

PERMANENT POSITIONS

Department: Development Planning
Branch: Building Development Management

Senior Administration Clerk

Salary: R13 371.55 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12/NQF level 4 qualification • Two (2) years in an administrative and customer service position • Computer literacy (MS Office) • In-depth, working knowledge of areas of administration • Basic knowledge of interpreting plans, local government sector, applicable legislation, regulation and policies.

Primary Function: Perform the administrative function of the Department, which includes processing of the plan approvals, routing of correspondence and building plan applications, dealing with members of the public to ensure a smooth flow of the building plans through the system. Ensure the provision of effective document and information management system in accordance to the National Archives Act No 43 of 1996, as well as other legislative requirements and good practice and customer services.

Key Performance Areas: Work improvements, Administrative Support, Secretarial Functions and Record Keeping, PR/Liaison/Customer service.

Leading Competencies: Collaborative/Teamwork & Accountability, Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism, Impact and Influence and Confidentiality.

Contact Person: Leyandre Ndlovu. Tel No: (011) 407 6588. **Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein. *Hand deliveries only to 12th floor, A Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.*

Department: Economic Development

Branch: Sustainable Employment Facilitation

Assistant Director: Enterprise Development

Salary Range: R38 605.24 pm (basic salary excluding benefits)

Appointment Requirements: • Bachelor's degree or relevant qualification in Economics, Entrepreneurship, Public Administration or Management/NQF level 7 • Three (3) years' management experience and an additional three (3) years' experience in Enterprise Development • Strong liaison and report writing skills • Experience in enterprise development; relevant experience in public management environment; project management, programme management and business networking experience • Ability to manage strategic processes • Knowledge of Local Government programmes and projects, and local government functions, enterprise development, best principles and practices.

Primary Function: Manage, lead and directly ensure the implementation of the enterprise development interventions and projects throughout the City of Johannesburg (CoJ), in line with the CoJ's GDS2040 Strategy, Integrated Development Plan and the Economic Development Strategy; ensure the effective implementation of the Enterprise Development Programme throughout the CoJ, in line with approved Strategies and Plans; manage and mobilise resources for the implementation of enterprise development initiatives in the City.

Key Performance Areas: Manage, lead and direct the implementation of enterprise development interventions and projects throughout the City of Johannesburg to promote entrepreneurship and small business growth as a means to a regenerative and competitive Joburg economy; ensure the effective implementation of the Enterprise Development Programmes throughout the City of Johannesburg Group, in line with approved strategies and plans; manage resources that will ensure the effective implementation of the City's enterprise development initiatives.

Leading Competencies: Strategic Management, People Management, Stakeholder Management, Conflict Management and Risk Management.

Core Competencies: Confidentiality, Good ethics, Professionalism and Integrity.

Contact Person: Rirhandzu Maluleke. Tel No: (011) 703 5262. E-Mail: Rirhandzum@joburg.org.za
Workplace: 66 Jorissen Place Braamfontein.

Assistant Director: Informal Trading

Salary Range: R38 605.24 pm (basic salary excluding benefits)

Appointment Requirements: • Bachelor's Degree in Commerce, Administration, Public Management or Economics/NQF level 7 • Five (5) years' experience in a Management position within the public administration environment • Project management is essential plus knowledge in the establishment of a new Department and/or some experience in leading a major transformation process within a Department • Knowledge of Corporate Governance, Local government, Public Administration legislation, Quarterly Report Analysis and Economics • Good decision-making ability, strong liaison and report writing.

Primary Function: Facilitate, coordinate and implement Informal trading development Projects throughout the City of Johannesburg in line with the SMME Development Strategy, Joburg's Growth and Development Strategy, Integrated Development Plan, the Economic Development Sector Plan and Informal Trading Policy and Informal Trading Bylaws. Create awareness and mobilise resources for the implementation of Informal Trading Policy and Inner City charter committees' development initiatives in the City. Provide support for the effective implementation of the Informal Trading Programme throughout the City of Johannesburg, in line with Strategies and Plans approved by the Mayoral Committee and Council.

Key Performance Areas: Monitoring, planning, budgeting and performance reporting. Manage and oversee the packaging of identified projects whether they are feasible studies, business plans and scenario analysis in order to ensure effective execution thereof within the set timeframes. Align plans to the priorities of the Economic Development Sector. Appropriate and timely reporting to the Deputy Director. Administration of the Informal Trading Unit.

