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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

2-YEAR PERFORMANCE-BASED CONTRACT POSITION
**Special Advisor Projects: Infrastructure
Coordination & Asset Management**

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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SPECIAL ADVISOR PROJECTS: INFRASTRUCTURE COORDINATION & ASSET MANAGEMENT

<u>DEPARTMENT:</u>	Office of the City Manager
<u>BRANCH:</u>	Office of the Chief Operations Officer (OCCO)
<u>DESIGNATION:</u>	Special Advisor Projects: Infrastructure Coordination & Asset Management
<u>REMUNERATION:</u>	R1 528 038,71 all-inclusive cost to company
<u>LOCATION:</u>	48 Ameshoff Street, SAPPI Building, Braamfontein

Minimum Requirements:

- Matric/ Grade 12;
- Bachelor's Degree in the Building Environment or related field (NQF level 7);
- At least 10 years' overall working experience, of which 5 years must be at senior management level in a large enterprise;
- The applicant must have the leading competencies and core competencies as required by the Local Government Competency Framework;
- The applicant shall undergo a competency assessment as well as security vetting;
- Valid driver's license; and
- Appointment to this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.

Primary Function:


Provide special advice to the City's Departments and Municipal Entities in evidence-based planning, prioritization, and investments for Infrastructure over the long term in line with the City's long term spatial vision. Provide technical advice to the Municipal Entities in updating their Asset Registers to achieve and maintain compliance with applicable asset management norms and standards. Lead, direct and advise on multiple strategic and/or high-risk engineering infrastructural projects in order to ensure that the City's capital budget is optimally utilised to achieve its strategic objectives and developmental needs. By taking a results-driven approach, to ensure quality of spend and achieve a high return on investment from the City's capital investment into strategic engineering infrastructure. Proactively assist the City to balance engineering infrastructure priorities and needs within its budget. Facilitate and manage the successful implementation of multiple engineering projects within respective MEs/Departments.

Key Performance Areas:

- Programme and Project Management - Develop a comprehensive strategic micro and macro analysis of projects within the scope of projects, in accordance with institutional objects.
- Programme and Project Management - Transversal management and co-ordination of multi-departmental capital projects.



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- Planning and organizing - Improve performance on infrastructure projects by providing input into existing programmes to strengthen project-related outputs with project communication and management.
- Planning and organizing - Assist with the alignment of the capital projects portfolio to the strategic objectives set by the administration as captured in the IDP and supporting document.
- Engage with potential stakeholders to facilitate collaboration with the City of Johannesburg;
- Financial Management - Ensure effective utilisation of financial resources and maximise capital and grant expenditure.
- Financial Management - Evaluate the financial impact of strategic decisions across infrastructural projects.
- Financial Management - Providing assurance to the Special Projects Coordinator on infrastructure projects by ensuring minimum financial risk.
- Change Leadership – navigate the strategic change process to deliver optimal change solutions.
- Knowledge Management - Identifying, managing, packaging, and disseminating key information to project stakeholders at all stages of project management.

Leading Competencies:

- Ability to work with political representatives and work under high levels of stressful conditions;
- Must be able to work extended hours and be on standby;
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Good 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:


- Basic knowledge of Human Resources (HR) concepts and functions;
- Knowledge of HR Training processes;
- 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/1ygmaDFz_R4W_JlzZLIKmkQew554

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

ENQUIRIES ONLY:

Contact Person: Pelisa Sindelo

Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 12 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.