

# CITY OF JOHANNESBURG VACANCIES

**011/2019**

**Department:** Citizen Relationship and Urban Management  
**Branch:** **Planning Profiling & Data Management (Region D)**  
**Designation:** **Officer: Regional Planning**  
**Salary Range:** R19 632.60 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Three to four year relevant Diploma (NQF level 6) in the Built Environment – Urban Planning, Development Planning, Project management, GIS or Statistical Studies; • A minimum of two (2) years' relevant experience, preferably with a good background in Local Government or public sector within a planning environment with an understanding of research techniques, urban planning, development planning, analysis and GIS; • Skills required: computer literate (MS software packages), office administration, attention to detail; and • Knowledge of local government records system.  
**Primary Function:** Support integrated planning of the Region in order to maintain high quality service delivery through planning that is informed. Planning entails researching the community and various aspects surrounding the built environment. The role will support the development of ward plans, which will inform regional plans and frameworks, including the RSDF and IDP. Create a comprehensive understanding of urban trends to support and influence strategic and political decision-making. The role includes continuous research, data collection and data packaging. It also requires the comprehension of predominant interventions and will support initiatives to curb urban criminality, urban decay, improve citizen engagement and other issues that plague urban management.**Key Performance Areas:** Support efficient and effective Regional Planning; Community Based Planning and Budgeting; Administration, communication and participation with various stakeholders.  
**Leading Competencies:** Teamwork and accountability; Confidentiality with staff personal information to be maintained at all times; Loyalty; Manage the frontline desk. **Core Competencies:** Customer and Service Delivery Management (Batho Pele), Ethics, Integrity and Professionalism Impact and Influence and Confidentiality.

**Contact Person:** Mpowe Mokoena **E-Mail:** antoinetten@joburg.org.za  
**Tel No:** (011) 986 0155 • **Workplace:** Jabulani Civic Centre

processing, circulation, transmitting and finalizing thereof in order to comply with Town Planning Legislation. **Key Performance Areas:** Make and forward inputs on work improvements; Accept and process submitted applications and correspondence at the counter; Perform circulation of applications to relevant Departments; Liaise with applicants and objectors, internal and external Department of Technical issues relating to development applications; Request technical information required from applicants and Technical Departments; Perform backups and security of electronic and manual information. **Leading Competencies:** Attention to detail; Teamwork & Accountability. **Core Competencies:** Attention to detail; knowledge of Local government policies, protocol and procedures; Batho Pele Principles.

**Contact Person:** Nthabiseng Majara **Email:** Nthabisengmaj@joburg.org.za  
**Tel No:** (011) 407 6534  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Department:** Development Planning  
**Branch:** **Land Use Management**  
**Designation:** **Specialist: Town Planner**  
**Salary Range:** R24 297.53 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Matric plus a National Diploma in Town Planning and Regional Planning/NQF level 6; • One (1) year's working experience in Town Planning; • Basic knowledge of Development and Land Use concepts and functions; • Computer literacy in Microsoft Office; • Verbal and written communication skills; and • Knowledge of Local government policies, procedures and protocols. **Primary Function:** Process Town Planning applications and implement processes based on set guidelines under the mentorship and guidance of the Senior Specialist (Town Planner) and Manager, in order to promote harmonious and orderly development of the City.  
**Key Performance Areas:** Process/Strategic Plans/Policies; Town Planning applications processing; Public Relations/Interaction; Mentorship and ad hoc duties.**Leading Competencies:** Collaborative/Teamwork & Accountability; Advice and guidance; Information gathering; Conflict management; Problem solving and understanding of applicable legislation, regulations and policies. **Core Competencies:** Attention to detail; Knowledge of local government policies, protocol and procedures; Batho Pele Principles.

