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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
**Deputy Director: Human Capital Management
(Field Services)**

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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DEPUTY DIRECTOR: HUMAN CAPITAL MANAGEMENT (FIELD SERVICES)

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group Human Capital Management
<u>DESIGNATION:</u>	Deputy Director: Human Capital Management (Field Services)
<u>REMUNERATION:</u>	R57 490,39 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Mobile within the Johannesburg Municipal Jurisdiction

Minimum Requirements:

- Matric/Grade 12 plus Bachelor's Degree in Human Resources Management/Public Administration/Business Administration/Public Management at NQF level 7, with HR as a major;
- 7 - 9 years or more relevant experience covering a broad range of human resources functions, of which 5 years must be at middle management level;
- Proven track record of providing strategic support service at senior management level;
- Experience in supervising multiple, diverse service functions simultaneously with a string of supervisory and team leadership skills;
- Ability to work with various levels of personnel in a fast-paced environment;
- Excellent verbal and written communication skills;
- Previous experience in National/Provincial/Local Government Policy, Legislation, and protocols;
- Proven track record of providing strategic support service to an executive at a similar level;
- Experience of working in a policy environment;
- Code 8 Driver's license.

Primary Function:


Lead, direct, and manage the full range of Field and Transactional Shared Services for the CoJ Core. Establish strategic business partnering relationships with line management, high technology changes, and influence decision-makers on projects that have a high impact on operating efficiency, solve high-level problems, and take responsibility for actions in an accountable setting.

Key Performance Areas:

- Implement Human Resources (HR) Strategy Alignment as it relates to Recruitment, Selection, Manpower Planning, and Employment Equity Services in terms of short-term plans for the HR functionality;
- Direct and control the key performance indicators and outcomes for personnel within the Human Resources Section;
- Effectively develop departmental strategic and operational risk registers;
- Proactively and strategically identify, engage, and manage stakeholders relevant to the department's deliverables and strategic objectives;



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- Ensure management of the scope and procedural administrative requirements and reporting deadlines associated with the functionality;
- Manage all aspects of people management within the Unit;
- Deliver strategic financial management;
- Manage and monitor Remuneration Policy, CoJ benefits, and Conditions of Service.

Leading Competencies:

- Strategic perspective;
- Excellent communication skills;
- Leadership and people management skills;
- Advanced computer literacy (MS Office Application code);
- Handling of confidential matters;
- Emotional intelligence;
- Change management;
- Attention to detail;
- Performance management skills;
- Planning and organizing skills;
- Project management skills;
- Integrity;
- Excellent report-writing skills.

Core Competencies:

- Knowledge of management of Human Resource programs and projects;
- Knowledge of performance management, financial planning, and risk planning;
- Knowledge of the local government environment;
- 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 management of resources (staff, budgets, assets);
- Knowledge of principles and practices of the municipal environment, administration, and employee management;
- Plays a wide-ranging research problem-solving, design, and standard-setting role and/or a more focused research problem-solving role;
- Knowledge of SAP Management.

“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/18QDINIPTSbKewqhIVklaMwew554>

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

ENQUIRIES ONLY:

Contact Person: Tisetso Kuduza

Tel No: 011 407 7139

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