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AN EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS

(linked to Political Term of Office)

Deputy Director: Mayoral Communications

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.
- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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DEPUTY DIRECTOR: MAYORAL COMMUNICATIONS

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Deputy Director: Mayoral Communications
Remuneration: R1 237 505.40 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- A Bachelor's Degree (NQF level 7) in Media Studies, Journalism, Communications and Public Relations management of similar and/or relevant experience in communication and stakeholder management;
- 7 - 9 years' relevant experience in the media and communications discipline, of which 3 – 4 years at middle management level;
- Experience in Public Administration will be an added advantage;
- Must have a valid driver's license; and
- Must be willing to work extended hours and be on standby.

Primary Function:

Provide strategic communication support to the Director: Mayoral Communications in the development and delivery of the Mayoral Communications strategy, through comprehensive research, construction of messaging which clearly articulates the Mayoral strategic objectives and priorities and effective management of the communication content delivered on both internal and external various communication platforms.

Key Performance Areas:

- Contribute to the development of the Directorate's Functional Communications Strategy;
- Facilitate Sub-Directorate operational planning process and input into the Directorate Business Planning process;
- Initiate and participate in the development of an effective and efficient Sub-Directorate organizational structure;
- Ensure capacitation of the Sub-Directorate's structure through effective and efficient recruitment, selection and placement processes;
- Provide sound leadership to the Section;
- Speech writing services to ensure that the construction of messaging clearly articulates the mayoral strategic objectives and priorities;
- Manage and monitor the usage of media platforms;
- Ensure effective control of Financial Resources of the Directorate;
- Ensure effective control of the Section's Human Resources;
- Manage specific administrative and reporting requirements associated with the Section and individual performance.



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Leading Competencies:

- Computer Literacy (MS Word and Excel);
- Good communication skills;
- Coordinating skills;
- Excellent writing skills.

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks governing the media and communications function;
- Knowledge of Corporate Governance;
- In-depth understanding of strategy and policies in relation to communications and how they can be practically applied;
- Knowledge of principles and practices of municipal organization, administration and personnel management.

“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.hsforms.com/1HhnABEUgTpKbzLRNceegEQ469tI>

APPLY ONLINE VIA: www.joburg.org.za

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>



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ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 7644

CLOSING DATE: FRIDAY, 17 JULY 2026

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, and
- Identity validation