**Contact Person:** Siphiwe Khumalo **E-Mail:** SiphiweK@joburg.org.za  
**Tel No:** (011) 407 7085  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

by resolving a minimum of 80% of customer queries on first contact, while meeting or exceeding targets set by the Revenue & Customer Relationship Management (R&CRM) department. Work effectively and harmoniously as a team to help create and encourage an environment of mutual respect and trust with management, colleagues and customers alike. Ensure efficient and effective resolution of queries to internal and external customers of the City of Johannesburg. Provide a high level Contact Centre experience both telephonically and written. **Key Performance Areas:** Answering of incoming calls, emails, social media by meeting or exceeding R&CRM customer service standards; Interrogate customer queries adequately, expertly and empathetically, using all necessary resources available to resolve queries at first contact; Log all queries into SAP according to R&CRM set standards; Channel all unresolved queries to the correct department for their required involvement; Perform any other duties relating to customer service as per agreement with the Line Manager. **Leading Competencies:** Collaborative/Teamwork & Accountability. **Core Competencies:** Customer and Service Delivery Management (Batho Pele); Ethics, Integrity and Professionalism; Conflict management; Impact and Influence and Confidentiality.

**Contact Person:** Annelise Botha **E-Mail:** AnnaliseB@joburg.org.za  
**Tel No:** (011) 375 8153 • **Workplace:** 28 Harrison Street, CBD

Implement effective and efficient policy/standards pertaining to the investigation of fraud and corruption matters. Monitor and guide fraud and corruption cases/matters. Achieve fraud and corruption objectives through quality in-depth reviews and deliver quality investigations and reporting. Execute work programmes with each fraud and corruption case. Participate in the GFIS fraud and corruption prevention campaigns through execution of related workshops. Manage Tip-offs Anonymous Fraud Hotline (in relation to fraud and corruption. Formulate proper fraud and corruption recommendations. Maintain fraud and corruption dashboard. Control possible future events through pro-active risk management. Management support of the Deputy Director and subordinates. **Leading Competencies:** Strategic management; Project management; People management; Stakeholder management and Conflict management; Business acumen; Fairness and transparency; Work independently; Assertive and accurate intellectual capacity. **Core Competencies:** COJ values; Batho Pele principles; Ethics and Integrity; Confidentiality of staff personal information to be maintained all times; Loyalty; People management; Must be able to work extended hours.

**Contact Person:** James Netshidzati **E-Mail:** jamesnet@joburg.org.za  
**Tel No:** (011) 407 6562  
**Workplace:** SAPP1 building, 48 Ameshoff Street, Braamfontein

**Department:** Development Planning  
**Branch:** **Land Use Management**  
**Designation:** **Secretary x 2**  
**Salary:** R13 371.55 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Grade 12/NQF level 4 plus Secretarial qualification/NQF level 5; • Minimum of two (2) years' experience as a Secretary; Advanced computer literacy in Microsoft Office and Outlook packages (e.g. Word, Excel and PowerPoint); • Good communication (verbal and written) skills required; and • Must be able to work under pressure. **Primary Function:** Provide a professional and executive office management, administrative, secretarial and personal assistance service of a highly responsible and confidential nature to the Assistant Director: Land Use Management so that he/she has all necessary support and systems to execute his/her duties and mandates at all times. **Key Performance Areas:** Provide administrative support; Diary management; Event/meeting coordination; Correspondence management; Frontline direction; Typing; Filing/document management; Meeting support; Messenger coordination; Stakeholder liaison and Ad-hoc duties. **Leading Competencies:** Teamwork and accountability; Confidentiality with staff personal information to be maintained at all times; Loyalty; Manage the frontline desk. **Core Competencies:** In depth and working knowledge of office management/administration policies and procedures, processes and systems; Attention to detail; Excellent planning and organizing skills.

**Contact Person:** Nthabiseng Majara **Tel No:** (011) 407 6534  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein  
*Hand deliveries to Human Resources, 12<sup>th</sup> floor, Metropolitan Centre, 158 Civic Boulevard, Braamfontein*

**Department:** Development Planning  
**Branch:** **Corporate Geo-Information Systems**  
**Designation:** **GIS Specialist - C**  
**Salary Range:** R24 297.53 pm (basic salary excluding benefits)**Appointment Requirements:** • Grade 12/NQF level 4 (with Maths, Geography and Physical Science subjects) plus relevant National Diploma (NQF level 7) in GIS/Town Planning/Survey/Geography; • Minimum of three (3) years' GIS/IT experience including: (i) GIS principles (ii) Database principles (iii) Software application support. **Primary Function:** Perform tasks requiring statistical and spatial analysis, data interpretation and cartographic mapping of spatial information and attribute data. Provide GIS/IT/Property systems to ensure effective solutions and quality information. Capture and maintain core datasets according to set standards. Process and monitor property related data. Provide support to internal and external clients ensuring quality information and resolution is to client's satisfaction. **Key Performance Areas:** Update, maintain, analyse, manipulate, interpret and validate spatial and non-spatial data according to set standards. Produce high quality cartographic maps/graphs and reports. Participate in customer support, system improvements and initiatives to ensure excellent service and customer satisfaction at all times. Perform administrative tasks, processes and procedures to ensure system adherence. Manage and monitor GIS projects to ensure specific deliverables within set parameters. Support the administration, population and access to GIS data bases. **Leading Competencies:** Extensive knowledge of GIS technology, spatial analysis and data manipulation. **Core Competencies:** Attention to detail; Multi Task; Work under pressure; Customer oriented.

