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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS **(linked to Political Term of Office)**

- **Professional Officer: Protocol and Events Coordination**
- **Paralegal: Legal Advisory Services**
- **Specialist: Media Liaison**
- **Executive Assistant to the Executive Mayor**
- **Officer: Community Communication and Stakeholder Management**
- **Assistant Director: Management Support Services**
- **Personal Assistant**



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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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PROFESSIONAL OFFICER: PROTOCOL AND EVENTS COORDINATION

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Professional Officer: Protocol and Events Coordination
<u>Remuneration:</u>	R967, 109.56 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum requirements:

- A Matric/Grade 12 Certificate
- Bachelor's Degree in Public Administration/Management or a relevant qualification at an NQF level 7;
- 6 - 8 years' experience of which 4 years' is in Protocol, Political and Public relations in the and Public Sector/Private Sector or any other related environment;
- Proven organization and administrative skills – following set procedures, guidelines, methodically and accurately with minimum supervision;
- Must have a valid drives license.

Primary Function:

Ensure effective implementations of protocol processes and procedures and coordinating of all events and ceremonies involving the Office of the Executive Mayor in order to ensure sound relations between the Office and its internal and external stakeholder.

Key Performance Areas:

- Execute all protocol related processes and procedures;
- Execute specific activities effective Stakeholder Relations and Communication;
- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure governance and risk management;
- Ensure effective monitoring and reporting of the directorate;
- Perform general administrative.

Leading Competencies:

- High level of confidentiality and Organisational skills
- Advisory and guidance;
- Computer Literacy (Microsoft Word and Excel);
- Good Management and Interpersonal skills;
- Good Communication and Coordination skills;
- Report Writing, Problem Solving, Time Management, Planning and Organizing skills;
- Project Management and Analytical skills;
- Ability to function under pressure;
- Collaboration/Teamwork & Accountability;
- Research and Information gathering;



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- Events management;
- Resource management and networking skills;

Core Competencies:

Knowledge and understanding of the:

- local government environment; City strategy (IDP),
- Prescribed, Legislative, Policy and Regulatory Frameworks.
- Knowledge of Corporate Governance.

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<https://share-eu1.hsforms.com/1SjSCSm-bT5GBT6P42zQVrgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 7644


CLOSING DATE: FRIDAY, 01 MARCH 2024

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PARALEGAL: LEGAL ADVISORY SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Paralegal: Legal Advisory Services
<u>Remuneration:</u>	R 338, 617.02 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric / Grade 12 Certificate;
- Certificate in Law/Paralegal/Legal Assistance or relevant at an NQF level 5;
- 1 – 2 years relevant experience in a professional capacity.

Primary Function:

Render comprehensive paralegal assistance to the Assistant Director: Legal Services, including legal research, maintaining, and responding to correspondence with internal and external stakeholders, providing administrative support and maintaining a functional filing system.

Key Performance Areas:

- Execute specific activities to ensure effective legal advisory services management key among others:
 - Supporting legal research
 - Managing records, projects and calendars to make sure everything functions smoothly
 - Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics to help coordinate case and/or report preparation.
 - Reads, researches, reviews, verifies, and routes correspondence, reports, and legal documents.
- Execute specific activities to ensure effective legal register maintenance;
- Execute any other duties as directed by Assistant Director: Legal Services
- Execute project planning process to inform the business unit on business planning process;
- Execute specific activities to ensure effective correspondence management;
- Execute activities associated with management and control of the assets and resources;
- Perform general administrative and reporting.

Leading Competencies:


- Computer literacy and proficiency in MS Office Suite;
- Good communication, coordination skills;
- Excellent writing skills.

Core Competencies:

- Knowledge and understanding of the local government environment;



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- Knowledge of the City's strategy (IDP), legislative, policy and regulatory frameworks;
- understanding of council strategy and policies in relation to local government and how they can be practically applied on a day-to-day basis;
- Knowledge of principles and practices of municipal organization administration.

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MEDIA LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Media Liaison Specialist
<u>Remuneration:</u>	R649, 297.73 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric/Grade 12 Certificate
- National Diploma in Media Studies/ Journalism/ Public Relations Management / Communications and Marketing or, relevant field at NQF level 6;
- 3 - 4 years' relevant experience in the disciplines, journalism/public relations will be an added advantage;
- Knowledge and understanding of media discipline and environment.;
- Must have valid driver's license.

