



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7851 (O)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

www.jda.org.za
www.joburg.org.za

EXCITING AND CHALLENGING POSITION

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

DEVELOPMENT PLANNING SPECIALIST: INFRASTRUCTURE INVESTMENT AND POLICY D4 SALARY SCALE R 1 171 595.00 – R1 757 393.00

Purpose of the position: Undertake research, monitor and track implementation of strategy for the JDA Development Planning and ensure relevant research is undertaken to enhance strategy and that strategy implementation tracking, assessment and reporting is carried out. To provide knowledge management services to Development Planning and Facilitation.

Key Responsibilities:

Project Planning and Programming- Undertake research to inform Development Planning and Facilitation by performing regular reviews and analysis of trends, data, and performance metrics. Participate in the planning processes of the Development Planning unit, identifying key programs and determining required projects or sub-projects. Design research project plans, including objectives, methodology, timelines, and costing to ensure delivery on key strategic initiatives. Conduct feasibility studies and benchmark best practices to optimise internal processes and support continuous improvement. **Research and Development-** Conceptualise, design, and coordinate research programs and projects, including desktop and primary research, surveys, and commissioning of consultants where required. Collect, analyse, and interpret data to generate actionable insights and prepare comprehensive research reports. Present findings in a clear and accessible format to facilitate strategic decision-making and communicate results to stakeholders, including Monitoring & Evaluation, Planning, Senior, and Executive Management. Keep abreast of recent trends, emerging challenges, and opportunities in urban development to ensure research remains relevant and impactful. **Monitoring, Reporting, and Governance-** Compile and submit regular performance reports, including monthly, quarterly, bi-annual, annual, and ad-hoc reports as required. Prepare and package reports and documentation for the Auditor General and Internal Audit to ensure compliance with legislation and regulatory requirements. Maintain awareness of relevant policies, legislation, and regulatory frameworks, implementing controls and advising management on governance, risk mitigation, and service level agreements within the specialist area. **Stakeholder Engagement and Administration** – Engage effectively with internal and external stakeholders to monitor and coordinate all research and strategic initiatives. Participate in departmental and JDA meetings, conferences, and relevant external forums, providing updates and insights on research findings, strategy implementation, and performance. Support the management of interns and contribute to the continuous development of team capabilities.

Education and Experience:

- Minimum Grade 12/ Senior Certificate
- Minimum of a postgraduate qualification in a relevant field (NQF Level 8), such as Economics, Statistics, Public Policy, Strategy Management, Development Studies, or Built Environment or similar.
- A Master's degree will be an added advantage.
- Candidates should have a minimum of 3–5 years' relevant experience as a Research Specialist, Researcher, Analyst, or similar role. Experience within local government, project planning, or strategy implementation is desirable. A valid driver's license is required.

Knowledge:

- Sound knowledge of the local government environment, policy frameworks, legislation, and regulations governing public sector planning. Expertise in data collection, analysis, and management, including proficiency with software such as SPSS, E-Views, STATISTICA, and MS Access.
- Knowledge of research methodologies, benchmarking practices, and evidence-based decision-making is essential. Strong understanding of project planning, monitoring, and reporting requirements within a government or public sector context is required.

Closing date: 12 Dec 2025

Building a better city

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer

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

https://share-eu1.hsforms.com/1t_GICNINRIu40pnLDQczkQew554

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience. Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets.

