



FOUR (4) YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT POSITION (LINKED TO MAYORAL TERM OF OFFICE)

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Private Office of the Executive Mayor (POEM)
Branch: **Leader of Executive Business (LOEB)**
Designation: **Director: Leader of Executive Business**
Annual total remuneration package: R1 043 709.67 all-inclusive cost to company

Appointment Requirements:

- Bachelor Degree in Business Administration, Public Administration, Business Management or relevant degree/NQF level 7;
- At least 8 years managerial/leadership experience required;
- Proven track record of providing strategic support to an executive at a similar level;
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills;
- The ability to work with various levels of personnel in a fast paced environment;
- Experience compiling and managing budgets;
- Excellent verbal and written communication skills;
- Previous experience in National/Provincial /Local Government Policy, Legislation and protocols;
- Business administration, public administration, or closely related field and fiscal management experience involving payroll, purchasing, and budgeting and supervisory experience, or an equivalent combination of education and experience;
- Knowledge of Government legislation policies and procedures applicable to South Africa;
- Demonstrated ability to strategically manage and administrative support service within a multidisciplinary environment, including demonstrated ability to provide professional supervision, development;
- High level ability in the use of e-mail, electronic diaries, tele-conferencing, video-conferencing, City systems and Microsoft Office applications, i.e. Word, Excel, Access and Power Point;
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the MMC with senior internal and external stakeholders;
- Excellent written communication skills, including ability to prepare documents and briefing notes for the MMC and on complex and sensitive issues;
- Must be capable of gathering and analysing information;
- Sound knowledge of risk management;
- Financial Management;
- People management and Empowerment;
- Project and programme Management;
- Organisational Awareness/ Political Impact;

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CLOSING DATE: 29 AUGUST 2019

VACANCY CIRCULAR: 031/2019

- Knowledge Management, Planning and Organising; and
- Policy Conceptualisation

Primary Function: Direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) Leader of Executive Business by providing high level strategic (and political) advice and counsel to the MMC by coordinating the implementation of the executive policy, developing and managing the implementation of communications strategy (action plans) and managing key personnel in order to ensure the advancement of the MMCs political programmes and strategy.

Key Performance Areas: Manage and provide strategic (political) policy support and advice to the MMC; Enable and manage the implementation of the Executive Mayor's Communication Strategy i.r.o. the MMC's functions; Direct and control the outcomes associated with utilization, productivity and performance of personnel within the MMC support function; Plan, monitor and control function's annual operating and capital budget so that spending is in line with the Municipal requirements and/or MFMA; Manage, direct and drive processes and policy that supports the effective and efficient operation of key functional areas in the support function of the MMC; Manage and lead work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC; Direct and manage the execution of project and assignment as determined by the MMC.

Leading Competencies: Strategic Direction and Leadership; People Management; Financial Management; Change Leadership; Projects Management; Performance and Risk Management and Batho Pele; Attention to detail.

Core Competencies: Understanding of local government environment, environmental legislation and policies as well as environmental education and training approaches.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

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