



a world class African city

City of Johannesburg  
Group Corporate & Shared Services: Group Human Capital Management

6<sup>th</sup> Floor, B Block  
Metropolitan Centre  
158 Civic Boulevard  
Braamfontein

PO Box 1049  
Johannesburg  
South Africa  
2000

[www.joburg.org.za](http://www.joburg.org.za)

## ERRATUM TO VACANCY CIRCULAR 018/2024

The City of Johannesburg (CoJ), published the below position in the above circular as follows:

**PUBLISHED DATE: MONDAY, 26 FEBRUARY 2024**

**CLOSING DATE: FRIDAY, 01 MARCH 2024**

**OFFICER: COMMUNITY COMMUNICATION AND STAKEHOLDER  
MANAGEMENT**

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Officer: Community Communication and Stakeholder  
Management  
**Remuneration:** R557, 722.52 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- A Matric/ Grade 12 Certificate
- Diploma in Communication Science or equivalent at an NQF level 6;
- A minimum of 1 - 3 years' experience in Communication, Stakeholder Management and Customer Relations field;
- Knowledge and understanding of Local government environment;
- Good understanding of Communication/Stakeholder Management and Public Relations function.
- Must have a valid driver's license;

### **Primary Function:**

Responsible for writing, editing and formatting various documents for communication, liaison and developing and maintaining harmonious relationship with the community and stakeholders (Local communities, City of Johannesburg Councillors and Management, etc.) developing and implementing programs and activities to foster community engagement and awareness of the Office's mandate. Furthermore, the incumbent contributes to the development and implementation of stakeholder outreach and communications strategies and plans to meet the objectives of the Directorate.

### **Key Performance Areas:**

- Ensuring effective communication within the Office of the Chief of Staff;
- Effective handling VIP related complaints;
- Provide communication and Media support to relevant stakeholders;
- Effectively manage the stakeholder relationship;
- Manage aspects of the operations;

- Safeguarding and maintaining the proper use of all assets and Provide quality documented information on the functions and performance of Community, Communications and Stakeholder Management which are factual, accurate, complete, timely and contributes to and supports the overall requirements of Scheduled and Promotion Services.

**Leading Competencies:**

- Stakeholder Relations.

**Core Competencies:**

- Communication skills (Written and Verbal);
- Research and Presentation skills;
- Excellent interpersonal skills;
- Computer literacy – Microsoft Office Applications skills.

***“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/1qOtcZYjqTfSAPoZ4XyPVYwew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Wisani Mabunda  
**Tel No:** 011 407 6835

**PLEASE NOTE THE CLOSING DATE FOR THIS POSITION HAVE BEEN EXTENDED TO:**

**CLOSING DATE: THURSDAY, 07 MARCH 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.

**The Department wishes to apologise for the inconvenience caused**