



City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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VACANCY BULLETIN: STC 007/2019

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Citizen Relationship & Urban Management (CRUM) Department has the following short term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

- 1) **Department:** Citizen Relationship & Urban Management (CRUM)
Branch: Region A - G
Designation: Deputy Director: Area Based Management
Salary: R44 397.73 pm (all-inclusive cost to company)
Location: Various Regions

Appointment Requirements:

- Relevant Degree in the Built Environment – Urban Planning, Development Planning, Project management and Engineering/NQF Level 7; and
- A minimum of five (5) to ten (10) years' relevant management experience, preferably with a good background in Local Government or Public Sector within area based programme management, urban planning, development planning, urban regeneration and project management.

Primary Function: The incumbent will provide strategic direction and leadership and management of area based programmes, urban regeneration, city improvement districts, nodal planning and development, urban decay intervention, intergovernmental project implementation coordination, capital project management, nodal development impact assessment, implementation of public private partnership initiatives, developmental service delivery initiatives and targeted service delivery interventions in the Region.

This includes ensuring that an acceptable level of area based management services, strategic urban renewal interventions, nodal transformation initiatives are implemented and to direct, manage and coordinate all administrative and operational activities thus ensuring that the Region meets the goal to integrate development and management initiatives of different spheres of government, line function departments, civil society and the private sector to achieve best practice

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approaches to development and management, the overall management of the city improvement districts, area based special projects, investment and economic regeneration and development in the Region in the most effective and efficient manner.

Key Performance Areas: Provide strategic and effective Area Based Management services. Manage the establishment and implementation of City Improvement Districts. Manage Nodal/Precinct Development and Transformation. Ensure effective and efficient Regional Programme Management function. Ensure effective and efficient project management, personnel and performance management as well as financial control and risk management.

Leading Competencies: Ability to work with Executive and Senior Management of the CoJ, Municipal Entities and other stakeholders. Strategic Direction and Leadership; People Management; Change Leadership; Programmes and Projects Management. Ability to organise multiple high level tasks simultaneously. Facilitate and direct consultation with external stakeholders to ensure strategic outcomes. Facilitate stakeholder engagements and Conflict Management.

Core Competencies: People Management; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality. Attention to detail, high levels of accuracy, excellent planning organizing and time management skills. Technical and Managerial skills

- 2) **Department:** Citizen Relationship & Urban Management (CRUM)
Branch: Region A - G
Designation: Deputy Director:
Salary: R44 397.73 pm (all-inclusive cost to company)
Location: Various Regions

Appointment Requirements:

- Relevant Degree/NQF Level 7; and
- A minimum of five (5) to ten (10) years' experience at senior management level in business unit/operations management, customer liaison, communication and public relations related experience.

Primary Function: The position exists to develop, implement and review CIRM Strategy for the Region and develop, implement and oversee regional Walk-In-Centres. To promote active citizenry through public participation and community outreach programmes, to coordinate marketing, communication and public relations activities at regional level, to ensure implementation of Customer Charter and promote Public Private Partnerships on Neighborhood Urban Management.

Key Performance Areas: General management, planning and strategy. Personnel and performance management. Financial management. Departmental communication and reporting. Citizen relationship management. Internal and external communication. Marketing and Tourism facilitation. Public education and community outreach, which include fostering close and more effective and efficient working relationships with the citizens at Regional level; to anticipate and meet citizen's needs and develop a detailed working understanding of what citizens want, expect and need from those who serve them. To provide a platform for interaction with citizens and clients through the establishment of Walk-In-Centres in the regions.

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For further information relating to job requirements and description, interested applicants can contact Regina Hartley at (011) 407 7191 / 6076 / 6322.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and an affidavit declaring no criminal record must be hand delivered to Traduna House, 1st Floor, 118 Jorissen Street, Braamfontein

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

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ENOCH MAFUYEKA

ACTING DIRECTOR: TALENT ACQUISITION REMUNERATION PERFORMANCE & TRANSFORMATION

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