Leading Competencies: Strategic Management, People Management, Stakeholder Management, Conflict Management and Risk and Asset Management.

Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Good negotiation skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

Assistant Director: Skills Development

Salary Range: R38 605.24 pm (basic salary excluding benefits)

Appointment Requirements: • Bachelor's degree in Commerce, Administration, Public Management or Economics/NQF level 7 • Project and Programme Management • Five (5) years' management experience within the public administration environment • Knowledge in the establishment of a new department and/or some experience in leading a major transformation process within a department • Knowledge of Corporate Governance, Local Government, Public Administration legislation, Quarterly reports, Economics and Decision making processes • Computer literacy, coordinating, business management skills • Strong liaison and report writing skills.

Primary Function: Facilitate the coordination and facilitation of skills development projects throughout the City of Johannesburg – in line with the Skills Development Strategy & Plans, Johannesburg's Growth & Development Strategy, Integrated Development Plan and the Economic Development Strategy. Create awareness and mobilise resources for the implementation of Skills Development initiatives in the City of Johannesburg. Provide support for the effective implementation of the Skills Development Programme throughout the City of Johannesburg – in line with approved Strategies and Plans approved by the Mayoral Committees.

Key Performance Areas: Manage and oversee the packaging of identified projects whether they are feasible studies, business plans, scenario analysis etc. in order to ensure effective execution thereof within set timeframes. Alignment of plans to the priorities of Economic Development Sector. Appropriate and timely reporting to the Deputy Director on matters. Administration of the Skills Development Unit.

Leading Competencies: Strategic Management, People Management, Stakeholder Management and Decision making and Project Management.

Core Competencies: Management of building inspectorate functions with regional offices. Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Good problem solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to work independently with minimal supervision.

Contact Person: Chester Hlungwane. Tel No: (011) 703 5513. E-Mail: Chesterh@joburg.org.za
Workplace: 66 Jorissen Place Braamfontein.

Deputy Director: Skills Development

Salary Range: R44 397.72 pm (basic salary excluding benefits)

Appointment Requirements: • A Bachelor's degree or relevant qualification in Economics, Skills Development, Public Administration or Management/NQF level 7 • Postgraduate qualification will be an added advantage • Three (3) to five (5) years' middle management experience • Strong liaison and report writing skills • Experience in skills development • Relevant experience in Public Management environment • Experience in Project Management, Programme Management, Strategic Planning and managing teams • Ability to lead and manage strategic processes • General Human Resource Management and Networking experience • Key competencies will include economic analysis and strategies, management of service providers, coordination of processes, management of programmes, project management • The candidate should have strategic perspective, be customer orientated, data analysis and judgement, attention to detail, be quality focused, have excellent communication skills and emotional intelligence, initiative and flexibility.

Primary Function: Facilitate and coordinate the implementation of skills development projects throughout the City of Johannesburg (CoJ) – in line with the City's GDS2040, Integrated Development Plan and the Economic Development Strategy. Provide support for effective implementation of skills development programmes throughout the City in line with approved strategies and plans. Mobilise resources for the implementation of skills development initiatives in the City. Manage Skills Development Unit of the Department of Economic Development.

Key Performance Areas: Facilitate and coordinate interventions and implementation of skills development projects throughout the CoJ. Provide support for the effective implementation of the Skills Development Programmes throughout the CoJ in line with approved Strategies and Plans. Mobilise resources for the implementation of skills development initiatives. Manage the Skills Development Unit.

Leading Competencies: Strategic Direction and Leadership, People Management, Financial Management, Change Leadership, Stakeholder Management, Conflict Management, Programmes and Projects Management.

Core Competencies: Understanding of local government environment, environmental legislation and policies as well as environmental education and training approaches.

Contact Person: Rirhandzu Maluleke. Tel No: (011) 703 5262. E-Mail: rirhandzum@joburg.org.za
Workplace: 66 Jorissen Place Braamfontein.

Department: Group Corporate and Shared Services

Branch: Group SHELA & CFM

Deputy Director: Occupational Health (Occupational Medical Practitioner)

Salary Range: R44 397.72 – R60 394.35 – R76 393.41 pm (basic salary excluding benefits)

Appointment Requirements: • Medical Qualification (MBBCh)/NQF level 7 or equivalent qualification • Post Diploma in Occupational Health • Certificate in HIV and AIDS Management • Must be registered with the Registered Health Profession Council of South Africa (HPCSA) • Six (6) years' experience in the working environment with exposure to all basic disciplines of occupational health • Thorough knowledge and at least three (3) years' experience in the management of a highly strategic department, including budgetary control and management of staff would be an advantage • Code 8 driver's licence and own motor vehicle.

