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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Director: Management Support

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.
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- 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.



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DIRECTOR: MANAGEMENT SUPPORT

Department: Group Legal and Contracts
Branch: Management Support
Designation: Director: Management Support
Remuneration: R71 274.46 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a bachelor's degree in Business administration / Public Administration / Business Management or relevant field at NQF level 7;
- 10 years' experience of which 5 years must be at middle management level.
- Previous experience in National / Provincial/ Local Government policy, legislation, and protocols.
- Code 8 Valid driver's license.

Primary Function:


To provide strategic, analytical, human resource, administrative support to the management team of the Department. Facilitate development and implementation of tactical plans, policies and procedures, drive the Department's transversal business solutions and ensure effective communication between different levels of management for achievement of the Department's strategic objectives.


Key Performance Areas:

- Contribute and facilitate the Department's strategic planning process.
- Lead the Department's Services Delivery and Budget Implementation Plan (SDBIP) and development process.
- Ensure sound Financial Planning and Budgeting processes for the Department.
- Lead and facilitate the Department's Demand Planning process.
- Lead and facilitate Performance Management Planning process for the Department.
- Lead and manage the development of the Department's personal development plans process.
- Ensure effective and efficient Departmental functioning, processes procedures, systems and policies.
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Department.



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- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory and policy framework.
- Provide sound leadership for the achievement of the Department's objectives.
- Direct the delivery of Management Support Services.
- Implement good governance and effective risk management systems.
- Ensure effective control of the Department's Human Resources.
- Ensure effective Financial Resources control.
- Ensure effective Departmental Asset Management and Control.
- Monitor the performance of the Department in achieving the Departmental Key Performance Indicators.
- Ensure accurate report on the progress and impact of the Department's Key Performance Indicator (KPIs).
- Manage specific administrative and logistical requirements associated with the Department's operations.

Leading Competencies:


- Intermediate or Advanced Computer literacy including MS Office Applications.
- Strategic perspective, leadership and people management.
- Financial and change management skills.
- Performance management and risk management skills.
- Goal oriented.
- Report writing and project management skills.
- Accountability.
- High level of confidentiality and organisational skills.
- Time management, working independently, under pressure, and the ability to prioritise.


Core Competencies:


- Knowledge of Local Government environment.
- Knowledge of City strategy (IDP, Prescribed Methodologies, Legislative, Policy and Regulatory Framework).
- In depth knowledge of function principle, techniques and tool and how they can be practically applied.
- Knowledge on Corporate Governance.
- Knowledge of principle and practices of municipal administration and personnel management.
- Excellent strategic thinking, planning and execution skills including ability to anticipate the talent and organization implications and identify strategic challenges and priorities.
- Excellent interpersonal, liaison and communication skills including the capacity and ability to negotiate or communicate on behalf of the Department with senior internal and external stakeholders.
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the Department on complex and sensitive issues.
- Presenting the Department at various Committees of Council.
- Knowledge of financial principles and practices.
- Sound knowledge of risk management;
- Ability to supervise and performance manage employees to include the establishment and application of standards for performance in a fair and impartial manner.



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“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/14G7kVyA2TmKw2mxeSU96XAew554>

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

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

CLOSING DATE: TUESDAY, 02 APRIL 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; and
- Identity validation.