City of Johannesburg
Johannesburg Development Agency

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Exciting and Challenging Positions

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.
The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

This is a 6 months employment contract. JDA offers a market related salary commensurate with qualifications and experience.

Area Based Management Co-ordinator (6 Months Contract)

Purpose of Position:
The Co-ordinator Area Based Management will provide administrative support to the area- based management activities of the JDA in priority areas of the City of Johannesburg, in the Development Facilitation Unit.

Key Responsibilities:
Provide administrative support to the EM; DF Managers, so that administrative procedures are carried out effectively to ensure an effective administrative service. This includes establishing and running a clear, transparent booking system for events * Establish and maintain effective filing and information retrieval system to ensure the correct information is available as and when required * Execute the financial processes involved in the payment if invoices to ensure payment in line with SCM regulations.* Collate and prepare meeting packs and minutes * Provide meeting briefs, notes and meeting packs for EM: DF and DFMs * Attending Visible Service Delivery (VSD) Meetings for Region F to be aware of the City Operational Plans and raise unresolved issues with the Citizen Relationship and Urban Management (CRUM) department * Hold co-ordination meetings between City and Private stakeholders for the management of key areas and spaces * Work with Private role players and the City on improving their own safe and cleaning operations * Run community building initiatives through the co-ordination of community services i.e. Map all social services in different precincts * Programming of public space and the creation of key events for community outcomes * Plan and run scheduled events in key City owned spaces through, as part of administrative support, filling and financial processing duties of a Coordinator * Demonstrate understanding of the guidelines and procedures for staging events within the City of Johannesburg to provide support to the Joint Operations Committee in ensure events are safe and complaint. Draft agreements between private sector and JDA for long term sustainability of precincts. Agreements to be signed by JDA CEO; the task is to establish the needs of a precinct, project or site and reach agreement of the resources to the provided. * Encourage partnerships between JDA, private sector and community actors. *Applicant will be required to work on weekends and evenings as part of the day to day work.

Education and Experience:
Matric/Grade 12; Office Administration qualification will be an added advantage. Experience in events management and/or communications is an added advantage.

Please email a detailed CV in MS Word format to: Areabasedmanagement@jda.org.za

Closing date: 02 May 2019 **at** 17h00 **pm.**

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an Equal Opportunity Employer

APPROVED BY
TUMANG BOKABA
23/4/2019

Building a better city

Directors
M Ntanga (Chairperson) C P... (CEO) S ...msamy (CFO) S Je... TG Sambo JW Karu... Sebina EF Peters ... Zagaretos R Shirinda (Company Secretary)
Registration Number 2001/...01/07