

## CITY OF JOHANNESBURG VACANCIES

## PERMANENT POSITIONS

**Department:** Group Strategy, Policy Coordination and Relations

**Unit Head:** Integrated and Community Based Planning (Director)

**Salary:** R55 042.66 pm (basic salary excluding benefits)

**Appointment Requirements:** Degree in Planning, Business Administration, Development Planning / NQF level 7. A post-graduate degree in management or planning or development or related discipline will be an advantage. At least eight (8) –ten (10) year's relevant experience in Management Administration and Planning or Community Based Planning within a large organisation in a senior management level in either the public or private sector. It is necessary that the successful applicant has at least 5 years management experience. Experience with project management and leading major transformation initiatives within an organisation. Computer Literate (Microsoft Word, Power point Presentation and Excel). Ability to handle the demands of various personality types; Negotiation; Coordinating Financial and Analytical. Must have a valid driver's license. Must be able to work extended hours and be on standby. People Management experience and skills.

**Primary Function:** The Unit Head: Integrated and Community Based Planning will be responsible for the coordination and management of IDP and Community Based planning processes in the City of Johannesburg, ensuring effective and efficient business planning and participatory planning to promote community action and participation; and to link these to the delivery requirements for the Institutional Performance Management System to ensure effective service delivery. This will be achieved as the incumbent fulfils their role and responsibilities to: Drive and manage the processes of strategic planning in the CoJ, which allow for effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System. Operationalise Corporate Strategy - Integrated planning policy and frameworks (5 year IDP, Annual IDP's, Business Plans and SDBIP). Manage and oversee the development of community based planning and ensure its integration into the City's planning process. Drive the City intergovernmental alignment initiatives in the City's medium and short term planning process. Coordination of the City's strategic planning processes. Equip the Executive with strategic information in relation to the medium term planning and IDP. Provide consolidated feedback to City Manager/COO i.t.o. cluster planning processes related to medium and short term planning and instruments. Business management of the Unit. People management of Unit staff. **Key Performance Areas:** Drive and manage the processes of integrated and community based planning in the COJ which allow for effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System. Manage and oversee the development of Community based planning and ensure its integration into the city planning process. Provide consolidated feedback to City Manager /COO i.t.o cluster planning processes. Drive the City intergovernmental alignments initiative in the City's medium and short term planning process. Equip the Executive with strategic information in relation to the medium term planning and IDP. **Leading Competencies:** People Management, **Core Competencies:** Strategic Direction and Leadership, Financial Management, Change Leadership, Conflict Management, Programmes and Projects Management.

**Contact Person:** Vuyo Mazamisa **E-Mail:** VuyoMaz@joburg.org.za **Tel No:** (011) 407 7634 **Workplace:** Traduna House

**Department:** Group Communication & Marketing

**Specialist: Events Support x2**

**Salary:** R24 297.53 pm (basic salary excluding benefits)

**Appointment Requirements:** A Diploma in either public relations, communication business management, administration, marketing, sales or hospitality sector/NQF level 6; At least three (3) years relevant experience in Events Management in the Private or Public Sector; Knowledge of Government legislation, policies and procedure application; Marketing principles and practices; Event management logistics and practices management; Project management, planning and organization; Must be capable of gathering and analyzing information (research capabilities); Risk management principles; Resource management approaches; Change management; Protocol, diplomacy and etiquettes; Computer literacy; Superior oral and written communication skills with an innate attention to detail; and Networking and negotiation, emotional intelligence, conflict management, project management and presentation skills, events management planning, organizing and execution.

**Primary Function:** Responsible for the project management and delivery of events in the City's Legislature and non-legislature event calendar as well as approved ad hoc, fundraising and cross-departmental events that will position and showcase the City as a competitive and world-class events destination and generate awareness for the City's programmes and strategic objectives. Accomplishing this, requires many duties and tasks, which include aspects of risk-management events planning, budget management, event logistic including the events Joint Operations Committee (JOC) support to participants, on the day logistics protocol and plans, event follow ups and evaluation as well as providing coaching and mentoring to the team to enable personal growth and career development. **Key Performance Areas:** Execute event planning and support to various stakeholders within the City; managing relationships with clients, suppliers and attendees of events to ensure the event's success; overseeing administrative processes related to events; and execute sound financial controls. Giving support to internal and external stakeholder through Joint Operations Committee (JOC) support to ensure event compliance **Leading Competencies:** Business acumen, Work independently. **Core Competencies:** People Management. Events management.

**Contact Person:** Gabsile Zitha **E-Mail:** GabsileZ@joburg.org.za **Tel No:** (011) 407 6083

**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: 26 JUNE 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.

