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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION** **Head of Special Projects**

### **APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.


### **DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## HEAD OF SPECIAL PROJECTS

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Office of the Chief Operations Officer</b>
<b><u>DESIGNATION:</u></b>	Head of Special Projects
<b><u>REMUNERATION:</u></b>	R95 772,64 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	48 Ameshoff Street Sappi building, Braamfontein

### **Minimum Requirements:**

- Matric/ Grade 12;
- B Degree in Urban Planning or Built Environment with necessary competencies developed through experience at NQF level 7;
- Honours Degree in Urban Planning or Built Environment would be an added advantage;
- 10 years' working experience, of which a minimum of 5 years must be at senior management level at a Local Metropolitan;
- Understanding of techniques and methodologies related to the delivery of strategic programmes and projects;
- Exceptional knowledge in programme/project preparation, public sector infrastructure procurement and contract management as well as infrastructure delivery;
- Sound knowledge of government policies, by-laws and applicable legislation including MFMA, Municipal Systems Act and SPLUMA;
- Must be able to work extended hours and be on standby; and
- Valid driver's license.

### **Primary Function:**

Lead and direct the Special Projects function of the City of Johannesburg in order to achieve a spatial form and functionality of the urban environment of Johannesburg that will provide a productive, resilient, liveable, sustainable, well-managed urban environment. Specific focus will be to transform the Inner City of Johannesburg and other Central Business districts with the City of Johannesburg. Provide strategic direction and project management service in the City, by ensuring that an acceptable level of area-based management services are rendered and to direct, manage and coordinate all administrative and operational activities thus ensuring that the Department meets the goals and objectives of the Special Projects function of the City. Provide the overall management of the Special Rating Areas, and implementation, of area-based special projects, implementation of the Inner city Transformation, Investment and economic regeneration and development in the City in the most effective manner.

### **Key Performance Areas:**

- Improve the quality of pre-implementation planning in the City's various entities and departments. This is in order to ensure that programmes and projects are well-planned and adequately developed prior to execution;



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- Provide the capability for the Special Projects Unit (SPU) to manage the delivery of specific, strategic programmes and projects;
- Utilise outputs from the M&E function to target, structure and carry out interventions to accelerate and deliver the City's Capital Portfolio;
- Provide the SPU with the capabilities to undertake and perform interventions to the programmes and projects which require additional support in delivering expected outcomes;
- Enforce implementation of the SPU Business Plan;
- Contribute to the formulation of strategies and policies, relating to strategic delivery and best practices, in order to ensure that the strategic objectives of the SPU are achieved;
- Enforce implementation of the SPU Business Plan;
- Lead and direct staff within the section so that they are able to achieve the objectives of the section;
- Direct, manage and control the Key Performance Indicators, deliverables and outcomes;
- Promote and facilitate sound governance practices in terms of structure, systems, processes, policies, procedures and controls for the SPU to ensure delivery of strategic and operational objectives by developing a system for Good Governance in order to comply with all legislation, City requirements and codes of good practice in relation to Capital projects;
- Ensure sufficient risk management is conducted in the SPU operations so that liability is minimised and/or eliminated, and to identify, assess and manage risk while striving to attain objectives;
- Ensure adequate stakeholder management that provides feedback and accounts for business unit operations in terms of accomplishments and future plans;
- Manage the implementation that the management of SPU budget is in compliance with the Municipal Finance Management Act (MFMA) and Treasury Regulations.

#### **Leading Competencies:**


- Proven experience in Programme and Project Delivery, preferably in Public Sector;
- Experience in managing multi-year programmes related to infrastructure, power and/or built environment;
- Ability to interpret and understand complex service delivery issues and bad buildings and compile effective strategies and/or plans.


#### **Core Competencies:**

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.



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*“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”*

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/1iFtYAJIOTIisW7pQGpFqJwew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

Contact Person: Tsebo Tsotetsi  
Tel No: 011 407 6003

**CLOSING DATE: TUESDAY, 16 JULY 2024**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.