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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**Manager: Monitoring & Oversight**

**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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## MANAGER: MONITORING AND OVERSIGHT

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	<b>Manager: Monitoring and Oversight</b>
<b><u>REMUNERATION:</u></b>	R44 693,36 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Sappi Building, 48 Ameshoff Street, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree of NQF 7 equivalent qualification in the Built Environment; Project Management, Business Management, Information Technology, Finance and Accounting
- 5 years' experience in built environment programme, and project monitoring and oversight;
- 7 years industry experience will be an added advantage.

### **Primary Function:**

**The purpose of this position is to lead and direct monitoring and evaluation functions over the Capital Portfolio in the City. This includes continuously tracking performance of projects and programmes against what was originally planned by collecting data through holding pulse meetings, checking variance reports generated from the project management system, looking at programme reviews, project forecasting, technical reviews, management reviews, projects dashboards and track the performance indicators established for monitoring and evaluation purposes.**

### **Key Performance Areas:**

- To lead and direct the provision of consolidated programme and project reporting in order to undertake monitoring and evaluation of programme and project performance. To lead and direct the provision of strategic oversight, integration and monitoring of projects and contracts and Reporting function, according to the City's policies and guidelines, in a cost-effective and efficient manner;
- To lead and direct monitoring efforts on identifying various forms of malpractice during the execution of Programs and Projects;
- To lead and direct the implementation of the SPMO Business Plan;
- To lead and direct the promotion and facilitation of sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the SPMO to ensure delivery on strategic and operational objectives. To lead and direct the development of 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 conducted in the SPMO operations so that liability is minimised and/ or eliminated. To lead and direct the identification, assessment and management of risk while striving to attain objectives;
- To lead and direct staff within the section so that they are able to achieve the objectives of the SPMO;
- Ensure that the management of SPMO budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations;



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- To ensure adequate stakeholder management that provides feedback and accounts for business unit operations in terms of accomplishments and future plans.

#### **Leading Competencies:**

- Negotiation, Conflict management;
- Budgeting and Financial management;
- Applied Strategic thinking;
- Innovation;
- Communication Skills;
- Customer Service Skills;
- Organisational Skills;
- Computer Literacy (Microsoft Word, Excel & PowerPoint);
- Data analytics;
- Team Leadership;
- Ability to coordinate Unit and leadership performance scorecards;
- Ability to compile performance reports on a quality basis.

#### **Core Competencies:**

- Project Management Professional (PMP);
- Certified Cost Engineer (CCE);
- Professional Construction Project Manager (PrCPM);
- Programme Management Professional (PgMP);
- Professional Engineer (PrEng).

***“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/1ISl781eISDGkqW697WzfTAew554>

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



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**ENQUIRIES ONLY:**

Contact Person: Nothando Vilakazi

Tel No: 011 407 6560

**CLOSING DATE: FRIDAY, 05 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,
- Identity validation.