

**CITY-WIDE SECONDMENT NOTICE: 002/2017**

**TO ALL STAFF MEMBERS  
CITY OF JOHANNESBURG  
REQUEST FOR ASSISTANCE ON A SECONDMENT BASIS TO  
DEPARTMENT OF ECONOMIC DEVELOPMENT**

Request for staff on a secondment basis to Department of Economic Development.

Interested employees are invited to consider making their services available on a **SECONDMENT** basis, in accordance with the City of Johannesburg's Group Employee Mobility Policy. The employee will be seconded on his/her current salaries and existing Conditions of Service. This is a great opportunity to gain new skills, experience and exposure.

The duration of the secondment would be for a period not exceeding **SIX (6) MONTHS**.

1. **Department/Directorate/Region: Economic Development**  
**Branch: Strategic Management Support**  
**Designation: Assistant Director: Monitoring & Reporting / Performance Monitoring**

**Experience/Skills/Educational Requirements:**

- Matric or equivalent post-matric certificate/qualification in Public Management or Administrative qualification (NQF level 7).
- Computer literacy (MS Word, Excel, PowerPoint, MS Outlook (and Lotus Notes), Internet Explorer.
- At least three (3) years' experience in Local Government.
- Experience in Performance Management.
- General Human resources Management and Networking experience.
- Experience in management and Coordination processes.

**Job Description:**

Lead, manage and provide support services within the Department of Economic Development to middle management levels and below and ensure the effective implementation of organizational performance management systems and frameworks and regularly assess the effectiveness and impact of the performance management system and propose appropriate remedies to achieve the goals and priorities set by the Executive Director and other strategic and policy frameworks. Oversee reporting to relevant structures within the City, namely Extended Management Team (EMT), Mayoral Committee, Economic Development Committee (Section 79), Sub Mayoral Committee etc.

Application letters together with a comprehensive CV's can be submitted to Nhlanhla Msibi / Rirhandzu Maluleke and emailed to [NhlanhlaMsi@joburg.org.za](mailto:NhlanhlaMsi@joburg.org.za) / [RirhandzuM@joburg.org.za](mailto:RirhandzuM@joburg.org.za), who can be contacted on: 011 703 5263 for more information.

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**AURIE KWATSHA**  
**A/DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE AND TRANSFORMATION**  
**GROUP HUMAN CAPITAL MANAGEMENT**