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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**MANAGER: TARGETED BENEFICIARIES UNIT**

**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 acknowledgement 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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## MANAGER: TARGETED BENEFICIARIES UNIT

**Department:** Social Development  
**Branch:** Targeted Beneficiaries Unit  
**Designation:** Manager: Targeted Beneficiaries Unit  
**Remuneration:** R44 693.36 pm (basic salary, excluding benefits)  
**Location:** 118 Jorissen Street, Traduna Building, Braamfontein

### Minimum Requirements:

- Grade 12 plus BA Degree in Social Sciences / Developmental Studies / Gender Studies (NQF level 7).
- 5 – 7 years' experience working with women and gender programmes of which 2 years should be in managerial position.
- Understanding of Social Development process and programmes, management, operation management, Council processes to do Council reports and procurement;
- Knowledge of Community Development and Project management processes.
- Knowledge of Performance Management
- Knowledge of Community Development and Project management processes;
- Knowledge of applicable legislation e.g., Older Persons Act, Domestic Violence Act Gender Policy;
- Must have a valid driver's license.

### Primary Function:

**Manage the implementation of programs for Persons with Disabilities, Ex Combatants, Women and Elderly as well as skills development.**

### Key Performance Areas:

- Provide strategic support for effective and efficient implementation of development project in the regions targeting the vulnerable groups with special reference to Person with Disabilities, Ex-combatants, women empowerment/ Elderly and skills Development;
- Implementation and coordination of development programmes by facilitation the implementation of the City's targeted groups policies;
- Monitoring and evaluation of development programmes by consolidating and analyzing the regional weekly, monthly, quarterly as well as annual reports;
- Productivity /Performance and Personnel management;
- To forge partnership opportunities targeted group and attract resources both internally and externally;

### Leading Competencies:

- Computer literacy (Microsoft Word and Excel);
- Good communication;
- Presentation skills;
- Networking skills;
- Leadership skills;



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### **Core Competencies:**

- Team player;
- Accountability;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and 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.”***

**Applicants who applied previously must re-apply.**

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

<https://share-eu1.hsforms.com/1BB-Wg6-KQoCXQ5DWsNNinwew554>

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

### **ENQUIRIES ONLY:**

**Contact Person:** Johannes Mofokeng  
**Tel No:** 011 407 6736

**CLOSING DATE: TUESDAY, 12 DECEMBER 2023**

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.