JOB OPPORTUNITY

VACANCY ALERT



EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS
(Linked to Political Term of Office)

- **Chief Specialist: Communication & Stakeholder Management**
- **Director: Executive Support**

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.

VACANCY CIRCULAR
063/2023
City of Johannesburg

Publication Date:
Wednesday,
23 August 2023

Closing Date:
Tuesday, 05 September 2023

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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CHIEF SPECIALIST: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

Department:	Private Office of the Executive Mayor (POEM)
Branch:	**Various MMC Offices**
Designation:	**Chief Specialist: Communications and Stakeholder Management**
Remuneration:	R866 816,85 pa (all-inclusive cost to company)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- Bachelor's Degree in Customer Relations/Marketing/Public Relations/Communications/ Journalism or related field (NQF level 7); and
- 5 - 7 years' relevant experience at senior practitioner level.

Primary Function:

Lead and manage communications and stakeholder engagement and liaison, including the provision of high-quality and responsive information for all stakeholders. Develop approaches to engagements, collaboration and innovation that create improved value for the City/Region and its stakeholders.

Key Performance Areas:

- Render an efficient and effective stakeholder engagement management and liaison service in the designated office.
- Perform specific tasks/activities associated with the provision of internal communications services.
- Perform specific tasks/activities associated with the provision of external communications services.
- Provide marketing support.
- Perform specific tasks and activities associated with the provision of effective and efficient stakeholder management and liaison.
- Conduct planning and development activities.
- Optimise processes for efficiency.
- Management of assets entrusted to specialist areas.
- Conduct governance and risk activities.
- Monitor and report on work/projects achieved.

Leading Competencies:

- Ability to function under stress.
- Collaborative/Teamwork & Accountability.
- Advice and guidance.
- Information gathering.
- Change management.
- Problem-solving.
- Resource management and networking skills.

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- Time management.
- High level of confidentiality and organisational skills.

Core Competencies:

- Teamwork.
- High-level confidentiality.
- Value and Integrity.
- Attention to detail and quality-focused.
- Knowledge of local government policies, protocols, and procedures.
- Batho Pele Principles.

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

https://share-eu1.hsforms.com/1B3exnCSnQXquf_5Z5XBQFQew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Wisani Mabunda
Tel No: 011 407 6835

CLOSING DATE: TUESDAY, 05 SEPTEMBER 2023

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, and
- Identity validation.

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DIRECTOR: EXECUTIVE SUPPORT

Department:	Private Office of the Executive Mayor (POEM)
Branch:	**Various MMC Offices**
Designation:	**Director: Executive Support**
Remuneration:	R1 289 786,28 pa (all-inclusive cost to company)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/ Grade 12 plus Bachelor's degree in Business Administration, Public Administration, Business Administration or unless the incumbent can demonstrate through experience the ability to do the job.
- 10 years of managerial/leadership experience required;
- Proven track record of providing strategic support to an executive at a similar level.
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills.

Primary Function:

To direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) by providing high-level strategic (and political) advice and counsel to the MMC by coordinating the implementation of the executive policy, developing, and managing the implementation of communications strategy (action plans) and managing key personnel in order to ensure the advancement of the MMC's political programmes and strategy.

Key Performance Areas:

- To manage and provide strategic (political) policy support and advice to the MMC.
- To enable and manage the implementation of the Executive Mayor's Communication Strategy i.r.o the MMC's functions. Directs and controls the outcomes associated with utilization, productivity, and performance of personnel within the MMC support function.
- Plan, monitor, and control the function's annual operating and capital budget of spending with the Municipal requirements and/or Municipal Financial Management Act (MFMA).
- Manage, direct, and drive processes and policy that support the effective and efficient operation of key functional areas in the support function of the MMC.
- Manage and lead the work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC.
- Direct and manage the execution of projects and assignments as determined by the MMC.

Leading Competencies:

- Ability to work with various levels of personnel in a fast-paced environment.
- Experience compiling and managing budgets.
- Excellent verbal and written communication skills.

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Core Competencies:

- Knowledge of Government Legislation, policies, and procedures applicable to South Africa.
- Demonstrate ability to strategically, manage and administrative support services within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development.
- Excellent interpersonal, liaison, and communication skills, including the capacity and ability to negotiate or communicate on behalf of the MMC with senior internal and external stakeholders.
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the MMC and on complex and sensitive issues.

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Tel No: 011 407 6740

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