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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Director: Management Support and 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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DIRECTOR: MANAGEMENT SUPPORT & DEVELOPMENT

<u>DEPARTMENT:</u>	Health
<u>BRANCH:</u>	Management Support & Development
<u>DESIGNATION:</u>	Director: Management Support & Development
<u>REMUNERATION:</u>	R79 386.55 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Health Department

Minimum Requirements:

- Grade 12 / NQF level 4;
- Bachelors Degree in Public Management or Public Administration or Business Administration or relevant degree at NQF level 7;
- Minimum of 10 years overall experience of which with 5 years' experience at management level;
- Experience in National/Provincial/Local Government policy legislation and protocols;
- Ability to work with various levels of personnel in a fast-paced environment;
- Excellent verbal and written communication skills;
- Public Administration or closely related health management experience involving Finance, Supply Chain Management, Performance Monitoring and Evaluation of National Health Priority Programmes, Training and Development;
- Valid driver's license.

Primary Function:

Ensure the provision of strategic analytical, human resource, administrative and transversal business solutions to enable the Executive Director: Health and all the reporting units to deliver on their mandate effectively and efficiently.

Key Performance Areas:

- Contribute to the development of the department's strategic planning process;
- Lead the directorate's services delivery and budget implementation Planning (SDBIP) process;
- Ensure sound financial Planning and Budgeting processes for the Directorates;
- Lead and facilitate the Directorate demand planning process;
- Lead and facilitate the Directorate Performance management planning process;
- Lead and manage the development of the directorates Individual learning Plans (ILP's) process;
- Ensure effective and efficient directorate functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorates;
- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory and policy framework;
- Provide sound leadership for achievement of the Directorate's objectives;
- Direct the delivery of the Management Support and Development services;



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- Implement good governance and effective risk management systems;
- Ensure effective control of the Directorates Human Resource;
- Ensure effective Financial Resources control;
- Ensure effective directorate Assets management and control;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorates and individual performance.

Leading Competencies:

- Excellent strategic thinking, planning and execution skills including the ability to anticipate the talent challenges and priorities;
- Good verbal communication (including presentation and public speaking) skills;
- Computer literacy, (Microsoft Word, PowerPoint and Excel);

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP prescribed functional Methodologies, Legislative, Policy and Regulatory Frameworks);
- Knowledge of regulatory and legal compliance requirement, health and safety legislation and international standards to ensure compliance in Public Health programmes.
- In-depth knowledge of function principle, techniques & tools and how they can be practically applied;
- Knowledge on Corporate Governance;
- Knowledge of principle and practices of municipal Organisation administration and personnel management.
- Knowledge and experience in working with national and provincial health structure and frameworks.

“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/17TRNpazHTneiqE74NAuJRAew554>

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



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ENQUIRIES ONLY:

Contact Person: Tsholofelo Tshotlhomisang

Tel No: 011 407 6704

CLOSING DATE: TUESDAY, 30 DECEMBER 2025

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.