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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

*Appointment in these positions will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests*

### PERMANENT POSITIONS:

- **Executive Director: Development Planning**
- **Executive Director: Transportation**
- **Executive Director: Human Settlements**
- **Executive Head: Social Development**

### 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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## EXECUTIVE DIRECTOR: DEVELOPMENT PLANNING

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Development Planning</b>
<b><u>DESIGNATION:</u></b>	<b>Executive Director: Development Planning</b>
<b><u>REMUNERATION:</u></b>	R 2 219 302 pa (all-inclusive, cost to company)
<b><u>LOCATION:</u></b>	Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's degree in Town Planning, Regional Planning or a related field at NQF Level 7;
- 10 years' working experience in the field of town and regional planning or related discipline, of which five (5) years should be at a senior Management level and 3 years at middle management;
- A valid driver's license; and
- Must have no criminal record.

### **Primary Function:**

To lead and direct the Development Planning 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 resilient, liveable, sustainable urban environment underpinned by infrastructure supportive of a low carbon economy, and will lead to an improved quality of life and development-driven resilience for all citizens in the City of Johannesburg.

### **Key Performance Areas:**

- Lead the planning and development of a comprehensive Land Use Management Strategy, Plan and System for the City;
- To Manage the process of assessment, evaluation and decision-making of town planning applications for all categories of development applications (Townships, Rezoning, Consents and all other categories as defined and explained in the City of Johannesburg Municipal Planning By-laws 2016) and utilise professional knowledge and experience to assess, evaluate and take decisions on applications by, evaluating planning implications of development applications received to allocate responsibilities to subordinates, managing the process of dealing with complex and simple applications, signing off
- Lead, guide and oversee the development of recommendations which inform and advise the Development Planning Department on the financial and regulatory framework within which it operates in terms of best practice and good corporate governance;



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- Render a professional legal and compliance advisory support service to the Development Planning Department and MEs;
- Commenting on legislation, ensuring and monitoring compliance with legislation;
- Plan, organize, coordinate and direct the Development Planning Department's compliance and risk management processes. Ensure the department complies with the city's performance management system by coordinating the departmental scorecard and ensuring that other employees of the department are performance-managed in line with the city's performance management policy.
- Manage and monitor assets and resources of the Department;
- Practice good governance and management of risk;

#### **Leading Competencies:**

- **Strategic Planning and Strategy Formulation** - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.
- **Strategic Direction and Leadership** - Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate.
- **People Management** - Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- **Financial Management** - Ability to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner
- **Program and Project Management** - Ability to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.
- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
- **Governance Leadership** - Ability to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships
- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects the principles of good governance.

#### **Core Competencies:**

- Knowledge of the local, provincial and national political and legislative frameworks related to town planning and/or urban/spatial planning;
- Knowledge of public policy;
- Planning Legislation;
- Knowledge of the City of Johannesburg Council rules and procedures;
- Knowledge of Batho Pele philosophy, principles and intent (culture of Citizenship).



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

**ENQUIRIES ONLY:**

Contact Person: Pelisa Matsepe

Tel No: 011 407 6560

**CLOSING DATE: SUNDAY, 13 OCTOBER 2024**

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## EXECUTIVE DIRECTOR: TRANSPORTATION

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Transportation</b>
<b><u>DESIGNATION:</u></b>	<b>Executive Director: Transportation</b>
<b><u>REMUNERATION:</u></b>	R 2 219 302 pa (all-inclusive, cost to company)
<b><u>LOCATION:</u></b>	Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's degree in Transport Economics, Transport Management, Transport Planning or related field at NQF level 7;
- Must be a registered member of the relevant professional body;
- 10 years of extensive experience and subject matter expertise in the transportation and infrastructure planning and development disciplines of which five (5) years must be in senior management and 3 years at middle management in a metro or medium-sized municipality or similar public sector environment;
- A valid driver's license; and
- Must not have a criminal record.

### **Primary Function:**

To provide transport planning, policy development, project implementation and regulation of public transport services. Provide infrastructure and services that support walking, cycling and public transport, for fostering behavioural change to improve road safety, and for enabling mobility of passengers and freight.

### **Key Performance Areas:**

- Provision of Transport Planning and Policy Development (Strategic Planning, Integrated Transport Planning and Service Planning) services;
- Ensure transportation transformation services;
- Provision of design and maintenance services;
- Provision of integrated reporting services;
- Provision of promotion and marketing services;
- Financial and human resources management.






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### Leading Competencies:

- **Strategic Planning and Strategy Formulation** - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.
- **Strategic Direction and Leadership** - Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate.
- **People Management** - Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- **Financial Management** - Ability to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner
- **Program and Project Management** - Ability to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.
- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
- **Governance Leadership** - Ability to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships
- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects the principles of good governance.

### Core Competencies:

- Knowledge of risk management and compliance standards;
- in-depth knowledge of transport planning and management;
- In-depth knowledge on contract and stakeholder management of the scheduled and unscheduled service public transport management;
- Knowledge and understanding of good governance policies, practices and directives including the King's Reports;
- Knowledge and understanding of project management systems and processes.

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## EXECUTIVE DIRECTOR: HUMAN SETTLEMENTS

<b>DEPARTMENT:</b>	Office of the City Manager
<b>BRANCH:</b>	<b>Human Settlements</b>
<b>DESIGNATION:</b>	<b>Executive Director: Human Settlements</b>
<b>REMUNERATION:</b>	R 2 219 302 pa (all-inclusive, cost to company)
<b>LOCATION:</b>	Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- A Matric /Grade 12;
- Bachelor's degree in Human Settlement Management, Urban Studies in the field of Housing and Human Settlements, built environment Architecture discipline or relevant to the core functional focus of the position at NQF Level 7;
- Professional Registration with the relevant professional body preferable;
- 10 years' working experience directly related to the Housing and Human Settlements discipline;
- At least five (5) years' extensive experience in senior management related to housing and within a public sector organization or in local government;
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations;
- A valid driver's license; and
- Must have no criminal record.

