of the Chief Operations Officer
<b><u>DESIGNATION:</u></b>	Strategic Programme and Project Manager: Project Packaging and Front-end Planning
<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);
- Post-graduate degree in the Built Environment, given the focus on Programme Delivery in particular Capital Delivery at a City scale with analysis capability at post-graduate level will be an added advantage;
- 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
- Experience in Programme Packaging and Front-end Planning of a variety of Municipal Infrastructure will be an added advantage;
- 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;



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- 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;
- 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;
- Ensure that the management of the 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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**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/1hmCXF9tyRsin2bVT1vJq2gew554>

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

**ENQUIRIES ONLY:**

Contact Person: Tsebo Tsotetsi  
Tel No: 011 407 6003

**CLOSING DATE: THURSDAY, 15 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.