

5-YEAR FIXED TERM CONTRACT POSITIONS**(Linked to Term of Office)**

When applying for any one of the below positions, kindly advise of your Department of choice comprising Community Development, Development Planning, Economic Development, Environment & Infrastructure Services, Group Corporate & Shared Services, Group Finance, Health & Social Development, Housing, Public Safety, or Transport.

Department/Directorate/Region: Office of the Executive Mayor

Branch: Various Offices of the MMC

Annual total remuneration package: R871 972 all-inclusive cost to company

Director: Executive Support (x10)

Educational requirements and experience: • Bachelor's degree/ NQF level 7 in Business Administration, Public Administration, Business Management or a Media, Journalism or Communications degree • Post-graduate qualification in Public Administration or related field is preferred • Four (4) – six (6) years' relevant experience at senior administration management level in a large enterprise • Proven track record of providing a strategic support service to an executive at a similar level • Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills • Ability to work with various levels of personnel in a fast paced environment • Experience in compiling and managing budgets • Excellent verbal and written communications skills • Previous experience in National/Provincial/Local government policy, legislation and protocols • Business administration, public administration or a closely related field and fiscal management experience involving payroll, purchasing, budgeting and supervisory experience or an equivalent combination of education and experience.

Job description: Ensure the provision of strategic analytical, human resource and administrative support and transversal business solutions to enable the MMC to effectively and efficiently deliver on the mandate. Duties will include management and administration of the Office of the MMC; provide executive support, administrative and secretarial services by developing, implementing and monitoring the relevant strategies, policies, procedures, systems and Standard Operating Procedures (SOP); manage information flow and correspondence through the MMC's Office; administration management for the Office of the MMC; administration management; departmental planning and budget management; financial administration and reporting, procurement and expenditure management; performance management coordination and support of the MMC; develop support networks and contacts that will enhance the functioning of the MMC's Office so as to assist the Office in delivering on their objectives.

Annual total remuneration package: R731 492 all-inclusive cost to company

Strategic Advisor MMC (x10)

Educational requirements and experience: • Degree in Political Studies/ Economics/Public Government Studies/Business Administration (NQF level 7) • Relevant three (3) to five (5) years' work experience, working within a political environment would be preferable, but not limited to.

Job description: Support the Office of the MMC with information and administrative duties in order to provide a better service and advice to their constituencies. Ensure key responsibility areas are identified, objectives aligned and appropriate procedures and policies developed and implemented on approval to guide and direct administrative compliance; the incumbent will identify and define the immediate, short and long term objectives/plans associated with the management and administrative support to the MMC by: • Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies and procedures for implementation • Evaluating and deciding on the applicability of specific key performance indicators and measures against outcomes detailed in the Office of the MMC • Presenting a conceptual framework of current and future interventions necessary to support core service delivery areas with accurate information • Advising the MMC on all matters pertaining to the work.

Annual total remuneration package: R466 231 all-inclusive cost to company

Office Manager (x10)

Educational requirements and experience: • Grade 12 plus a Certificate or Diploma in Administration (NQF level 5) • At least one (1) to two (2) years' experience in a customer care and employee benefits solutions environment.

Job description: Support the Office of MMC with information, administrative and facilitation support duties in order to provide a better service and customer care to their clients. Ensure requirements for meetings are in place and all actions concluded appropriately, by coordinating specific logistical requirements associated with meetings hosted by the Office of the MMC and sign-off on matters for action; diary management; attending to, in consultation with the Executive Secretary, arrangements for meetings of the MMC with Councillors as and when required; communicate and liaise with internal departments in respect of Councillor queries and needs relevant to the Portfolio departments and submit schedules for sign-off on all Councillor matters and queries dealt with.

Effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councillor matters and queries by resolving PR and Ward Councillor queries; making routine customer care calls on PR and Ward Councillors by liaising with Councillor Support in the Office of the Speaker; conducting public conveniences site inspections and providing feed-back reports on progress with resolution of matters to ensure that the provision of an effective Councillor's Liaison and Support service is available within the Portfolio.

Annual total remuneration package: R601 071 all-inclusive cost to company

Stakeholder Manager (x10)

Educational requirements and experience: • National Diploma or Degree in Journalism/Communications/Public Relations/Media Studies/Research related qualification (NQF level 7) • Alternatively, the applicant must demonstrate that he/she has developed the necessary competencies through experience • Relevant three (3) to five (5) years' work experience in conducting research, writing speeches and media releases and (or) working with community organisations • Previous experience working within a political environment would be preferable but not limited to.

Job description: Conduct basic research, data gathering and compilation, co-ordinate media briefings and draft media releases/press statements for the Office of the MMC, so that the MMC's fully prepared for meetings, seminars, functions, etc. Ensure that the office of the MMC is informed of all the activities taking place in the City of Joburg, by developing methodologies and approaches to guide specific officials on issues that may affect the MMC's communication to political bodies and communities by: • Managing public correspondence, identifying key stakeholders and managing relationships and resolving service complaints • Manage walk-in stakeholders coming to the office; ensure rapid turnaround with issues raised by stakeholders and manage communication to stakeholders on behalf of the MMC and developing and on-going stakeholder engagement plan for the MMC • Organising events on behalf of the MMC, ensuring high standards of organization to achieve event objectives • Developing the methodology and techniques to facilitate sequences associated with eliciting information on the influential variable that could impact on the City • Conducting basic research on media issues, develop reports and findings for submission to the MMC's office • Analyse and reconcile information gathered from both primary and secondary resources in order to facilitate the writing of speeches and media interviews • Research and be familiar with Council policies so the Spokesperson is able to provide accurate briefings to the MMC on relevant topic • Research community needs prior to the ward committee meetings in order to curb bad publicity • Research and monitor on the growth of the City against all other challenges that impact on service delivery • Develop a report and recommend implications thereof to the MMC and Speech Writing in order to be able to communicate with relevant stakeholders both internally and externally • Attending the community based structural and Ward meetings on behalf of the MMC for the analysing of community needs and submits report to the MMC • Developing a networking system that will show how deliverables are being handled in other cities • Monitoring string networks of communication with the aim of learning of issues before they become problems.

Contact Person: Lauren Jonas. **E-mail:** LaurenJ@joburg.org.za. **Tel No:** (011) 407 6003. **Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

These are employment equity targeted positions and preference will be given to designated groups including people with disabilities.

Closing date: 20 December 2016.

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

