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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Group Executive Director: Group Information Communications and Technology Management**
- **Group Head: Legal and Contracts**
- **Secretary to Council**

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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GROUP EXECUTIVE DIRECTOR: GROUP INFORMATION COMMUNICATIONS AND TECHNOLOGY MANAGEMENT

Department: Office of the City Manager
Branch: Group Information Communications and Technology Management
Designation: Group Executive Director: Group Information Communications and Technology Management
Remuneration: R2 148 405 p/a (Total Remuneration Package)
Location: Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum requirements:

- Matric/Grade 12;
- Bachelor Degree in ICT/Computer Science/Information Systems or associated discipline at NQF level 7;
- A minimum of 10 years' overall working experience;
- 5 years' senior management experience and 3 years' middle management experience in ICT Management, System Development and Analysis in a large organisation;
- Demonstrated experience in ICT strategic planning in ICT strategic planning and development, project management and policy development;
- Experience with infrastructure and system design and development from business requirements analysis through day-to-day management;
- Demonstrated experience of developing ICT functional requirements and managing new service development;
- Experience of leading small to medium sized service development ICT projects;
- Valid driver's license;
- Comprehensive understanding of local government;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- In-depth knowledge of the regulatory environment and the public sector generally including the democratic, political, and organizational framework;
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations;
- Good knowledge and interpretation of policy and legislation;
- Good knowledge of performance management system;
- Good knowledge of the MFMA and MFMA Regulations, (Act No.56 of 2003).

Primary Function:

Strategically lead and develop the provision of a professional, effective Information and Communications Technology (ICT) competency through design, development, management and ongoing support for the achievement of the strategic business objectives of the group, by providing architecture, design, oversight, coordination, guidance, facilitation and an enabling environment for integration of ICT with business process, knowledge management, data governance and effective, integrated and secure ICT services.



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Key Performance Areas:

- Provide technical direction for the department;
- Lead, direct, and control the Departmental strategy that permits administration and related functions which supports the service delivery components of the Department;
- Initiate and participate in the development of effective and efficient Department organizational structures, processes and systems;
- Ensure capacitation of the Department's structure through effective and efficient Recruitment, Selection and Placement processes;
- Provide strategic leadership to the Department;
- Provide information and Network Technology Operations;
- Provide Customer and Service Relationship Management;
- Provide Application Development and Systems Support;
- Provide Programme and Portfolio Management;
- Provide Enterprise Architecture Management;
- Provide ICT Security, Risk, Audit and Governance;
- Lead, support and control the financial management, budgeting and forecasting;
- Ensure effective control of Human Resources;
- Manage specific administrative and reporting requirements associated with the Department and Individual performance;
- Lead preparation of impact assessment, feasibility studies, due diligence, and associated management plans; and
- Provide strategic leadership to the department and contribute towards the overall management of the organisation.

Leading Competencies:

- **Strategic Planning and Strategy Formulation** - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.
- **Strategic Direction and Leadership** - Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.
- **People Management** - Effectively manage, inspire, and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- **Financial Management** - Ability to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner.
- **Program and Project Management** - Ability to understand program and project management methodology; plan, manage, monitor, and evaluate specific activities in order to deliver on set objectives.
- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
- **Governance Leadership** - Ability to promote, direct, and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.



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- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects the principles of good governance.


Core Competencies:

- Moral competence;
- Planning and organising;
- Analysis and innovation;
- Knowledge and information management;
- Communication;
- Results and quality focus;
- Minimum competency requirements for Senior Managers.
- In-depth understanding of Government strategic thinking and policies in relation to ICT and how they can practically be applied;
- Principles and practices of municipal budget preparation and administration;
- Ability to plan activities, goals, and objectives of staff members and the department and monitor compliance to same as dictated by Group policy;
- Principles and practices of project management;
- Ability to develop, maintain, and strengthen partnerships with internal and external stakeholders;
- Analyses and integrates diverse and complex quantitative and qualitative data from a wide range of sources;
- Ability to develop and oversee large-scale change initiatives;
- Ability to adapt to changing environments;
- Ability to work to deadlines with good prioritisation and time management skills.
- Sound knowledge of audit principles and practices;
- Principles and practices of risk management;
- Communicate clearly and concisely, both orally and in writing;
- Principles and practices of administration and personnel management;
- Knowledge of corporate governance;
- Principles of supervision, training and performance evaluation
- Computer literacy;
- Business Acumen;
- Knowledge and interpretation of policy and legislation;
- Knowledge of performance management system;
- Good governance;
- Knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Strategic Perspective;
- Technological awareness;
- Excellent communication skills;
- Emotional intelligence;
- Leadership and people management skills;
- Goal orientation;
- Customer focus;
- Adaptability;



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- Initiative;
- Flexibility;
- Change management;
- Project management;
- Resource management;
- Attention to detail;
- Networking skill;
- Accuracy in analysing and preparing data;
- Reliability;
- Financial management;
- Values and integrity;
- Adherence to policies and regulations;
- Stakeholder Management;
- Time Management;
- Problem-solving and analytical ability.

