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EXCITING CAREER OPPORTUNITIES OFFERED BY THE
CITY OF JOBURG:

**FIXED-TERM PERFORMANCE-BASED
CONTRACTS**
(Linked to Political Term of Office)

- **Office Manager**
- **Specialist: Monitoring & Evaluation**
- **Senior Professional Officer: Strategic Advisory Services**
- **Chief Specialist: Communication & Stakeholder Management**
- **Council Liaison Specialist**
- **Media Liaison Specialist**



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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.



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OFFICE MANAGER

Department:	Private Office of the Executive Mayor (POEM)
Branch:	Various MMC Offices
Designation:	Office Manager
Remuneration:	R753 676,85 pa (all-inclusive cost to company)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- Bachelor's Degree in Administration/Business Management/Public Administration/Office Management or related field (NQF level 7);
- 5 - 7 years' experience in a customer care environment.

Primary Function:

Support the Office of MMC with information, administrative, and facilitation support duties in order to provide a better service and customer care to internal and external clients.

Key Performance Areas:

- Provide administrative support associated with the office of the MMC;
- Manage the implementation of procedures and systems associated with controlling document flow and regulating record keeping;
- Coordinate specific logistical requirements associated with meetings hosted by the Office of the MMC and sign-off on matters for action;
- Effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councilor matters and queries;
- Perform specific tasks/activities associated with the provision of Secretarial Support.

Leading Competencies:


- General Management of the Office of the MMC in terms of administration, finance and logistics;
- Excellent verbal and written communication skills;
- Project management/Time Management skills;
- Goal driven;
- Work under stressful conditions.


Core Competencies:

- Manage change and interface relationships;
- Professionalism.



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<https://share-eu1.hsforms.com/1gVIZjfv0TzyD0sveIDo1igew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 7644

CLOSING DATE: WEDNESDAY, 03 APRIL 2024

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SPECIALIST: MONITORING AND EVALUATION

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Specialist: Monitoring and Evaluation
<u>Remuneration:</u>	R649 297,73 pa all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- National Diploma in Business Administration/Public Administration/Business Management or related qualification (NQF level 6);
- 3 – 4 years' relevant working experience;
- Knowledge of various governmental spheres;
- Sound judgment and high decision-making ability;
- Must have a valid driver's license.

Primary Function:

Systematically monitor programmes/projects presented to Council and cluster committees by COJ department for decision-making, measure the implementation of these programmes/projects in terms of efficiency, effectiveness, compliance, and quality, for accurate project reporting.

Key Performance Areas:

- Render and effective monitoring, evaluation, reporting, and flow of the work of Executive through to Council processes;
- Render adequate executive business support to Council and Committees;
- Manage Stakeholder relationships;
- Conduct market research to ensure best practice in M&E.

Leading Competencies:

- Attention to detail;
- Ability to work with senior management of the City, Municipal Entities, and other stakeholders;
- Confidentiality;
- Sound judgment and high decision-making ability.

Core Competencies:

- Knowledge of various governmental spheres;
- Integrity and Tenacity;
- Persistence and Persuasive;
- Assertiveness;
- Discretion when dealing with confidential information.



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SENIOR PROFESSIONAL OFFICER: STRATEGIC ADVISORY SERVICES

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Offices
Designation: Senior Professional Officer: Strategic Advisory Services
Remuneration: R1 080 819,85 pa (total cost to company, all-inclusive)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree (NQF Level 7) in Political Science, Public Administration, Economics, Law, or a related field;
- 7 - 9 years' experience in the discipline of which 4 years at a Professional Officer level;
- Must have a valid Driver's license;

Primary Function:

Provide Research and Strategic Advisory Services to enable the Directorate to render effective advisory services to the Office of the Executive Mayor and the Mayoral Committee for the achievement of the political mandate.

Key Performance Areas:


- Contribute to the development of the Directorate's functional strategic planning;
- Execute project planning process in contribution to the Directorate's business planning process;
- Execute process optimisation and efficiency procedures;
- Provide sound strategic advisory services;
- Render research services;
- Ensure effective control of project financial resources;
- Ensure effective management and control of allocated assets;
- Implement good governance and effective risk management systems;
- Manage specific administrative and reporting requirements associated with the research findings and project deliverables.

