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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Dispute 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 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.
- Applications, which have not been responded to within 6 weeks of 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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ASSISTANT DIRECTOR: DISPUTE MANAGEMENT

DEPARTMENT: Group Corporate and Shared Services
BRANCH: Group Human Capital Management
DESIGNATION: Assistant Director: Dispute Management
REMUNERATION: R58 324.06 pm (basic salary, excluding benefits)
LOCATION: 100 Carr Street, Nedbank Building, Newtown Junction

Minimum Requirements:

- Matric/Grade 12 certificate or equivalent;
- A relevant 3-year tertiary qualification in Human Resources Management or related field;
- 8 years or more' relevant experience covering a broad range of Human Resources functions;
- 3 years' supervisory experience;
- Valid driver's license.

Primary Function:

To ensure that the City is represented at both internal and external dispute resolution forums so that the labour relations strategy is achieved.

Key Performance Areas:

- Planning and Organising;
- Procurement Management;
- Leading and directing;
- Dispute management Resource Control;
- Financial Resource Control;
- Asset Management and Control;
- Governance and Risk management;
- Monitoring and evaluation of dispute management;
- Stakeholder Relations and Communication;
- General Administration.

Leading Competencies:

- Computer literacy Skills;
- Facilitation Skills;
- Negotiation Skills;
- Conflict Resolution;
- Presentation Skills;
- Research Skills;
- Communication Skills;
- Interpersonal Skills;
- Group dynamics;
- Diversity management;
- Policy analysis skills.



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Core Competencies:

- Knowledge of Strategic planning processes;
- Knowledge of LR Policies;
- Knowledge of HR Policies;
- Understands Public Service Environment;
- Understands Government Operations and Structures;
- Understand the LR Process;
- Understand HR Processes;
- Knowledge of Collective agreements;
- Knowledge of LR Administration Procedures;
- Knowledge of Labour.

“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.hsforms.com/1mlHT1QjKSp6hPF-AfuzaPA469tl>

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>



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ENQUIRIES ONLY:

Contact Person: Nokwazi Bovungana

Tel No: 069 197 5660

CLOSING DATE: FRIDAY, 21 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.