Primary Function: Manage and provide professional Occupational Health Services to the City of Johannesburg business by means of minimizing the impact of environment on the employee; ensuring and optimal fit between the employee's capacity and the environment; provide consultation and advice to the organisation and its employees pertaining to health, and wellness education and provide a pre-defined health care service.

Key Performance Areas: Consult and actively provide medical inputs to key receivers regarding the substantive content and procedural interpretation on issues of complex nature in an uncertain environment with a high impact and risk to the organisation. Perform an occupational examination/assessment of employees to determine baseline medical profile of employees and current profile; occupational health hazard profile; immunization profile; fitness for work assessment; primary health care/HIV and AIDS management; and management of Occupational Health Advisors and Occupational Nursing Practitioners.

Leading Competencies: Ability to work with Executive and Senior Management of the CoJ, Municipal Entities and other stakeholders. Strategic Direction and Leadership; People Management; Financial Management; Change Leadership; Stakeholder Management; Conflict Management; 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.

Core Competencies: People Management, Leadership, 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.

Contact Person: Samuel Masonono. Tel No: (011) 407 6939. E-Mail: SamuelMa@joburg.org.za
Fax No.: 086 640 6509. **Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Branch: Employee Relations & Development

Operational Manager: Employee Relations

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

Appointment Requirements: • National Diploma in Labour Law/Relations/HR Management (NQF level 6) • Four (4) years of relevant professional experience in Labour Relations • Extensive work knowledge of the Constitution and legislation applicable to Local Government • A valid driver's licence.

Primary Function: Provide Labour Relations support services to Line Departments through the implementation and monitoring of Group policies, practices and relevant legislation in order to promote a sound working environment thereby ensuring a competent workforce to support business imperatives and enhance service delivery. Coordinate and control the application of specific procedures associated with maintaining a sound industrial relations climate by attending to and guiding disciplinary and grievance processes. Reporting to specific Committees on the status of the function, capacitating management representatives on the application and interpretation of policies and agreements and attending to administrative requirements with respect to the preparation, circulation and maintenance of reports, correspondence and notifications.

Key Performance Areas: Provide Labour Relations support and advice to departments. Assist in disciplinary, grievance and dispute resolution processes.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders.

Core Competencies: People Management; Leadership; COJ values; Batho Pele principles; Ethics and Integrity; Confidentiality of staff personal information to be maintained all times; Loyalty.

Assistant Director: Presenting

Salary: R38 605.23 pm (basic salary excluding benefits)

Appointment Requirements: • A B Degree in HRM/LR or Labour Law/NQF level 7 • Postgraduate qualification will be an advantage • Six (6) to eight (8) years' experience, of which three (3) years at managerial level • Valid driver's licence.

Primary function: Develop the business plan in line with the strategic objectives of the department. Manage employer-employee relations to ensure that appropriate corrective measures are implemented. Conduct awareness campaigns on disciplinary matters. Coordinate relationship and stakeholder management processes. Develop partnerships and networks with relevant stakeholders.

Key Performance Areas: Initiate disciplinary hearings on behalf of department. Represent departments in disciplinary and grievance hearings. Represent departments at the SALGBC and CCMA. Advise departments on labour related matters.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders.

Core Competencies: People Management, Leadership, COJ values, Batho Pele principles, Ethics and Integrity, Confidentiality of staff personal information to be maintained all times; Loyalty.

Contact Person: Mark Sanderson. Tel No: (011) 407 6698. E-Mail: marksa@joburg.org.za
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein 14th Floor A Block.

Department: Group Finance – Branch: Group Treasury

Receptionist

Salary Range: R11 005.39 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12/NQF level 4 is required • Post matric qualification or Secretarial qualification/NQF level 5 • Minimum of two (2) – three (3) years' Secretarial/Receptionist experience • Advanced knowledge of MS Office (Word, Excel, PowerPoint, Internet and e-mail), filing and general office administration • Understanding of MFMA.