**Contact Person:** Siphiwe Khumalo **E-Mail:** SiphiweK@joburg.org.za  
**Tel No:** (011) 407 7085  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Department:** Development Planning  
**Branch:** **Land Use Management**  
**Designation:** **Assistant Director: Technical Implementation**  
**Salary Range:** R38 605.23 pm (basic salary excluding benefits)  
**Appointment Requirements:** • BSc degree/B Tech or equivalent NQF level 7 qualification in Civil Engineering; • Six (6) to eight (8) years' working experience in Civil Engineering of which four (4) years should be at managerial level; • Knowledge of HR Policies and Procedures of City of Johannesburg as well as legislative requirements; • Knowledge of Engineering Services Contributions; • Computer literacy; Interpersonal; Communications; Facilitation and Supervisory skills required; • No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation; and • Candidates will undergo Security Vetting and/or Competency Assessments. **Primary Function:** Required to manage, direct and oversee proper functioning of the unit in order to ensure a comprehensive and quantitative technical assistance and support in the Legal Administration, through the coordination of the post approval process and implementation of land use. The incumbent is also required to direct the payment of external engineering service contributions in terms of the relevant legislation and in accordance with the approved council policies and guidelines. **Key Performance Areas:** Act and operate within the laid down policies and procedures of City of Johannesburg, as well as legislation requirements. Authority in terms of delegation to manage the levying of external engineering services contributions as contemplated in Chapter V of the Ordinance where it will be necessary to enhance and improve such services as a result of the commencement of the scheme and set of contributions in lieu of work by the development on behalf of the Council on all town planning application in terms of engineering principles and relevant town planning legislation. Create services for external engineering service contributions. Make rulings regarding the interpretation of Council (ME) policies related to engineering aspects of Town planning. Participate on strategic planning process. Represent councils at Planning Committee, Townships Board and Services Appeal Hearings. **Leading Competencies:** Risk Management; Strategic Direction and Leadership; Programme assessment and reporting; Human Resource management; Conflict Management; People Management. **Core Competencies:** Attention to detail; High levels of accuracy; Excellent Planning and Organizing skills; Good Negotiation and Conflict Management skills; Good problem solving and information gathering skills; Decision making skills; Strong technical skill; Ability to operate in a highly-sensitive customer service public interface environment with continued pressure to deliver high quality work standards; Ability to work individually with minimal supervision.

**Contact Person:** Siphiwe Khumalo **E-Mail:** SiphiweK@joburg.org.za  
**Tel No:** (011) 407 7085  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Department:** Development Planning  
**Branch:** **Corporate Geo-Information Systems**  
**Designation:** **Information Officer X 3**  
**Salary Range:** R13 371.55 pm (basic salary excluding benefits)  
**Appointment Requirements:** • National Diploma/NQF level 6 in GIS, Geography or Town Planning; • Qualification in Public Administration or Customer Service will be an added advantage; and • Minimum of one (1) year's experience in map interpretation and knowledge of the Town Planning Schemes. **Primary Function:** Provide support to the operational managers at the Public Information sections and attend to the operational functionality of the section as well as adhering to the procedures and applications to facilitate and support the recording, circulation and maintenance of information with regards to providing property information to external and internal clients to ensure that accurate and quality information is to the client's satisfaction and is easily understandable. **Key Performance Areas:** Assist with specific administrative tasks associated with the function. Participate in specific Geographic Information System improvements and initiatives. Assist with the coordinating of the administrative dimension associated with the processing of property information related queries and complaints at the Public information counter. **Leading Competencies:** Town Planning knowledge, Attention to detail & concentration for accurate dissemination of information. **Core Competencies:** Town Planning knowledge, Attention to detail & concentration for accurate dissemination of information.

