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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Section Head: Project and Contract Monitoring and Evaluation

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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SECTION HEAD: PROJECT AND CONTRACT MONITORING AND EVALUATION

Department: Office of the City Manager
Branch: Office of the Chief Operating Officer
Designation: Section Head: Project and Contract Monitoring and Evaluation
Remuneration: R71 274,46 pm (basic salary, excluding benefits)
Location: 158 Civic Boulevard, Boulevard. Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's degree in Civil, Electrical or Mechanical Engineering (NQF level 7);
- Registration as a Professional Engineer (Pr Eng) or Professional Engineering Technologist (Pr Eng Tech) with the Engineering Council of South Africa (ECSA);
- Minimum of 10 years of increasing responsible experience in engineering, preferably with exposure to public sector service delivery projects;
- Minimum of 5 years of successful engineering/project management experience, preferably in a multi-disciplinary environment; and
- Minimum of 5 years of middle/senior management experience;

Primary Function:

To carry the responsibility for the strategic management, governance, prioritisation and control of the City's capital project portfolio through strategic oversight, integration and monitoring of all projects, including oversight of the processes for project selection, optimisation and execution, resource allocation and benefits realisation, all based on the City's strategic plans, policy frameworks and available resources.


Key Performance Areas:


- Processes that guide the programme and result in good management for the City of Johannesburg Municipality
- To ensure that the programme management capabilities in the City of Johannesburg Municipality is abreast of the latest sector developments and requirements;
- To assist in the day-to-day running of the portfolios, programmes and projects within the City of Johannesburg
- Ensure adequate stakeholder management that provides feedback and accounts for business unit operations in terms of accomplishments and plans;
- Lead and direct staff within the section so that they are able to achieve the objectives of the ECOE;
- Ensure that the management of the ECOE budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury regulations;
- Promote and facilitate sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the ECOE to ensure the delivery of strategic and operational objectives;



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- Ensure sufficient risk management is conducted in the ECOE operations so that liability is minimized and/or eliminated, and to identify, assess and manage risk while striving to attain Objectives;

Leading Competencies:

- Excellent strategic thinking, planning and execution skills including the ability to anticipate the talent and organization implications and identify strategic challenges and priorities;
- Coordinating skills;
- Advanced report writing;
- Strong Presentation skills;
- Problem-solving;

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of the City's Strategy (IDP), prescribed Methodologies, Legislative, Policy, and Regulatory Framework;
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied;
- Knowledge of Corporate Governance;
- Knowledge of principles and practices of municipal organisation, administration and

“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/170IADVTtTWOFG9owzuv_fQew554

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



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ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo

Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 19 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.

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