Primary Function: Attend to all Treasury Division calls and administrative duties at reception. Coordinate with attendees at reception ensuring smooth running of meeting, organise appropriate venue, parking and refreshments for meetings. Handle incoming and outgoing mails for Treasury. Manage leave book for Treasury office. Provide full secretarial and administrative support to Treasury office.

Key Performance Areas: Work improvements, Administrative Support, Secretarial Functions and Record Keeping, PR/Liaison/Customer service.

Leading Competencies: Collaborative/Teamwork & Accountability.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism Impact and Influence and Confidentiality.

Contact Person: Mkhuleko Shongwe. Tel No: (011) 358 3578. E-Mail: KediboneMok@joburg.org.za
Workplace: 66 Jorissen Place, Braamfontein. *Hand deliveries only to Human Resources, 3rd floor, 66 Jorissen Place, Braamfontein.*

Branch: Core Accounting

Assistant Director: Technical, Innovation and Coordination

Salary: R38 605.23 pm (basic salary excluding benefits)

Appointment Requirements: • B Com in Accounting/NQF level 7 • Six (6) to eight (8) years' experience with an audit firm or accredited SAICA organisation, with one (1) year's technical accounting experience as an added advantage • Understanding of application of MFMA with respect to financial reporting • Presentation and Excel skills • Chartered Accountant will be an added advantage.

Primary Function: Overseeing the core financial reporting for the City of Johannesburg and Owned Entities. **Key Performance Areas:** Manage responsibility for all complex technical accounting as well as quality review of financial information; management of year-end audit process; core council quarterly and annual financial statements and implementation of new accounting standards, inter and intra-company transactions; financial control and risk management and communication.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders, analyse and report on the core financial position; ensure that all activities conform to regulations, policies and procedures, communicate with National Treasury and Auditor General, make independent decisions on improving the level of core financial reporting. Teamwork and Accountability.

Core Competencies: Good Ethics, Confidentiality, Multi-tasking and Strong figures, People Management and Leadership.

Contact Person: Bonokwakhe Ngcobo. Tel No: (011) 358 3854. E-Mail: MonicaS@joburg.org.za
Workplace: 66 Jorissen Place, Braamfontein.

Department: Group Strategy, Policy Coordination & Relations

Branch: Strategy & Research

Specialist: Qualitative and Quantitative

Salary: R38 605.24 pm (basic salary excluding benefits)

Appointment Requirements: • A degree in any quantitative discipline (Statistics, Economics, etc.) (NQF level 7) • Candidates with extensive relevant work experience and a proven track record would be considered • At least three (3) years' relevant experience in data analysis and research environment within a large organisation • Knowledge of Local government developmental issues is an added advantage • Experience with project management is added advantage • Computer Literacy, Networking, strong interpersonal, excellent communication skills required • Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation.

Primary Function: To ensure the establishment of strategic information platform to inform the City's decision-making and information resources. This will be done through storing and analysing strategic information such as surveys, research and data sets, as well as documenting information to ensure organisational awareness, understanding of the responsiveness to challenges and opportunities and to inform the overall strategic plan of the City. This will be achieved as the incumbent fulfils their role and responsibilities to: • Manage, analyse and document information, through manipulation of data management programmes e.g. SPSS, E-Views, Statistical, MS Access and Excel etc. and ensure understanding and responsiveness to challenge and opportunities • Provide ad hoc strategic information support to stakeholders in key issues enquiries

about organisational challenges, new trends, key statistics and indicators etc • Conduct quantitative and qualitative primary and secondary research methodologies including constituent surveying, benchmarking and statistical modelling • Develop and deliver high quality, accessible, actionable reports that provide solutions to members of City Challenges • Identify and design appropriate quantitative measures and instruments • Determine and critique best demonstrated practices • Manage stakeholders, establish string working relationships with each, understanding their key challenges and research needs and facilitate their engagement in collaborative services • Work with other City Departments and Entities to scope research needs and questions • Lead and design of strategic information dissemination methodologies and face-face interactions with City officials • Assist in the design, development and delivery of collaborative research studies • Maintain and recommend data such as Global Insights Regional explorer, Municipal IQ, Quantec etc. to be used in research, speeches, publications and questionnaires.

Key Performance Areas: Manage, analyse and document information, through manipulation of data management programmes e.g. SPSS, E-Views, Statistical, MS Access and Excel etc. and ensure understanding and responsiveness to challenge and opportunities.