Leading Competencies:

- Good communication and presentation skills;
- Good listening and communication skills;
- Proven written skills;
- Good facilitation and communications and coordinating skills;
- Research and analytical skills
- Customer Care and Problem-Solving skills;



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- Critical thinking skills;
- Good management skills;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Knowledge of 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 Corporate Governance;
- Knowledge of principles and practices of municipal organization, administration, and personnel management;

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ENQUIRIES ONLY:

Contact Person: Lerato Maphala

Tel No: 011 407 7644

CLOSING DATE: WEDNESDAY, 03 APRIL 2024



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CHIEF SPECIALIST: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Chief Specialist: Communications and Stakeholder Management
<u>Remuneration:</u>	R886 816,85 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- Degree in Customer Relations/Marketing/Public Relations/Communications/Journalism or related field (NQF level 7);
- 5 - 7 years' relevant, related experience at senior practitioner level;
- Have a valid driver's license.

Primary Function:

Lead and manage communications and stakeholder engagement and liaison, including the provision of high-quality and responsive information for all stakeholders. Develop approaches to engagements, collaboration, and innovation that create improved value for the City/Region and its stakeholders.

Key Performance Areas:

- Render an efficient and effective stakeholder engagement management and liaison service in the designated region;
- Perform specific tasks/activities associated with the provision of internal communications services;
- Perform specific tasks/activities associated with the provision of external communications services;
- Provide marketing support;
- Perform specific tasks and activities associated with the provision of effective and efficient stakeholder management and liaison;
- Conduct planning and development activities;
- Optimise process for efficiency;
- Management of assets entrusted into specialist area;
- Conduct governance and risk activities;
- Monitor and report on work/projects achieve.

Leading Competencies:

- Communicate effectively;
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;



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- Change management;
- Problem-solving;
- Resource management and networking skills;
- Time management;
- High level of confidentiality and Organisational skills.

Core Competencies:

- Teamwork;
- High-level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.

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COUNCIL LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Council Liaison Specialist
<u>Remuneration:</u>	R649 297,73 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Political Science/Public Administration, related field or equivalent (NQF level 6);
- 3 – 4 years relevant experience of which 2 years is in a professional capacity;
- Working experience/knowledge of Legislature/Council operations;
- Must have a valid driver's license.

Primary Function:

Provide direction, develop, and serve as a link and/or facilitate the movement of information between the legislature, the Department, and the MMC. Proactively manage the relations between the MMC, the department, and the legislature.

Key Performance Areas:

- Serve as a link and/or facilitate the movement of information between the legislature, the Department, and the MMC's office;
- Monitor events in the legislature and meetings of Section 79 committees, and study groups relevant to the MMC;
- Assist the MMC with constituency work;
- Remain abreast with the procedures, policies, and processes applicable to the MMCs portfolio.

Leading Competencies:

- Business acumen;
- Stakeholder relations;
- Work independently;
- People Management;
- Political sciences.

Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;



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- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning;
- Organizing and execution.

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MEDIA LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Media Liaison Specialist
<u>Remuneration:</u>	R649 297,73 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Media Studies/Communications/Marketing/Journalism/Public Relations Management or related field (NQF level 6);
- 3 - 4 year's relevant experience in a similar work environment or position;
- Knowledge of media functions and concepts;
- Must have valid driver's license.

Primary Function:

Provide a media liaison service to the Member of Mayoral Committee (MMC) to effectively communicate programmes and approaches to engage the broad and diverse communities of the City of Johannesburg. Create presence and visibility of the MMC's portfolio through various digital and social media platforms.

Key Performance Areas:

- Develop a communications/media strategy and plan for the MMC;
- Arrange and conduct press conferences, information sessions, and interviews with the media;
- Develop media statements and speeches for the MMC;
- Compile responses to media enquiries;
- Build relations with the media and promote the portfolio of the MMC and the department;
- Participate in forums and in the collective planning of the communication and media issues of the Municipality;
- Liaise with key internal and external stakeholders in the department to ensure coordination and alignment of communication priorities and programmes.


Leading Competencies:

- Business acumen;
- Project management;
- Work independently;
- People management;
- Event management.



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Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organising and execution.

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