



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE AN HAVE EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION **SPECIALIST: INTERGOVERNMENTAL RELATIONS**

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 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 

SPECIALIST: INTERGOVERNMENTAL RELATIONS SHORT-TERM CONTRACT POSITION (Not exceeding 12 months)

DEPARTMENT: Group Strategy, Policy Coordination and Relations
BRANCH: Integrated Development and Business Planning
DESIGNATION: Specialist: Intergovernmental Relations (IGR)
REMUNERATION: R25 422,17 pm (basic salary, no benefits)
LOCATION: 48 Ameshoff Avenue, SAPPI Building, Braamfontein

Minimum Requirements:

- National Diploma in Business Management, Public Administration, Policy Development (or associated discipline) at NQF level 6;
- 1 year experience in IGR context.

Primary Function:

Provide support in the implementation of the IGR Strategy of the City; The coordination and consolidation of departmental IGR issues into an implementation plan; The collation of responses to IGR issues including setting up meetings for sourcing the responses; The participation and representing the City in key IGR Forums and drafting outcomes reports for actioning; The creation of strategic partnerships with other spheres of government, municipalities and government agencies through the integrated planning process and community based planning, by understanding relevant and incidental delegated tasks, and together with the Deputy Director: Intergovernmental Relations; The coordination of IGR Forum meetings and refreshing the IGR practitioners' database on an ad hoc basis; The hosting of CoJ IGR Forum meetings on a quarterly basis.

Key Performance Areas:

- Research and analysis;
- Assist in establishing coordinating mechanisms to involve all stakeholders to facilitate effective communication with partners as a basis for formulating sustainable partnerships;
- Support in the establishing and facilitating IGR partnerships (national, provincial, and local government);
- Render support in the facilitation of the City's implementation of the IGR Act and CoJ IGR Strategy;
- Provide strategic support services in the IGR Forums;
- Facilitate and coordinate relationships between the Council (Speaker), the provincial legislature, and parliament through Speaker's Office, e.g. NCOP matters;
- Assist in ensuring the City's input on national and provincial bills that impact local government;
- Report periodically as required by the DD: IGR, on progress with programmes and projects;



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

- Participate in the Municipal Planning process;
- Administration and support.

Leading Competencies:

- Computer literacy (MS Office Packages, including MS Teams, Word, Excel);
- Communication and writing skills;
- Ability to handle the demands of various personality types;
- Strong professional and positive demeanor;
- Good command of English language and negotiations.

Core Competencies:

- Knowledge of intergovernmental relations policy and strategies, local government, research, and planning.

ENQUIRIES ONLY:

Contact Person: Sirelda de Klerk
Tel No: 011 407 7723

“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/1PcxMUIQ5SuiHaTBp4hbPyQew554>

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: TUESDAY, 09 APRIL 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.