Primary Function:

Provide a media liaison service to the Member of Mayoral Committee (MMC) to effectively communicate programmes and approaches to engage the broad and diverse communities of the City of Johannesburg. Create presence and visibility of the MMC's portfolio through various digital and social media platforms.

Key Performance Areas:

- Develop a communications/media strategy and plan for the MMC;
- Arrange and conduct press conference, information sessions and interviews with the media;
- Develop media statements and speeches for the MMC;
- Compile responses to media enquiries;
- Build relations with the media and promote the portfolio of the MMC and the department;
- Participate in forums and in the collective planning of the communication and media issues of the Municipality;
- Liaise with key internal and external stakeholders in the department to ensure coordination and alignment of communication priorities and programmes.

Leading Competencies:

- Business acumen;
- Project management;
- Work independently;
- People management;
- Event management.



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Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail; Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organising and execution.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 6311

CLOSING DATE: FRIDAY, 01 MARCH 2024

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EXECUTIVE ASSISTANT

Department:	Office of the Executive Mayor (POEM)
Branch:	Office of the Chief of Staff
Designation:	Executive Assistant to the Executive Mayor
Remuneration:	R967, 109.56 per annum (total cost to company, all-inclusive)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric/ Grade 12 Certificate,
- Degree in Public Administration, Business Administration, Business Management or equivalent at an NQF level 7.
- 6 – 8 years' relevant secretarial/administrative/management experience in a similar environment;
- Proficiency with project scheduling software, Microsoft Word, excel, project and PowerPoint
- Ability to work under pressure;
- Delivery of outputs within required timeframes and quality;
- Ability to communicate effectively on high level; and
- Code 8 Driver's license.

Primary Function:


To provide administrative and management support at both strategic and operational levels with the primary purpose of ensuring that the execution of operational, strategic and project plans and decisions are implemented with agreed or specified timelines. To ensure that provision of analytical, administrative, logistical, and human resources support and transversal business solutions to enable the Office of the Executive Mayor and applicable stakeholders to effectively and efficiently deliver on their mandate. To act as the Executive Mayor's First point of contact, relieves the Executive Mayor of operational details, provides high-level administrative support to the Office of Executive Mayor that requires knowledge of the City policies, procedures and operations and an understanding of the Office of the Executive Mayor's role within the City. Exercise initiative and independent judgement in managing the Executive Mayor's schedule, including, arranging meetings, handling information and the office's daily activities. The Executive Assistant to the Executive Mayor has recurring contact with Members of the Executives, senior administrators, public and private officials. This position is often privy to confidentiality information.


Key Performance Areas:

- Execute specific and anticipated instructions and applies own developed laid down procedures with respect to Executive Mayor coordinating the Mayor's diary and/or working schedules, meetings, presentations and events.
- Performs specific tasks and activates associated with the provision of administration and Executive Mayor coordinated secretarial support.



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- Maintain the Executive Mayor's correspondence and information and records keeping system and access records of discussions, instructions, and correspondence.
- Manage and coach staff in the Office of the Executive Mayor to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements.
- Manage and monitor assets and resources of the Office of the Executive Mayor.
- Control, consolidate, analyse and submit various reliable reports.
- Practice good governance and management of risk.

Leading Competencies:

- Ability to function under stress;
- Time management;
- High level of confidentiality and Organisational skills.

Core Competencies:

- Teamwork; High level confidentiality;
- Values and Integrity;
- Attention to detail and quality oriented.

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ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: FRIDAY, 01 MARCH 2024

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OFFICER: COMMUNITY COMMUNICATION AND STAKEHOLDER MANAGEMENT

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Officer: Community Communication and Stakeholder Management
Remuneration: R557, 722.52 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric/ Grade 12 Certificate
- Diploma in Communication Science or equivalent at an NQF level 6;
- A minimum of 1 - 3 years' experience in Communication, Stakeholder Management and Customer Relations field;
- Knowledge and understanding of Local government environment;
- Good understanding of Communication/Stakeholder Management and Public Relations function.
- Must have a valid driver's license;

Primary Function:

Responsible for writing, editing and formatting various documents for communication, liaison and developing and maintaining harmonious relationship with the community and stakeholders (Local communities, City of Johannesburg Councillors and Management, etc.) developing and implementing programs and activities to foster community engagement and awareness of the Office's mandate. Furthermore, the incumbent contributes to the development and implementation of stakeholder outreach and communications strategies and plans to meet the objectives of the Directorate.

