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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Assistant Director: Informal Trading**
- **Assistant Director: Programme Integration**

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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ASSISTANT DIRECTOR: INFORMAL TRADING

DEPARTMENT: Economic Development
BRANCH: Sustainable Employment Facilitation
DESIGNATION: Assistant Director: Informal Trading
REMUNERATION: R58 324,06 pm (basic salary, excluding benefits)
LOCATION: Jorissen Place, 66 Jorissen Street

Minimum Requirements:

- Matric plus a Degree in Administration, Public Management, Economics, Commerce or related tertiary qualification at NQF level 7;
- 9 years' experience, of which 4 years in Middle Management;

Primary Function:

Plan, organise, lead, direct, administer, control, monitor and manage the Informal Trading Programs and/or Projects.

Key Performance Areas:

- Identify trading areas and facilitate demarcation
- Develop and manage the informal trading areas
- Provide infrastructure services
- Engage with potential stakeholders to facilitate collaboration with the City of Johannesburg
- Provide quality monitoring, reporting, and compliance on informal trading management
- Ensure effective Section's Financial Resources Control
- Lead the Recruitment, selection and Placement process for sourcing of suitably qualified staff for the Directorate

Leading Competencies:

- Project management is essential;
- Performance and Risk Management Principles;
- Financial management;
- Change management and transformation;
- Good decision-making ability, strong liaison, and negotiation skills.
- Computer literacy (MS Office Packages, including Word, Excel);
- Good 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:

- Knowledge of the local, provincial and national political and legislative framework and dynamics;
- Knowledge of Informal Trading Policy;



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- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele), Ethics, Professionalism;
- 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/1ZWv0WQOBS96A-RSGjlpkJA469tl>

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>

ENQUIRIES ONLY:

Contact Person: Thembelihle Nogemane

Tel No: 011 061 3193

CLOSING DATE: THURSDAY, 27 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 processes. 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



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ASSISTANT DIRECTOR: PROGRAMME INTEGRATION

DEPARTMENT: Economic Development
BRANCH: Integrated Regional Economic Development
DESIGNATION: Assistant Director: Programme Integration
REMUNERATION: R58 324,06 pm (basic salary, excluding benefits)
LOCATION: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- Matric plus a Degree in Public Management (NQF 7) or any other related field;
- At least 7 – 8 years of experience in local government and/or public sector;
- Relevant experience in managing the implementation of large-scale projects;
- Advanced Project Management and familiar with applicable Project Management Tools;
- Strong liaisons, report writing and presentation skills;
- Strong stakeholder relationship management.

Primary Function:

Manage, lead and coordinate the processes of development, review, implementation and monitoring of the Nodal/Precinct plans, programmes, and projects to facilitate sustainable nodal and area-based economic development.

Key Performance Areas:

- Coordinate and facilitate the process for formulation of Regional Economic Development plans to ensure effective and efficient programme implementation around commonly shared strategies across the City;
- Assist with nodal economic profiling across the regions;
- Facilitate implementation of Priority Economic Zones Framework;
- Prepare project plans for the implementation of all Integrated Regional Economic Development projects;
- Coordinate development of plans and programmes for the regions.
- Manage and maintain projects/programmes integration in the regions;
- Implementation and monitoring to build economic competitiveness of the Regions within the City's economy;
- Stakeholder management to build and maintain strong relations with internal and external business units, entities, key stakeholders and peers;
- Performance management to drive high-performance culture by taking accountability for the effective and well-articulated performance management process;
- Human Resources management to ensure efficiency and prudence in the work of the Directorate;



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- Financial management to ensure efficient and effective financial management;
- Asset and Resources (Materials and Tools Management) to manage the operational resources in line with the legal framework or policies and procedures of the City;
- Governance and Risk to mitigate risks associated with operations in line with the legal framework or policies and procedures of the City.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Business Management skills;
- Strong liaison and report writing skills;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.

Core Competencies:

- Deep understanding of Joburg economic sectors;
- Strong project/programme and implementation skills;
- Knowledge of Local government;
- Knowledge of Legislation;
- Knowledge of drafting Quarterly reports;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele), Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

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