



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG

5 YEAR FIXED-TERM PERFORMANCE BASED CONTRACTS

- **Senior Professional Officer: Youth Development Services**
- **Senior Professional Officer: Youth Empowerment & Stakeholder Relations Services**
- **Senior Professional Officer: Monitoring & 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 acknowledgement 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



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

SENIOR PROFESSIONAL OFFICER: YOUTH DEVELOPMENT SERVICES

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer (OCCO)
Designation: Senior Professional Officer: Youth Development Services
Remuneration: R1 080,819.85 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- Bachelor's Degree in Youth Development / Child and Youth Care / Development Studies / Social Sciences or equivalent to NQF level 7;
- 5 years' overall working experience, of which 2 years must be at a junior management level;
- Experience in youth development services / community development programmes targeted at youth will be an added advantage;
- Sound understanding of government policy and other related policies;
- General knowledge of local government mandate and an interest in internal processes;
- Must have a driver's license; and
- Must not be above the age of 35 years.

Primary Function:


To manage, coordinate and facilitate the provision of socio-economic youth development services in the CoJ.


Key Performance Areas:

- Facilitate the development of the Sub-Directorate strategy.
- Lead the development of the Sub-Directorate's business planning process.
- Lead and facilitate the Sub-Directorate's performance management planning process. Organize both human and non-human resources for effective implementation of the Sub-Directorate's organizational structure.
- Provide sound leadership to the Sub-directorate.
- Ensure effective control of the Sub-Directorate's Human Resource.
- Ensure effective control of Financial Resources of the Sub-Directorate.
- Drive effective youth development services.
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel, Power Point)
- Good communication and presentation skills.
- Good listening.
- Good facilitation;
- Coordinating skills.
- Customer Care Skills.
- Problem solving Skills.
- Critical thinking Skills.
- Excellent written and verbal communications skills.
- Good management skills.

Core Competencies:

- Understanding of relevant applicable laws, procedures and processes.
- Knowledge of 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 on Corporate Governance.
- Knowledge of principles and practices of municipal organization, administration and personnel 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

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

https://share-eu1.hsforms.com/1iBAKa8WnTzakM_-HT28ZUwew554

APPLY ONLINE VIA: www.joburg.org.za



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Tsebo Tsotetsi
Tel No: (011) 407 6003

CLOSING DATE: THURSDAY, 14 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.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

SENIOR PROFESSIONAL OFFICER: YOUTH EMPOWERMENT & STAKEHOLDER RELATION SERVICES

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer (OCCO)
Designation: Senior Professional Officer: Youth Empowerment & Stakeholder Relations Services
Remuneration: R1 080,819.85 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- Bachelor's Degree in Youth Development / Child and Youth Care / Development Studies / Social Sciences or equivalent to NQF level 7;
- 5 years' overall working experience, of which 2 years must be at a junior management level;
- Experience in youth development services and / or stakeholder management at community level will be an added advantage;
- Sound understanding of government policy and other related policies;
- General knowledge of local government mandate and an interest in internal processes;
- Must have a driver's license; and
- Must not be above the age of 35 years.

Primary Function:


To establish and coordinate youth empowerment and stakeholder relations services in the COJ.

Key Performance Areas:

- Facilitate the development of the Sub-Directorate strategy.
- Lead the development of the Sub-Directorate's business planning process.
- Lead and facilitate the Sub-Directorate's performance management planning process. Organize both human and non-human resources for effective implementation of the Sub-Directorate's organizational structure.
- Provide sound leadership to the Sub-directorate.
- Ensure effective control of the Sub-Directorate's Human Resource.
- Ensure effective control of Financial Resources of the Sub-Directorate.
- Drive effective youth empowerment services.
- Ensure effective youth stakeholder relations.
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel, Power Point)
- Good communication and presentation skills.
- Good listening.
- Good facilitation;
- Coordinating skills.
- Customer Care Skills.
- Problem solving Skills.
- Critical thinking Skills.
- Excellent written and verbal communications skills.
- Good management skills.

Core Competencies:

- Understanding of relevant applicable laws, procedures and processes.
- Knowledge of 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 on Corporate Governance.
- Knowledge of principles and practices of municipal organization, administration and personnel 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”.

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

<https://share-eu1.hsforms.com/198SzLQi-Toesq5MMEcNK3Qew554>

APPLY ONLINE VIA: www.joburg.org.za



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Sonwabiso Selana

Tel No: (011) 407 7961

CLOSING DATE: THURSDAY, 14 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

SENIOR PROFESSIONAL OFFICER: MONITORING & EVALUATION

Department: Office of the City Manager
Branch: Office of the Chief Operations Officer (OCCO)
Designation: Senior Professional Officer: Monitoring & Evaluation
Remuneration: R1 080,819.85 all-inclusive cost to company
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Appointment Requirements:

- Grade 12/NQF level 4;
- Bachelor's Degree in Development Studies, Social Sciences, Economics, Monitoring & Evaluation or equivalent to NQF level 7;
- 5 years' overall working experience, of which 2 years must be at a junior management level;
- General knowledge of local government mandate and an interest in internal processes will be an added advantage;
- Knowledge on Corporate Governance;
- Knowledge of principles and practices of municipal organization, administration, and personnel management;
- Must have a driver's license; and
- Must not be above the age of 35 years.

Primary Function:

To monitor and evaluate the mainstreaming of youth development programmes in the City of Johannesburg.

Key Performance Areas:

- Planning the development of the Sub-Directorate strategy.
- Lead the development of the sub-directorate's business plan.
- Lead and facilitate the sub-directorate's performance management planning process. Organise both human and non-human resources for effective implementation of the sub-directorate organizational structure.
- Provide sound leadership to the sub-directorate.
- Ensure effective control of the sub-directorate's Human Resource.
- Ensure effective control of Financial Resources of the Sub-Directorate.
- Provide effective monitoring and evaluation of youth development and empowerment services.
- Manage specific administrative and reporting requirements associated with the sub-directorate and individual performance.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel, Power Point).
- Good communication and presentation Skills.
- Good listening and communication skills.
- Proven writing Skills.
- Good facilitation and influencing Skills.
- Coordinating Skills

Core Competencies:

- Understanding of relevant applicable laws, procedures, and processes.
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework.
- Knowledge of Corporate Governance.
- Knowledge of principles and practices of municipal organization, administration and personnel 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 “

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

<https://share-eu1.hsforms.com/104-9l8EQ9Ou4eNwLSYuvgeW554>

APPLY ONLINE VIA: www.joburg.org.za



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo
Tel No: (011) 407 6560

CLOSING DATE: THURSDAY, 14 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.