Key Performance Areas:

- Ensuring effective communication within the Office of the Chief of Staff;
- Effective handling VIP related complaints;
- Provide communication and Media support to relevant stakeholders;
- Effectively manage the stakeholder relationship;
- Manage aspects of the operations;
- Safeguarding and maintaining the proper use of all assets and Provide quality documented information on the functions and performance of Community, Communications and Stakeholder Management which are factual, accurate, complete, timely and contributes to and supports the overall requirements of Scheduled and Promotion Services.

Leading Competencies:

- Stakeholder Relations.



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Core Competencies:

- Communication skills (Written and Verbal);
- Research and Presentation skills;
- Excellent interpersonal skills;
- Computer literacy – Microsoft Office Applications skills.

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ASSISTANT DIRECTOR: MANAGEMENT SUPPORT SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Assistant Director: Management Support Services
<u>Remuneration:</u>	R967, 109.56 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric/ Grade 12 Certificate;
- Bachelor's degree in Public Administration or equivalent NQF level 7;
- 6 - 8 years in the administrative field, of which 4 years must be at management level; and
- Must have a valid driver's license.

Primary Function:

Provide leadership in strengthening, and implementing effective management support services, functions, and systems for the department in order for it to fulfil its vision and mission. Oversee a full range of administrative, clerical and management support functions including, but not limited to financial and office management functions within the department.

Key Performance Areas:

- Provide effective administration support to the Chief of Staff and the Private Office of the Executive Mayor;
- Oversee a program of policy and strategy development, as well as research, aligned to the strategic governance objectives of the Executive Mayor and Mayoral Committee;
- Implement procedural requirements associated with personnel development initiatives;
- Manage the implementation of procedure and systems associated with controlling document flow and, quality systems / statutory and audit requirements regulating recordkeeping;
- Management of Occupational Health and Safety hazard identification and Risk assessment for the Unit;
- Coordinate specific procedures associated with the management of facilities;
- Personnel management;
- Coordinate and monitor the financial implications for POEM;
- Effective Risk Management and Compliance;
- Effective and efficient support service to MMCs offices;
- Engagement with external stakeholders.



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Leading Competencies:

- Computer Literacy (Microsoft Word, PowerPoint, Excel, Outlook and SAP);
- Sound office administration procedures;
- Good communication Skills (Verbal and written)
- Coordinating skills;
- Planning and organizing skills;
- Good writing skills;
- Time management skills;
- Ability to work without supervision;
- Ability to engage with contractors and suppliers;
- Ability to function and manage a Unit without supervision;
- Ability to provide support for Human Resources and Financial Coordination.

Core Competencies:

- Knowledge of the local and provisional legislative and financial framework (MFMA, PFMA) and dynamics;
- Knowledge of City of Johannesburg's policies and procedures;
- Knowledge of Batho Pele philosophy, principals and intent (Culture of Citizenship).

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PERSONAL ASSISTANT

<u>Department:</u>	Private Office of the Executive Mayor
<u>Branch:</u>	Private Office of the Executive Mayor
<u>Designation:</u>	Personal Assistant to the Executive Mayor
<u>Remuneration:</u>	R461, 525.52 pa (all-inclusive cost to company)
<u>Location:</u>	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- A Matric/Grade 12 Certificate;
- Secretarial/Administration Diploma or similar and/or relevant qualification at NQF level 6;
- At least 1-3 years' experience operating at a Senior Secretarial level within the government environment;
- Experience in administration and document management;

Primary Function:

Provide assistance to the Executive Mayor in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the Executive Mayor are followed through and completed within required standards and deadlines.

Key Performance Areas:

- Render effective project administration for all critical projects in the office of the Executive Mayor
- Provide efficient diary management to the Executive Mayor
- Maintain Executive Mayor's correspondence/information and record keeping systems and accessing records
- Provide sound logistical planning and events management

Leading Competencies:

- Basic knowledge of local government
- Teamwork, Accountability
- Ability to work under pressure.

Core Competencies:

- Computer Literacy in MS Office and Internet
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors;
- Problem solving skills
- Time management skills
- Attention to detail



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- High level of confidentiality
- Planning and organizing skills
- Verbal and communication skills
- Initiative, Professionalism, Sound judgement
- Work independently and under pressure
- Multi-skilled on range of roles applicable to the position

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