



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Specialist: IDP and Business 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.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

SPECIALIST: IDP AND BUSINESS PLANNING

<u>DEPARTMENT:</u>	Group Strategy, Policy, Coordination and Relations (GSPCR)
<u>BRANCH:</u>	Integrated and Community Based Planning
<u>DESIGNATION:</u>	Specialist: IDP and Business Planning
<u>REMUNERATION:</u>	R49 989,72 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	48 Ameshoff Street, SAPPI Building, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus a Bachelor's Degree (NQF Level 7) in Town and Regional Planning/Development Studies/Project Management/Urban Development or Municipal Administration;
- At least 6 – 8 year's relevant experience in planning within a large organisation in either the public or private sector;
- It is necessary that the successful applicant has management experience;
- Experience with project management within an organization.

Primary Function:

Coordinate the integrated Planning processes with departments and entities, ensuring effective and efficient business planning; and linking these to the delivery requirements for the institutional Performance Management System to ensure effective delivery.

Key Performance Areas:

- Coordinate and facilitate the development and review the Integrated Development Planning annually;
- Operationalize the Corporate Strategy-Integrated planning policy and frameworks (5-year IDP, Annual IDPs, Business Planning, and SDBIP);
- Ensure effective monitoring and report on planning information;
- Ensure effective human resources management.

Leading Competencies:

- Principles and practices of project management;
- Principles and practices of municipal budget preparation and administration;
- Maintain a strong professional and positive demeanor;
- Community literacy;
- Negotiation skills;
- Resource and financial management;
- Adherence to policies and relations;
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- Knowledge of policy frameworks of government and regulation and legislation that drives it;
- Sound knowledge of strategy formulation and strategic planning in the public sector, including principles and practices;
- Substantial strategic thinking, risk management, and planning skills and experience, together with the capacity to initiate or develop innovative solutions to often complex, multi-faceted issues and problems;
- Sound understanding of applying public administration principles and implementing contemporary management practices, particularly as they relate to the Integrated Planning function;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“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/10dRCLy21RUu3UIANf5-nwgew554>

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

ENQUIRIES ONLY:

Contact Person: Sirelda de Klerk
Tel No: 011 407 7723

CLOSING DATE: WEDNESDAY, 27 MARCH 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.