

PERMANENT POSITION

The City of Johannesburg seeks to fill an executive level position. Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests:

Department: Group Corporate & Shared Services

Branch: Group Human Capital Management

Group Head: Group Human Capital Management

Salary: R73 961.71 pm (basic salary excluding benefits)

Appointment Requirements: • A Bachelor's degree in Public Administration, Business Administration, Management Sciences, Human Resources, Labour Relations or career related tertiary qualification (NQF Level 7) • Registration with a relevant professional body will be an added advantage • At least ten (10) years' experience, of which at least five (5) must be at Senior Management level in a relevant discipline or filed within a large organisation • Have proven successful management experience in administration • Sound knowledge of relevant legislation that govern employment practices • In-depth understanding of Government strategic thinking and policies and how they can practically be applied • Considerable knowledge of modern policies and practices of public personnel administration • Thorough knowledge of employee classification, compensation and benefits, recruitment, selection and training • Principles of human resource administration • Policies, procedures, ordinances and resolutions governing City personnel activities, conditions of employment and employee benefits • Knowledge of and analysis of the impact of labour market conditions and socio-economic issues • Understand and interpret policies and procedures and explain them to others • Ability to establish and maintain effective working relationships with employees, city officials, labour unions and the general public • Principles and practices of municipal budget preparation and administration • Ability to plan activities, goals and objectives of staff members and the department and monitor compliance as dictated by Group policy • Principles and practices of project management • Ability to make high-risk decisions of a long-term and strategic nature • Comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007 • Knowledge of Labour Legislation, Council policies and procedures. Budgeting, report writing, be familiar with Municipality Finance Management Act, Public Finance Management Act and must have undergone relevant leadership programs • The incumbent must also have knowledge of policy analysis, monitoring, evaluation and reporting, IDP and business planning in terms of employee cost • Good knowledge and interpretation of policy and legislation • Good knowledge of performance management • Good governance • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act 5 of 2000) • No criminal record (excluding previous conviction/s relating to political activities in the previous dispensation) • Will undergo security vetting • Regularly required to work after hours and spending time away from home • Computer literate.

Primary Function: Ensure overall optimization of the Group Human Capital Management value chain, through effective strategic planning, directing and alignment of functional management policy frameworks and operational delivery. Responsible for planning, managing and directing the full suite of the City-wide Human Capital Management initiatives and functions, including Organisational Design and Development, job classification, compensation, transformation, service delivery improvement programmes, employee benefits, labour relations, training and development, talent management and to provide professional and technical staff assistance and wellness programmes.

Key Performance Areas: The incumbent is responsible and accountable for delivering strategic HC capacity, leadership and management; strategic HC operational management; HC financial management; HC governance, ethics and values; HC performance reporting; HC risk management; HC project management; ensure legislation and policy implementation; ensure effective HC stakeholder relations; delivering HC audit and assurance management. Subject to legislated context responsibilities, national standards and the directives of the Group Corporate & Shared Services, exercise control over Human Capital Recruitment Management, Occupational Health & safety, Learning & Development, Organisational Development & Efficiency and Management & Administration Support.

Leading Competencies: Strategic direction and leadership; people management; program and project management; financial management; change management; change leadership and governance leadership. **Core Competencies:** Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

Contact Person: Mashudu Rasalanavho. Tel No: (011) 407 6698. E-Mail: Mashuduras@joburg.org.za

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

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

Closing date: 05 March 2019.

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.