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1UrqC2GsFSVywdfdkixyzOQew554>

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

ENQUIRIES ONLY:

Contact Person: Sonwabiso Selana
e-mail : SonwabisoS@joburg.org.za

CLOSING DATE: MONDAY, 22 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 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.



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GROUP HEAD: LEGAL AND CONTRACTS

Department: Office of the City Manager
Branch: Legal and Contracts
Designation: Group Head: Legal and Contracts
Remuneration: R 2 148 405 pa (Total Remuneration Package)
Location: Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum requirements:

- Matric/Grade 12;
- Bachelor's Degree in Law at NQF level 7;
- A minimum of 10 years' overall working experience;
- 5 years' senior management experience and 3 years' middle management experience in a legal environment in a public sector organization or in local government;
- Experience in interpreting and applying complex legislation to particular situations and the ability to engage in debate about these issues;
- Substantial experience relevant to the role including experience in advising on information rights law and managing and/or supervising other lawyers;
- Experience in running significant litigation and/or enforcement cases, and supervising those run by others;
- Comprehensive understanding of local government;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- In-depth knowledge of the regulatory environment and the public sector generally including the democratic, political, and organizational framework;
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations;
- Good knowledge and interpretation of Policy and Legislation;
- Good knowledge of performance management system;
- Good Governance;
- Good knowledge of the MFMA and MFMA Regulations, (Act No.56 of 2003);
- Valid driver's license.

Primary Function:

Strategically lead, direct and control the provision of an effective and comprehensive legal and contract service to the Council and MEs, by developing and implementing the strategies, policies, frameworks, systems, processes and procedures in order to ensure the City has the necessary legal representation and good legal standing to support the provision of its services in compliance with all the relevant regulatory frameworks of the country while meeting its objectives.



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Key Performance Areas:

- Lead and facilitate the Department strategic planning process and input into the Directorates Functional Strategy;
- Organise both human and non-human resources for effective and efficient implementation of Departmental functions, processes, and procedures;
- Lead the professional services rendered;
- Monitoring and controlling;
- Inter-and-intragovernmental relations (IGR);
- Manage specific administrative and reporting requirements associated with the sub-directorate;
- Provide strategic direction;
- Provide professional and sound advise;
- Manage Legal and Litigation Processes;
- Manage Contract Support Processes;
- Provide Planning and Development;
- Lead the Department's Service Delivery and Budget Implementation Planning (SDBIP) process;
- Ensure sound Departmental Planning and Budgeting Processes;
- Lead and facilitate the Departmental Performance management Planning Process;
- Human Resource Management;
- Provide sound leadership for the achievement of the sub-directorate;s objectives;
- Supervise and influence the provision of legal services in Municipal Entities in line with Group Legal and Contracts Policy Frameworks;
- Stakeholder Relations and Communications;
- Ensure effective monitoring, evaluation process and systems in the City;
- Ensure effective Departmental Assets Management and Control;
- Implement good governance and effective risk management systems;
- Coordinate the strengthening of IGR;
- Ensure effective management of specific administrative and reporting requirements associated with the Department and Individual Performance;
- Lead preparation of impact assessment, feasibility studies, due diligence, and associated management plans; and
- Provide strategic leadership to the department and contribute towards the overall management of the organisation.

Leading Competencies:

- **Strategic Planning and Strategy Formulation** - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.
- **Strategic Direction and Leadership** - Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.
- **People Management** - Effectively manage, inspire, and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- **Financial Management** - Ability to compile, plan, and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance



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with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner.

- **Program and Project Management** - Ability to understand program and project management methodology; plan, manage, monitor, and evaluate specific activities in order to deliver on set objectives.
- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
- **Governance Leadership** - Ability to promote, direct, and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.
- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects the principles of good governance.

