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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

### PERMANENT POSITION

## Deputy Director: Strategy, Coordination and Management

#### 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 in 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 acknowledgement 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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## DEPUTY DIRECTOR: STRATEGY, COORDINATION AND MANAGEMENT SUPPORT

<b><u>DEPARTMENT:</u></b>	Group Strategy, Policy Coordination and Relations
<b><u>BRANCH:</u></b>	<b>Strategic Coordination and Management Support</b>
<b><u>DESIGNATION:</u></b>	<b>Deputy Director: Strategy, Coordination and Management Support</b>
<b><u>REMUNERATION:</u></b>	R64 033,65 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	48 Ameshoff Street, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus a Bachelor's degree or relevant qualification in Business Administration, Public Administration or Business Management (NQF level 7);
- Postgraduate qualification will be an added advantage;
- At least 7 - 9 years of strategic administrative leadership experience, of which 3 – 4 years must be at middle management;
- Proven track record of providing strategic support services to an executive;
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills;
- Ability to work with various levels of personnel in a fast-paced environment;
- Experience in a policy environment;
- Knowledge of Business Planning;
- Knowledge of Financial Management systems and processes;
- Experience in Strategic Planning and Performance Management Systems;
- Ability to lead and manage strategic processes;
- General Human Resource Management and Networking experience;
- Strong liaison and report writing skills;
- Experience in compiling and managing budgets;
- Excellent verbal and written communication skills;
- Previous experience in National/Provincial/Local Government Policy, Legislation and protocols;
- Business/public administration or a closely related field, and fiscal management experience involving payroll, purchasing, and budgeting and supervisory experience.

### **Primary Function:**

**Lead, manage, provide strategic management support, guidance to the department in the application and implementation of the City's various policies and administrative processes, business strategic planning, monitoring, reporting and the departmental implementation of the City's Performance Management Policy.**

### **Key Performance Areas:**

- Appropriately positioning the function of Management Support within the department and ensuring impactful initiatives and service offerings to the business, as an enabler and a conduit to attaining departmental strategic goals;



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- Business Planning, Organisation and Budget to translate organisational strategic agenda for the department and implement strategic response towards the realisation of organisational goals;
- Performance Management and Monitoring to ensure that the department remains a high-performing business unit of the City and successfully contributes to the attainment of organisation-wide objectives in the short and long term;
- Monitoring and Reporting against the SDBIP and Departmental targets;
- Identify, mitigate risk factors and manage risk compliance;
- Administrative support to streamline departmental activities and ensure accountability and sound business practices to achieve municipal financing goals and objectives;
- People management to improve and sustain motivational levels, productivity and performance that contribute to effective service delivery objectives.

#### **Leading Competencies:**

- Strategic perspective;
- Leadership and people management skills;
- Goal orientation;
- Emotional intelligence;
- Change management;
- Performance management skills;
- Integrity;
- Risk management;
- Adherence to policies and regulations;
- Computer literacy, including MS Office Applications;
- Negotiation, Networking, strong interpersonal, excellent communication skills required;
- Excellent research, conceptual, analytical, problem identification and resolution skills;
- Ability to interpret and apply policies and related legislation.
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.
- Excellent written and oral communication skills in English, and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.

#### **Core Competencies:**

- In-depth knowledge of national policy and legislation impacting municipalities;
- In-depth knowledge of the issues impacting service delivery;
- Proven ability to effectively manage the office of an executive in a complex and demanding environment and provide guidance to administrative support staff;
- Demonstrated ability to strategically manage an administrative support service within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development;
- High level ability in the use of e-mail, electronic diaries, teleconferencing, videoconferencing, City systems and MS Office Applications, i.e. Word, Excel, Access and PowerPoint;



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- Demonstrated expertise in complaint handling processes and of ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment;
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the HoD with senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the HoD and Unit Heads on complex and sensitive issues;
- Knowledge of administrative and clerical procedures and systems, such as filing and record management systems, and other office procedures and terminology;
- Must be capable of gathering and analysing information;
- Sound knowledge of risk management;
- Ability to supervise subordinate employees, to include establishing and applying standards for performance fairly and impartially, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline, interpreting, and implementing instructions by management;
- Ability to maintain and ensure the confidentiality of employee personnel files and content;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Impact and Influence according to the City's protocols, legislation, and standards.

***“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 link below:**

<https://share.hsforms.com/13wELCwvgTZisURTW92AZTA469t>

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

**ENQUIRIES ONLY:**

**Contact Person:** Sirelda de Klerk  
**Tel No:** 011 407 7723

**CLOSING DATE: THURSDAY, 05 FEBRUARY 2026**

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