**Contact Person:** Leyandre Ndlovu **E-Mail:** LeyandreN@joburg.org.za  
**Tel No:** (011) 407 6588  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Department:** Development Planning  
**Branch:** **Corporate Geo-Information Systems**  
**Designation:** **Officer: Street Addresses**  
**Salary Range:** R19 632.60 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Grade 12/NQF level 4 with Maths, Geography, Physical Science; • Diploma in GIS, Town Planning or Geography/NQF level 6; • Three (3) years' relevant experience; • Must have a valid driver's license; and • Communication skills required. **Primary Function:** Allocate, validate and approve street names and street numbers to stands to ensure the correct use and display of the allocated numbers in accordance with the Local Government Ordinance, governing the allocation of street addresses. Populate GIS/LIS database with allocated street addresses. **Key Performance Areas:** Comment on proposed development applications for subdivision, consolidations and new township establishment in terms of street naming and street numbering policies and legislation; Allocate street addresses for new and existing developments according to the legislation and policies; Capture allocated street addresses on specialized electronic system (GIS/LIS); Verify and correct/update existing street addresses; Implement new and changed street numbers; Resolve public and internal queries; Perform administration tasks/activities associated with the function. Site inspections. **Leading Competencies:** Teamwork; Communication skills & Accountability. **Core Competencies:** Attention to detail and concentration, decision-making, working under pressure.

**Contact Person:** Glynis Scheepers **E-Mail:** GlynisS@joburg.org.za  
**Tel No:** (011) 407 7076  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Department:** Development Planning  
**Branch:** **Land Use Management**  
**Designation:** **Registration Officer: Counter & Circulation x 3**  
**Salary:** R19 632.60 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Grade 12 or equivalent NQF level 4 qualification; • One (1) year's relevant experience in the planning field; • Computer literacy in Microsoft Office; • Sound interpersonal, verbal and written communication skills; • Attention to detail; and • Knowledge of local government policies, procedures and protocols. **Primary Function:** Provide an administrative support service in the Registration Section of Land Use Management by assisting the public in submission of Development applications, the

**Department:** Group Finance  
**Branch:** **Office of the Group Chief Financial Officer**  
**Designation:** **Executive Assistant**  
**Salary Range:** R38 605.23 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Diploma in Office Management/Degree or Diploma in Public Finance/Degree in Public Administration (NQF level 7); • A minimum of five (5) years' relevant secretarial/administrative/management experience in a similar environment; • Communicate clearly and concisely, both orally and in writing; • Maintain string professional and positive demeanor; • Computer literacy, SAP, IT applications, iPod, iPad; • Good interpersonal skills; • Knowledge of Local Government environment and programmes and projects; knowledge of local government and all its functions; • Time management; attention to detail; quality focused; change management; values and integrity; emotional intelligence; **Primary Function:** Provide administrative and management support at both strategic and operational levels with the primary purpose of ensuring that the execution of operational, strategic and project plans and decisions are implemented within agreed or specified timelines. To ensure the provision of analytical, administrative, logistical and human resource support and transversal business solutions to enable the Head of Department and all Group Heads of the department to effectively and efficiently deliver on their mandate. **Key Performance Areas:** Executive office support functions, such as scheduling and planning diary and events for the Group Chief Financial Officer (GCFO); Executive office administration functions by performing specific tasks/activities associated with the provision of administration and coordinated secretarial support; Information recordkeeping and document management; Provide strategic support to GCFO by managing and coordinating all strategic, operational and project plans; General, coordinating and operational functions; Departmental human resources/administration and performance management; Financial management and Productivity/performance and personnel management. **Leading Competencies:** Ability to function under stress; Time management; High level of confidentiality and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes, without constant referral to the GCFO on established or routine, unique situations as they arise. **Core Competencies:** Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused.