Core Competencies:

- Moral competence;
- Planning and organising;
- Analysis and innovation;
- Knowledge and information management;
- Communication;
- Results and quality focus;
- Minimum competency requirements for Senior Managers.
- Knowledge of the local government environment;
- Significant experience in relevant areas of law;
- Knowledge of the regulatory environment and the public sector generally, including the democratic, political and organizational framework;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques and tools and how they can be practically applied;
- Knowledge of Corporate Governance and local government legal framework;
- Knowledge of principles and practices of municipal organization, administration and personnel management;
- Excellent written and verbal communication and presentation skills;
- Personally effective – excellent organizational skills, ability to prioritise and delegate;
- Ability to seek out, manage and influence opportunities for continuous improvement and change;
- Excellent legal analytical and coordinating skills;
- Effective problem-solving skills;
- Critical thinking skills;
- Good management skills.



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SECRETARY TO COUNCIL

<u>Department:</u>	Office of the Speaker
<u>Branch:</u>	Legislature
<u>Designation:</u>	Secretary to Council (City Secretary)
<u>Remuneration:</u>	R 2 148 405 pa (all-inclusive, cost to company)
<u>Location:</u>	Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- A qualification in Law or equivalent NQF level 7;
- A Masters qualification, and or a Company Secretarial Professional qualification and registration with the Institute of Company Secretaries of Southern Africa (ICSA) will be an added advantage;
- 10 years' overall experience in the legal field in local government or a Chartered Secretary with 6 – 8 years relevant exposure and experience;
- 5 years' senior management and 3 years at middle management experience;
- Good command of English; and
- Other languages within the Nguni and Sotho category will be an added advantage; and
- A valid driver's license

Primary Function:

Direct and lead the Office of the Speaker, by developing, implementing, coordinating, facilitating and promoting best practices, strategies, structures, mechanisms, policies, procedures, practices, programmes/interventions and culture, in order to strengthen the Legislative Arm through the research, development and implementation of the best practice systems and processes of scrutiny and oversight (of the executive) and public participation.

Key Performance Areas:

- Provide by-law-making, accountability, oversight, and scrutiny services;
- Manage and coordinate Legislature empowerment and stakeholder management and relations services;
- Provision of strategic direction and management services;
- Initiate and participate in the development of effective and efficient Department organisational structures, processes, and systems;
- Ensure capacitation of the Department's structure through effective and efficient Recruitment, Selection, and Placement processes;
- Provide sound strategic leadership to the Department;
- Ensure effective control of the financial resources of the Department;
- Ensure effective control of Human Resources;
- Manage specific administrative and reporting requirements associated with the Department and Individual performance;



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- Enhance the Legislature and contribute to CoJ as a learning organization by ensuring the replication and promotion of best practice.

Leading Competencies:

- Analysis and interpretation of legislation and policies • Stakeholder relations and influencing;
- Uses tact, diplomacy, and a positive attitude in all internal and external communications, whether verbal or non-verbal, and other interactions with the public or other City officials;
- Attention to detail;
- Flexible and practical approach to work;
- Direction and diplomacy;
- Management, planning, budgeting, monitoring, and organising;
- Good written and verbal communication (report writing, PowerPoint, presentation, and public speaking).
- Strategic Direction and Leadership; People Management, Program, and Project Management;
- Financial Management;
- Change Management;
- Governance leadership;
- Knowledge and understanding of legal prescripts;
- Interpretation of legislations, By-laws and Regulations;
- Networking and Maintenance of Sound Relations;
- Ability to operate in a Political Environment.

Core Competencies:

- In-depth knowledge and understanding of the Legislature and service delivery environments and its legislation;
- Sound knowledge of Political and Community Protocol including the knowledge of the different political agendas and community needs and requirements;
- Knowledge of local government environment and its factors, Government-wide policies, and the ability to interpret and apply policies and legislations;
- Knowledge of Local election laws, Codes, Ordinances, and Resolutions;
- In-depth understanding of research, strategy, and policies in relation to the Protocols, Ordinances, and separation of powers as well as any matters relating to the governance of the Council and how it can be innovatively and practically applied;
- Knowledge of principles and practices of Good Governance, administration, and personnel management;
- Analysis and interpretation of legislation and policies;
- Stakeholder Relations and influencing;
- Flexibility and practical approach to work, Discretion, and diplomacy;
- Moral Competence;
- Planning and Organising, Analysis and Innovation;
- Knowledge and Information Management;
- Effective Communication - good written and verbal communication (report writing, PowerPoint, presentations and public speaking);
- Results and Quality Focus.



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