### **Primary Function:**

**To direct and lead the implementation of Human Settlement and Housing programmes and projects within the boundaries of the City to ensure that all Johannesburg residents have access to affordable, safe and decent accommodation through the accessibility and availability of alternative tenure opportunities and quality housing stock.**

### **Key Performance Areas:**

- Develop and promote human settlement and housing policies supported by a responsive research agenda, to conduct research on sustainable human settlements, facilitate and undertake housing delivery and planning, develop human settlement policies, policy guidelines, City multi-year Housing Development Plans and project pipelines in cooperation with Province and National;
- Provide a Public Housing Programme to provide individual subsidies and housing opportunities, including access to basic services, to beneficiaries in accordance with the Housing Code;





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- Provide Public Housing Stock Management in order to ensure property management; Sales and Transfers; Sectionalisation; Social and Rental Housing; repairs and maintenance;
- Provide Public Housing Programme Support to Support and create sustainable human settlements, Acquire land for Human Settlement Programmes and Projects; Package Human Settlements Programmes and Projects; Coordination of allocation, Management of the Housing Subsidy System (HSS); Project Packaging;
- Provide technical input and contribution to Projects relating to integrated human settlement in order to stay informed on the latest industry trends, technologies, and regulatory requirements pertaining to energy conservation and sustainability;
- Manage specific administrative and reporting requirements to ensure effective communication and administrative support for the COO and the City Manager.

#### Leading Competencies:

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- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects the principles of good governance.

#### Core Competencies:

The incumbent should possess knowledge at a competent proficiency level:

- Knowledge and understanding of sustainable integrated human settlement and housing management practice;
- Good knowledge and understanding of relevant policy and legislation;
- Good understanding of institutional governance systems and performance management;
- Knowledge and understanding of programme/project management.



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## EXECUTIVE HEAD: SOCIAL DEVELOPMENT

<b><u>DEPARTMENT:</u></b>	Office of the City Manager
<b><u>BRANCH:</u></b>	<b>Social Development</b>
<b><u>DESIGNATION:</u></b>	<b>Executive Head: Social Development</b>
<b><u>REMUNERATION:</u></b>	R 2 219 302 pa (all-inclusive, cost to company)
<b><u>LOCATION:</u></b>	Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12;
- Bachelor's Degree in Social Science, Social work or related field at NQF level 7;
- 10 years' working experience in the discipline, of which 5 years' senior management experience and 3 years at middle management level;
- A valid driver's license; and
- Must have no criminal record.

### **Primary Function:**

Guide the development and implementation of human and social development interventions through a targeted focus on poverty reduction, food security, community self-sustainable programmes, social inclusivity, literacy and skills programmes. This will be done by ensuring that appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that Social Development strategic imperatives of the City are met. The job also entails building strategic relationships and engagements (within the City) and other stakeholders (including national, provincial government and other local authorities) so that an understanding is created of their requirements and these are incorporated into the policy and strategic planning process of the Department.

### **Key Performance Areas:**

- Ensure compliance with National Legislation through reviewing, drafting, recommending and implementing relevant policies and strategies so that effective regulatory mechanisms are in place for Social Development within the City.
- To plan, manage, monitor, govern and control the department's operating and capital budget so that spending is in line with the Council's requirements in order to ensure that the developed Strategic Plans, guidelines and policies are accurate, workable, client and project-compliant within the set Long Term GDS 2040, IDP's and or predetermined Strategic Departmental and City objectives and accommodate change from time to time;



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- Lead, direct and control the Departmental strategy that permits administration and related functions which support the service delivery components of the department in order to enable sustainable and integrated systems and processes that will contribute to good administration and governance, legislative compliance and further administrative excellence in terms of giving effect to service delivery outcomes and to prevent administrative risks;
- Provide research and development and policy reviews that identify programme gaps and new initiatives required for implementation in the Social Development Department;
- Lead research and development to enhance the knowledge base and sharing for ongoing local, provincial, national and global action to ensure that the Social Development Department is at the forefront of socioeconomic development;
- Support training and strengthening of the capacity of managers and operational staff in relation to social development programmes by the department;
- Lead, support and control the financial management, budgeting and forecasting in order to ensure that all the social development programmes are positioned to capably attend to expenditure requirements associated with normal, critical operational and ad hoc deliverables identified as priority in the IDP/LIDP/SDP of the City of Johannesburg;
- Establish a suitable departmental structure and lead, direct and control staff within the Department to achieve the set objectives by defining/adjusting the role boundaries, workflow processes and job design/job evaluation/job rotation against laid down service delivery requirements in order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained by implementing legislation, conditions of service, actions that will enable the Department to contribute positively to the COJ's service level objectives and outcomes from a human capital management perspective;
- Community and citizen mobilization (transversal), in order to ensure the development of strategies encourage communities to participate in decisions that affect their lives, improve quality of services and optimal service delivery.


#### Leading Competencies:

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- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
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- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects the principles of good governance.

#### **Core Competencies:**

- Knowledge of the Local Government environment, general management principles, socioeconomic challenges and trends affecting poverty, vulnerability and inequality, social policy research, policy development and strategy development;
- Strategic planning, research, communication, networking, policy development, data management, financial management, project management

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