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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Director: Corporate Geo Informatics**
- **Manager Capital and Special Projects**

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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DIRECTOR: CORPORATE GEO INFORMATICS

Department:	Development Planning
Branch:	Corporate Geo Informatics
Designation:	Director: Corporate Geo Informatics
Remuneration:	R71 274.46 pm (basic salary, excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein)

Minimum Requirements:

- Grade 12/equivalent NQF level 4 plus bachelor's degree in Geo-Informatics, Built Environment, Geography, Mathematics or Information Technology. (NQF level 7);
- Minimum 10 years' relevant experience in Geo-Informatics within the public/private sector;
- 8 - 10 years' experience preferred in leadership position, of which 5 years must be at middle/senior management level;
- Knowledge of Local Government environment and programmes and projects, knowledge of Local Government and all its functions, application of Municipal Finance principles and practices of municipal budget preparation and administration;
- Minimum of Code 8 Driver's License.

Primary Function:


The Director: Corporate Geo-Informatics is responsible for strategic planning, leading, directing and monitoring the implementation of an effective and efficient enterprise spatial information service that meets the standards of a World-class African City, aligned to the City's vision, mission and strategic priorities. It includes the provision of a corporate Geographical Information System (GIS) available for Municipal Entities, Central and Regional Administrations and an integrated geographic (spatial) information framework in compliance with legislation and policy, avoiding duplication and maximising the utilisation of scarce resources.

Key Performance Areas:

- Contribute to the development of the Department and Directorate's strategic planning process;
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process;
- Ensure sound Financial Planning and Budgeting processes for the Directorate;
- Lead and facilitate the Directorate's Demand Planning process;
- Lead and facilitate the Directorate Performance Management planning process;
- Lead and manage the development of the Directorate's Individual Learning Plans (ILP's) process;
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate;
- 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 Directorate's objectives;



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- Direct the delivery of the Corporate Geo-Information functions;
- Implement good governance and effective risk management systems;
- Ensure effective control of the Directorate's Human Resource;
- Ensure effective Financial Resource control;
- Ensure effective Directorate Assets Management and Control;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance;
- Perform function of Building Plans Application received;
- Perform electronic record keeping functions;
- Perform tasks associated with the provision of general office support and a reception/telephonic service;
- May be required to perform various ad-hoc duties delegated by the Team Leader from time to time.

Leading Competencies:

- Computer literacy on basic Microsoft and GIS software;
- Good verbal communication (including presentation and public speaking) skills;
- Strong decision making;
- Analytical thinking and problem solving ability;
- Ability to use mathematical reasoning.
- Ability to perform highly detailed work on multiple, concurrent tasks.
- Excellent interpersonal, written and oral communication skills – report writing & presentations.
- Project Management;
- Negotiation Skills
- Good written communication

Core Competencies:

- Knowledge on the local government environment;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks.
- Data governance, Enterprise Information Management;
- Spatial Data Infrastructure Act (Act 54 of 2003) application and implementation;
- Spatial Information 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.”



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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/1NX6o55MkQCS9ubwUEsH0swew554>

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

ENQUIRIES ONLY:

Contact Person: Thuli Mazibuko

Tel No: 011 063 0075

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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



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MANAGER CAPITAL AND SPECIAL PROJECTS

Department:	Development Planning
Branch:	Management Support
Designation:	Manager Capital and Special Projects
Remuneration:	R44.693.36 pm (basic salary, excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein)

Appointment Requirements:

- Grade 12/equivalent NQF level 4 plus Bachelor's Degree / Advance Diploma in Finance / Accounting / Financial Management (NQF level 7);
- Knowledge of MFMA, PFMA, GRAP, and Treasury regulations;
- SAP R3 (Project system, General Ledger and Budget Modules);
- 5 years in a finance environment with experience in Capital projects, Budgeting, Assets Management and financial accounting.
- Asset Management;
- Experienced in SAP;
- A sound knowledge of recent legislation, particularly relating to finance and accounts.
- Sound knowledge of audit principles and practices.
- Principles and practices of administration and personnel management;
- Knowledge of corporate governance;
- Principles of supervision, training and performance evaluation.

Primary Function:

Manage the key performance and result indicators associated with the capital and special projects of the Finance Section of the Development Planning Department through the implementation of laid down policies and procedures dictating financial reporting and recording requirements. Proper report and account all activities associated with capital and special project for the department.

Key Performance Areas:

- Identify and defines the short to medium term objectives and priorities of the section;
- Maintain information regarding capital project under construction;
- Ensure that specific sequences associated with the maintenance of electronic based information / data and files/ records is performed by the Officer: Capital projects;
- Co-ordinate the recording and processing procedures of Capital Projects;
- Coordinate and manage sequences associated with the verification and provision of information related to Capital Projects;
- Identify and mitigate risk factors and management compliance within the unit;
- Disseminates guidance and information on specific key performance areas and procedures;
- Ensure functional and secure record, document and information management in the unit.



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Leading Competencies:

- Computer literacy.
- Excellent communication skills;
- Report writing;
- Strong Financial and Risk Management analytical skills;
- Sound knowledge and ability to develop accurate, well-written and clear reports and documentation;
- Business Acumen.
- Ability to analyse and solve problems.
- Ability to use math and mathematical reasoning;
- Ability to perform highly detailed work on multiple, concurrent tasks;

Core Competencies:

- Networking skill;
- Attention to detail;
- Resource management;
- Change management;
- Financial management;
- Leadership and people management skills;
- Goal orientation;
- Customer focus;
- Initiative;

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