

Permanent Position**Department: Group Strategy Policy, Coordination & Relations****Branch: Strategy Coordination & Management Support****Programme Administrator****Salary: R19 632.61 per month (basic salary excluding benefits)****Appointment requirements:**

• Grade 12 plus an equivalent diploma/qualification in either Public Administration or Administration field/NQF level 6 • Demonstrate that he/she has developed the necessary competencies through experience • Relevant experience working in the Management Support environment • Computer literacy in MS Office packages.

Primary function: Provide an efficient and integrated programme administrative support service to the Director: Strategy Coordination and Management Support in relation to office administration and programme administration within the Strategy Coordination and Management Support Unit towards the attainment of unit and departmental objectives.

Key performance areas: • Provide administrative support to the Unit through coordinating the planning, reporting, budgeting, accounting and performance management processes • Provide administrative support in relation to the Unit meetings proceedings • Render leave management administrative support to employee development.

Leading competencies: • Ability to pay attention to detail, take accountability and ownership, meet deadlines and plan effectively • Be innovative • Ability to communicate effectively and work collaboratively • Liaison and influencing skills.

Core competencies: • Good ethics • Confidentiality • Multi-tasking • Ability to work under pressure and independently • Lateral thinker • Ability to use own discretion.

Applications, accompanied by a comprehensive CV, should be forwarded to e-mail:**AngelM@joburg.org.za****Enquiries: Angel Makhubela tel. (011) 018 6326**

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

Closing date: 4 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.

