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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Manager: Programmes (Digitization)**

**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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## MANAGER: PUBLIC PROGRAMMES (DIGITIZATION)

<b><u>DEPARTMENT:</u></b>	Community Development
<b><u>BRANCH:</u></b>	<b>Arts, Culture and Heritage</b>
<b><u>DESIGNATION:</u></b>	<b>Manager: Public Programmes (Digitization)</b>
<b><u>REMUNERATION:</u></b>	R44 693,36 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	21 Lillian Ngoyi Street, Newtown, Johannesburg

### **Minimum Requirements:**

- BCom Informatics, Information Technology Management of Information Technology Communication and Information Management Tertiary qualification in Information Science from a university at NQF level 7 (Degree, BCompt, BSc Computer Science, Bsc IT, BIT);
- 5 – 7 years' working in IT management;
- Experience in managing back-end support for virtual platforms, electronic management systems and portals;
- Managing the scope for digitization for public programmes, Museum Information and Museum Collection Management systems;
- At least 2 years management experience at middle management level;
- At least 5 years working experience as an Information professional, preferably in an arts or heritage environment, including experience with information systems and standards for museum collection management, digital imaging, Web management and electronic records management;
- Experience end-user of IT, including operating systems, software, servers, networks and peripherals;
- Culture and heritage experience and knowledge of national legislation for heritage, copyright, public records etc.;
- Valid driver's license.

### **Primary Function:**


**Plan, lead and direct the digitization of public programmes, events, museum collections and special programmes, through the design and development of policies, systems, procedures and controls, enabling the Directorate to create, manage, disseminate and act on core business information, in line with international best practices and legislative requirements, to accomplish the Directorate's objectives and service to clients.**

### **Key Performance Areas:**

- Identify and define the immediate, short- and long-term objectives/plans associated with digitization of public programmes, events, museum collections and special programmes;
- Develop, administer and maintain information systems for the implementation of public programmes and heritage collections;



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- Manage the Photography of all Public Programmes and Museum collection and Design a digital image archives for the Directorate's business needs, e.g. exhibitions, publicity and the Web;
- Manage a virtual Public Programme through various platforms including Social Media, Website and Intranet pages for the Directorate to ensure access to e-services, electronic information, e-business and e-commerce for the arts, culture and heritage sectors;
- Implement and administer the CoJ Electronic Records management System for business records;
- Direct and control the professional, technical and operational outcomes associated with the information services function;
- Manage information technology needs particularly specialist needs not supported under the City's IT contract.

#### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Networking skills;
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

#### **Core Competencies:**

- Knowledge of Digitization;
- Knowledge of Museum Information Systems;
- Knowledge of Web management and Electronic records management;
- Knowledge of Project management;
- Knowledge of Administration;
- Knowledge of Public relations;
- 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."***



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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/1pkJKrkxsTgu5WD0dRWry8gew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Thato Sepuru

**Tel No:** 011 407 7198

**CLOSING DATE: FRIDAY, 05 JANUARY 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 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.