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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Specialist: Performance 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 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 processes.
- 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.
- Applications, which have not been responded to within 6 weeks of the closing date, should be regarded as unsuccessful.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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SPECIALIST: PERFORMANCE MANAGEMENT

Department: Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Specialist: Performance Management
Remuneration: R58 324.06 pm (basic salary excluding benefits)
Location: 100 Carr Street, Nedbank Building, Newtown Junction, Johannesburg

Minimum Requirements:

- Matric/ Grade 12 plus;
- Degree in Human Resources Management or related field (NQF Level 7);
- 6 – 8 years or more relevant experience covering a broad range of Human Resources functions; at least 3 years of supervisory experience;
- Must have a valid driver's license.

Primary Function:

Lead and manage the Performance Management (PM) function by formulating, monitoring, and evaluating the implementation of policies to enable City departments to successfully achieve their mandate in relation to Performance Management activities. The Specialist provides technical leadership and support to the City of Johannesburg departments on Group Performance Management for individuals and oversees the systems and processes related to Performance, strategic planning, activity design and quality control/assurance to deliver business effectiveness through the system and its processes, thereby enabling the sustained achievement of departmental objectives.

Key Performance Areas:

- Lead and manage the Performance Management of appropriate strategies, business plans, policies, procedures and communication of these or ensure their communication to the relevant stakeholders and ensure their implementation.
- Lead and manage the Performance Management-related issues at the city;
- Implement a Performance Management communication strategy aimed at creating awareness and keeping all stakeholders fully informed;
- Plan and develop an individual Performance Management System;
- Build and maintain strong relations with internal business, key stakeholders and peers;
- Manage all aspects in accordance with the legislative framework as well as with the finance in the control of the area's responsibility, including but not limited to expenditure, and assets in accordance with the legislative framework as well as with the City policies and procedures;
- To efficiently and effectively manage the operational assets and resources of the function cost effectively in accordance with the legislative framework and the City policies;
- Comply with all relevant legislative frameworks, including the City Code of Ethics, and manage and mitigate risk effectively;



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- Provide quality reports on the functions and performance in the area of responsibility which are factual, accurate, complete, timely and that contribute to and support the overall reporting requirements of the unit;

Leading Competencies:

- The ability to articulate complex concepts in an understandable, convincing manner.
- Strong Communication and diplomacy skills required to guide, influence and convince others.
- Excellent communication skills with the ability to build rapport at all levels.
- The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- The ability to establish and maintain productive relationships with the people within and outside of the municipality.
- The ability to assess skills, performance, and potential of subordinates and to encourage their development. Performance Management with the view of optimising their talent.
- The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication from others.
- The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the "Bigger Picture".

Core Competencies:

- The ability to articulate complex concepts in an understandable, convincing manner.
- Requires a broad and comprehensive understanding of the concepts and principles in their discipline. The requirement for broader knowledge implies the need to understand other concepts and principles in context in order to improve organisational effectiveness.
- Knowledge and understanding of the municipality's functional directorates and understanding of the integration across these directorates.
- In-depth knowledge and understanding of the municipal legislation, policy, principles and procedures.

"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."



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

<https://share.hsforms.com/1qUHSmBtZQMC2fLOpJwch4g469tl>

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

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>

THIS POSITION WAS ADVERTISED IN CIRCULAR 050/2026, AND CANDIDATES WHO APPLIED ARE ENCOURAGED TO RE-APPLY

ENQUIRIES ONLY:

Contact Person: Lindokuhle Cele

CLOSING DATE: MONDAY, 17 AUGUST 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,
- Identity validation