**Contact Person:** Nthabiseng Monesa **Email:** mlungsir@joburg.org.za  
**Tel No:** (011) 358 3528  
**Workplace:** Thuso House, 61 Jorissen Street, Braamfontein

**Department:** Legislature  
**Branch:** **Legal and Procedural Services**  
**Designation:** **Advisor: Legal and Procedural Services x 4**  
**Salary:** R38 605.23 pm (basic salary excluding benefits)  
**Appointment Requirements:** • LB (NQF level 8); • Three (3) years' working experience in a Legal environment (preferably from Local Government), specializing in Constitutional, Administrative & Procedural Law, including experience in Contract/Commercial Law; • Parliamentary/Legislative work background will be an added advantage as well as Admission as Attorney/ Advocate; • Good knowledge and interpretation of Policy and Legislation; Good Governance; Knowledge of Supply Chain Management and Performance Management; • Excellent Computer skills (MS Office; Presentation skills), communication, coordination and analytical skills; • Programme and Project Management; •Mora I competence, innovative behavior; • Knowledge and Information Management; and • Good team player. **Primary Function:** The incumbent will be responsible to render Legal and Procedural advisory services to the Local Legislature (Office of the Speaker), in respect of the streams of the Directorate i.e. Legislative and Corporate business streams. **Key Performance Areas:** Render legal and procedural services to ensure Legislature and Committees comply with legal requirements imposed by National/Provincial legislation; Legal compliance to ensure decision-making by Council, Committees, Speakers, Office Bearers and Chairpersons of Committees are informed, streamlined and in compliance with legal/procedural requirements and principles; Legislative compliance to ensure compliance with Laws; Contracts management; Legislative core business support; Litigation management; Legal support to integrity office. **Leading Competencies:** MFMA Financial management; Labour relations; Change management; Governance and leadership. **Core Competencies:** Integrity, Confidentiality; Flexible and adaptable; Diversity and Change management; Ability to work under pressure including irregular hours; Good spoken and written command of the English language; Reliable and Accurate; People management; Analytical ability; Attention to detail and logical thinking. *This is an employment equity targeted position and preference will be given to African, White Males and White Females including people with disabilities.*

**Contact Person:** Violet Sidaki **E-Mail:** hrm@joburg.org.za  
**Tel No:** (011) 407 6814  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Department:** Office of the City Manager  
**Branch:** **Group Forensic & Investigation Services (GFIS)**  
**Designation:** **Assistant Director: Fraud Investigations**  
**Salary:** R38 605.23 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Appropriate three year Degree in Forensic Investigations or Policing/NQF level 7; • Five (5) years' experience within fraud and corruption investigation environment of which two (2) years' experience should be at supervisory level within the public service or private sector; • Proven success on operating at supervisory level, including the management of staff; • Knowledge of forensic investigation processes, controls and the identification of systemic weaknesses; • Presentation and reporting effectively; Understanding the implications of policies; and • Quality assurance and human resource procedures and regulations. **Primary Function:** The incumbent will report to the Deputy Director: Fraud and Corruption and will be responsible for the effective implementation of strategies, policies, procedures and response plan in terms of fraud and corruption cases. He/she will also monitor and report on progress thereof on all the matters related to fraud and corruption. In addition, the incumbent is required to treat fraud and corruption as part of organized crime under the Prevention of Organised Crime Act, (POCA) no. 121 of 1998 and Prevention of Corruption Activities Act (PRECA). **Key Performance Areas:** Investigate organised crime matters in relation to fraud and corruption (commercial crime) City Wide including external stakeholders.

**Department:** Public Safety (Emergency Management Services)  
**Branch:** **Operations**  
**Designation:** **Divisional Chief**  
**Salary:** R38 605.23 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Grade 12 and B Tech in Fire Technology with AEA or BAC; • Valid HPCSA registration; • Valid Code C License; and • Six (6) to eight (8) years' Emergency Management Services Operational experience, of which three (3) to four (4) years as an Operational Station Commander. **Primary Function:** Charge of the operational management of the district in order to ensure that reactive performance is in line with the approved and acceptable service delivery levels. **Key Performance Areas:** Ensure reactive incident management. Conduct strategic planning. Liaise with Pro-active, Command Centre and other stakeholders and relevant role-players. Oversee the strategic management of human resources and the operational budget. Institute the incident management system. Coordinate daily operational activities for the District. Institute quality management systems within the District. Manage District performance. **Leading Competencies:** Strategic management; Project management; People management; Stakeholder management and Conflict management; Business acumen; Fairness and transparency; Work independently; Assertive and accurate intellectual capacity. **Core Competencies:** COJ values; Batho Pele principles; Ethics and Integrity; Confidentiality of staff personal information to be maintained all times; Loyalty; People management; Must be able to work extended hours.