Leading Competencies: Leadership, Change Management, Strategic Perspective, Emotional intelligence and goal orientation. **Core Competencies:** Attention to detail, Proactive, Integrity, Customer focus, GSPCR values + COJ Values, Professionalism, Works under pressure, Works independently and Confidentiality.

Contact Person: Vuyo Mazamisa. Tel No: (011) 407 7634/5. E-Mail: VuyoMaz@joburg.org.za
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Branch: Strategy and Relations

Deputy Director: Strategy & Research

Salary: R44 397.72 pm (basic salary excluding benefits)

Appointment Requirements: • A first degree and postgraduate qualification in Management, Planning or Policy Development or Associated discipline, but candidates with extensive relevant work experience and a proven track record would be considered (NQF level 7) • At least seven (7) - nine (9) years' relevant experience in Strategy Formulation within a large organisation in either the public or private sector • Computer Literacy, Negotiation Networking, strong interpersonal, excellent communication skills required • Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation.

Primary Function: To contribute to work of the Strategy and Relations Directorate of the City of Johannesburg. Specifically, this work would entail ensuring that the overarching long-term City development strategy and the medium-term Integrated Development Plan are formulated and revised; and to provide the overarching strategic and policy frameworks, which promote cooperative governance and facilitate developmental local government in Johannesburg. This will be achieved as the incumbent fulfils their role responsibilities to: • Collaborate with other departments and ensure that policies and strategies are aligned to Joburg 2040 • Support clusters to assist in policy and strategy formulation, particularly in instances when policy or strategies are of a corporate strategic nature and when these policies or strategies are cross cutting • Provide policy and strategy content as technical input to city functions. This work may involve inter-ala content support to the conceptualisation and design of programmes, projects and business plans aligned to Joburg 2040 • Develop new corporate strategies and policies where necessary, based on sound empirical research methods and built on clear and transparent public participation processes • Develop and continually ensure that research and new thinking inform policy and strategy in the City • Form strategic governmental and NGO networks locally and globally to improve learning in the City • Enhance the long term strategic positioning of the COJ nationally and internationally • Business management of the Sub-Unit • People management of Sub-Unit staff.

Key Performance Areas: Ensure tighter control, uniformity and synergy between strategy, integrated planning and performance monitoring and evaluation. Provide leadership, standards and oversight on corporate strategy, policy, research, information surveys. Provide policy and strategy content as input to clusters. Strategy and policy benchmarking, research, corporate surveys and information. Intergovernmental liaison on strategy issues focusing on the National & Provincial Planning Commissions/SALGA/Metro etc. Enhance the long-term strategic positioning of the COJ nationally and internationally.

Leading Competencies: Leadership, People Management, Strategic Perspective, Emotional Intelligence, Goal Orientation and Financial Management.

Core Competencies: Attention to Detail, Proactive, Flexibility, Integrity, Customer Focus, GSPCR Values + COJ Values, Professionalism, Works under Pressure, Works Independently and Confidentiality.

Contact Person: Bulelwa Titi. Tel No: (011) 407 7635/4. E-Mail: BulelwaT@joburg.org.za
Workplace: Traduna House.

Department: Public Safety – EMS

Branch: Emergency Management Services

Director: Operations

Salary: R55 042.66 pm (basic salary excluding benefits)

Appointment Requirements: • Bachelor/B Tech degree in Fire Technology (NQF level 7) • Minimum of ten (10) years' relevant experience in operations of which five (5) years should be in a Management level • Knowledge of Labour legislation, Council Policy and Procedures and Budgeting • Intermediate Computer literacy and report writing • Familiar with Emergency Management Services and Safety prescripts, Municipality by laws, Municipality Finance Act and Public Finance Management Act • Must have a valid driver's licence • Good interpersonal skills in dealing with all stakeholders.

Primary Function: To take overall charge of the entire operation of the City of Johannesburg Emergency Management Services and Reactive Incident Management within the risk profile of Johannesburg, in order to assure that performance is in line with the approved and acceptable service delivery standards, norms and standards and legislative fulfilment.

