

**Permanent Position****Department: Office of the City Manager****Branch: Chief Operations Officer****Director: Operations Coordinator****Salary range: R55 042.66 per month (basic salary excluding benefits)****Appointment requirements:**

- Bachelor's degree/NQF level 7 in Business Administration, Public Administration or Business Management
- Postgraduate qualification in Public Administration or related field is preferred • 4-6 years' experience at senior management level in local government or large enterprise.

**Primary function:**

- Provide overall strategic management support to the Chief Operations Officer • Represent the Chief Operations Officer in various internal and external meetings and events • Coordinate the activities of the MPAC as well as all oversight committees as they relate to the office of the COO • Actively contribute to the cluster system from a coordination perspective • Monitor, evaluate and report on progress on inputs • Promote inter-cluster and intra-cluster integration, coordination and monitoring per the various Cluster Plans and identified Cluster priorities to enrich the execution of the CoJ core mandate at an institutional level • Coordinate the activities of the Service Delivery JOC • Oversee the execution of strategic projects undertaken by the COO.

**Key performance areas:**

- Provide strategic support to the COO • Organise and direct cluster-based and City priority-based strategic planning processes from inception to programme development and monitor, evaluate and report programme performance against pre-determined indicators and targets • Perform oversight over the oversight committees, including the MPAC, GPAC, GRC, Section 79 on Governance as well as assist the COO in coordinating issues pertaining to the following: EMT meetings etc (these may also be part of the Special Projects undertaken by the COO and delegated by the CM) • Guide and support the SD JOC that they are able to achieve the objectives set for them • Analyse and adjust the role boundaries, workflow processes and job design against laid down service delivery requirements • Manage strategic projects.

**Leading competencies:**

Ability to package core business into strategic planning and monitoring framework.

**Core competencies:**

- Extensive knowledge of departmental core business • Understanding of the entire planning value chain within the local government and inter-governmental contexts.

**Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein****Applications, accompanied by a comprehensive CV, should be forwarded to e-mail:****BonganiM@joburg.org.za****Enquiries: Bongani Myeni, tel. (011) 407-6808**

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

**Closing date: 6 June 2019**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy.

Applications must contain at least 3 referees. An application form together with a 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 unsuccessful.