**Contact Person:** Shumani Maano **E-Mail:** shumanim@joburg.org.za  
**Tel No:** (011) 758 928 • **Workplace:** Various Stations

**Department:** Transport  
**Branch:** **Planning & Policy**  
**Designation:** **Manager: Transport Systems Management**  
**Salary Range:** R34 515.06 pm (basic salary excluding benefits)  
**Appointment Requirements:** • Three year Degree in Civil Engineering or associated discipline, i.e. Transport Planning/Traffic Engineering; • Five (5) to seven (7) years' experience, of which two years at supervisory level, in the public transport management environment within the public sector, however candidates with a proven track record in the private sector will also be considered; • Must be able to work extended hours when circumstances dictate. **Primary Function:** Provide an efficient and effective management function to the unit in terms of Transport systems management, which include monitoring of transport systems, policies and procedures to ensure that these policies and procedures are implemented by all respective stakeholders. **Key Performance Areas:** Manage, coordinate and supervise activities relating to Transport systems management according to the City's policies and guidelines so as to ensure they are done in a cost effective manner; Financial management i.e. the unit's annual operating and capital budget; Staff management in order to achieve objectives; Contract management with stakeholders. **Leading Competencies:** Strong organising and attention to detail skills; Team player; Time management and communications; People Management; Stakeholder Management; Conflict Management and Risk Management. **Core Competencies:** Integrity; Confidentiality; Flexible and adaptable; Reliable and Accuracy; Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism Impact and Influence and Confidentiality; HR and CoJ Values.

**Contact Person:** Darryl Wicks **E-Mail:** darrylw@joburg.org.za  
**Tel No:** (011) 780 4638 • **Workplace:** 66 Pixley Seme Street

**FIXED TERM CONTRACT POSITIONS • LINKED TO TERM OF OFFICE THE CLOSING DATE FOR THIS POSITION IS 16 APRIL 2019**  
**Department:** Private Office of the Executive Mayor  
**Branch:** **Mayoral Communications**  
**Designation:** **Assistant Director: Mayoral Communications**  
**Annual total remuneration package:** R736 317.85 all-inclusive cost to company  
**Appointment Requirements:** • A Degree in Communications or associated discipline, but candidate with extensive relevant work experience and a proven track record would be considered; • Six (6) – eight (8) years' relevant experience in communications and/or public relations in either the public or private sector; • It is necessary that the successful applicant has management experience; • Through understanding of IT innovation in communications and their potential application to the communications and media relations environment; • Knowledge of Local Government environment, programmes and projects; • Knowledge of Local Government and all its functions; • Knowledge of Communications and media liaison principles; and • Ability to lead and improve strategic communications within the City. **Primary Function:** Promote and provide strategic communications support to the Directors within the Office of the Executive Mayor by defining and interfacing with appropriate target audiences through available communication channels so as to support identified strategic objectives as set by the Executive Mayor and Mayoral Committee. This will be achieved as the incumbent fulfils their role by jointly working together with the Director as follows: • Oversee the construction of messaging to which clearly articulates the strategic objectives and priorities set the Executive Mayor and Mayoral Committee. • Provide a comprehensive communications, research and content management service. • Coordinate line communications functions within the communications Office of the Executive Mayor. • Offer a coherent media management function. • Enhance the effectiveness of Public Relations. • Provide a media liaison service as and when required to the Executive Mayor, City Manager and other Directors as may be determined from time to time. **Key Performance Areas:** Communication Strategy, Policy and Standards; Provide sound strategic communication content; Media management; Coordinate line communication functions; Public relations; People management; Speech writing and content management standards. **Leading Competencies:** Ability to work with Boards and Senior Management of the City, Municipal Entities and other stakeholders; Ability to work with National and International media. **Core Competencies:** People Management; Manage Resources and attention to detail.

**Contact Person:** Tsholofelo Tlhothomisang • **E-Mail:** TsholofeloT@joburg.org.za  
**Tel No:** (011) 407 6311  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

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

Appointment will be made in accordance with the CoJ's EE Policy. Application letter, together with a comprehensive CV must be forwarded to the contacts details mentioned above

Closing date: **CLOSING DATE: 25 APRIL 2019**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

