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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION** **Committee Coordinator**

### **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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## COMMITTEE COORDINATOR

<b><u>DEPARTMENT:</u></b>	Group Governance
<b><u>BRANCH:</u></b>	<b>Committee Support</b>
<b><u>DESIGNATION:</u></b>	<b>Committee Coordinator</b>
<b><u>REMUNERATION:</u></b>	R31 462,75 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	33 Hoofd Street, Braampark, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus NQF level 6 qualification preferably Public Administration, Public Management or CIS (National Diploma);
- 3 – 4 years' experience in Committee Coordination Work or having provided secretariat services to cluster committees or board committees;
- Valid Driver's license.

### **Primary Function:**

**Provide an effective and efficient secretariat support service to the allocated meetings by assisting the group committees/meetings to develop and implement the strategic plans, operational plans, and terms of reference. Identify, initiate, conduct, and manage projects, reports, oversight visits, conferences, workshops, study tours, and any other business related to the support for meetings. Ensure effective coordination and administration of the allocated meetings from inception to post-meeting support and follow-up.**

### **Key Performance Areas:**

- Assist Group Committee/meetings to develop and implement the standard operating procedures and terms of reference for allocated meetings;
- Initiate and manage projects, reports, oversights, visits, conferences and workshops;
- Monitor and coordinate the implementation of committee resolutions at meetings;
- Manage the administrative function of committee work;
- Meeting coordination and planning through execution of the departmental mandate and support to oversight structures.

### **Leading Competencies:**

- Computer literacy including MS Office Applications;
- Typing skills, good command of the English language (both written and spoken);
- Good communication and personal relation skills;
- Good coordinating skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise;
- Good report and minute writing skills.



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### **Core Competencies:**

- Exposure to the subject matter, e.g. legal, risk, supply chain management, administration and/or general municipal operations;
- Knowledge of meeting procedures/processes;
- Understanding of local government;
- Knowledge of meeting procedures/processes;

*“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/1YSZAGXG6TlqW9054C84Z4gew554>

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

### **ENQUIRIES ONLY:**

**Contact Person:** Nthabiseng Makhele

**Tel No:** 011 021 3909

**CLOSING DATE: TUESDAY, 16 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.