Key Performance Areas: Oversee and conduct the strategic planning processes. Advise and assist the executive head on Operation policy standards for EMS by taking part in policy and standards generating initiatives in order to keep the department abreast with technological and policy development. Ensure reactive incident management by assigning all managers and staff in operations and allocating the necessary resources to Deputy Directors in order to render Emergency Incident Management according to approved and acceptable service delivery standards. Oversee and conduct Human Resources, Training and discipline matters in the operations units. Manage large scale incidents by physical responding to scenes and liaising with Pro-Active service. Develop a consultative strategy by communicating with community and in order to enhance the application of Batho Pele principle. Plan the operational budget by identifying operational needs and costs, developing budgetary control measures and liaising with the Deputy Director and the Finance Directorate on Budgetary activities in order to ensure fiscal discipline and viability. Process management responsibility.

Leading Competencies: MFMA Financial management, labour relations, change management, governance and leadership. **Core Competencies:** People management, analytical, attention to detail and logical thinking.

Contact Person: David Molele. Tel No: (011) 758 9287. E-Mail: davidmole@joburg.org.za
Workplace: Martindale.

FIXED TERM CONTRACT POSITIONS (Linked to Term of Office)

Department: Office of the Executive Mayor – Branch: Offices of the MMC

Data Capturer

Annual total remuneration package: R95 623.55 pa all-inclusive cost to company

Appointment Requirements: • Grade 12/NQF level 4 or equivalent qualification • One (1) - two (2) years' relevant experience in administration • Good interpersonal, communication verbal and written skills required • Intermediate Computer literacy - Office applications.

Primary Function: Capture information received from the Cluster, Mayoral Committee, Section 79, Programming Committee and council and Council on the various systems used within the City of Johannesburg. **Key Performance Areas:** Capturing information on the various systems used within the City of Johannesburg. Capturing MMC's Regional Tours issues and following up on all the issues that require LOEB attention. Complying with the minimum capturing requirements as laid down by Management.

Leading Competencies: Attention to detail. Manage strict deadlines. **Core Competencies:** Work overtime and flexi-time when required, ensure assurance.

Contact Person: Tsholofelo Tlhothomisang. Tel No: (011) 407 6311. **Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein. *Hand deliveries to: 6th floor, B Block, 158 Civic Boulevard, Metro Centre Building.*

Specialists x4

Annual total remuneration package: R519 413.02 all-inclusive cost to company

Appointment Requirements: • Bachelor degree in Business Administration or related NQF level 7 qualification • Five (5) years' relevant experience • Knowledge of various governmental spheres • Sound judgement and high-decision making ability • Must have a valid driver's licence.

Primary Function: To systematically monitor programmes/projects presented to Council and cluster committees by COJ department for departments making, on behalf of leader of Executive Business and measure the implementation of these programmes/projects in terms of efficiency, effectiveness, compliance and quality, for accurate project reporting.

Key Performance Areas: Render effective monitoring, evaluation, reporting and flow of the work of Executive through to Council processes. Render adequate executive business support to Council and Committees. Manage Stakeholder relationships. Conduct market research to ensure best practice in M7E.

Leading Competencies: Attention to detail. Ability to work with senior management of the City, Municipal Entities and other stakeholders. **Core Competencies:** Integrity and Tenacity, Persistence and Persuasive, Good Judgement and Assertiveness. Discretion when dealing with confidential information.

Branch: Offices of the MMC – (EISD, Finance and Economic Development)

Stakeholder Manager

Annual total remuneration package: R674 310.76 all-inclusive cost to company

Appointment Requirements: • Degree in Journalism/Communications/Public Relations/Media Studies/ Research related qualification (NQF level 7) • Relevant five (5) years' work experience in conducting research, writing speeches and media releases and (or) working with community organisations • Previous experience working within a political environment would be preferable but not limited to.

Primary Function: Manage and oversee that research and data gathering is executed and to ensure the compilation thereof, coordinate and address media briefings and draft media releases/press statements for the Offices of the MMC's, so that the MMC's are fully prepared for meetings, seminars, functions, etc.

Key Performance Areas: Develop methodologies and approaches to guide specific officials on issues that may affect the MMC's communication to political bodies and communities. Relay information to the office of the Mayor on policies and processes that departments are implementing to achieve their deliverables. Perform administrative activities associated with preparation of documents and correspondence.

Leading Competencies: Ability to network. Batho Pele and Corporate Governance principles. **Core Competencies:** Ability to manage people, manage change and interface relationships.

Contact Person: Bongani Myeni. Tel No: (011) 407 6808. E-Mail: bonganim@joburg.org.za
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.

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.