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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Director: Event 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 may 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 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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DIRECTOR: EVENT MANAGEMENT

Department: Group Communication & Marketing
Branch: Event Management
Designation: Director: Event Management
Remuneration: R83 157,41 pm (basic salary, excluding benefits)
Location: 100 Carr Street, Newtown Junction, Nedbank Building

Minimum Requirements:

- Matric Certificate/Grade 12;
- Relevant 3-year tertiary qualification, preferably a diploma/national diploma or degree in Business Administration/Marketing/Public Administration/Business Leadership or Business Management or related at NQF level 7;
- 10 years' experience in a senior management position within local government;
- Sound knowledge of event management logistics, compliance and international best practices;
- Understands market and economic factors affecting the strategic plan and operations;
- Proven ability to effectively manage the office of an executive in a complex and demanding environment and provide guidance to administrative support staff;
- Must have a driver's license and be able to attend meetings, etc. across the City.

Primary Function:

Provide leadership, standards and oversight to the Group on all event-related issues, as well as develop and deliver highly targeted, well-planned, coordinated and integrated events. Also provide standards regarding the safety of persons, infrastructure, and property at events through the coordination of an Events Joint Operations Committee.

Key Performance Areas:

- Event Leadership and Oversight on all event-related matters in the city to ensure proper planning, coordination, leadership and oversight over the event management function in the City that benefits the City objective to use events as a communication and marketing tool;
- Event Partnerships, Collaborations and Partnership Agreements for High Profile Events - Lead and manage event partnerships, collaborations and sponsorships for high-profile City events;
- Event Partnerships, Collaborations and Sponsorship on High Profile Events;
- Event Planning and Management in collaboration with Department and Entities - Lead the planning and management of events in collaboration with departments and entities;
- Event logistics - Provide expert guidance on the efficiency and effectiveness of the logistical arrangements for all the City's events;
- Event compliance as legislated - Overseeing the City's compliance with the events management standards and requirements;
- Lead the Unit's Strategic and Business Planning process;
- Event Human Capital Management - Provide, lead and manage the human resources (staff) for the benefit of the organisation;



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- Implement financial controls/procedures and provide information to support financial planning processes with the department;
- Supply Chain, Risk, Audit and Expenditure Management.

Leading Competencies:

- High-level ability in the use of email, electronic diaries, teleconferencing, video conferencing, City systems, and Microsoft Office applications: Word, Excel, Access and PowerPoint;
- Excellent interpersonal, liaison, and communication skills, including the capacity and ability to negotiate and 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;
- Strategic Planning;
- Research and development;
- Statistical Analysis;
- Data Interpretation and reporting;
- Innovation & creative;
- Attention to detail;
- Excellent communication skills;
- Leadership and people management skills;
- Goal orientation;
- Change and time management;
- Emotional intelligence;
- Performance management skills;
- Financial Management ;
- Planning and Organising skills;
- Political understanding and management;
- Integrity and total quality management;
- Risk Management;
- Adherence to policies and regulations
- Project and programme management;
- Impact analysis;
- Presentation skills.

Core Competencies:

- Knowledge of Government legislation, policies and procedures applicable to South Africa;
- In-depth knowledge of SDBIP and Business Planning;
- Knowledge of Financial principles and practices;
- 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;



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- High level ability in the use of email, electronic diaries, tele-conferencing, videoconferencing, City systems and MS Office applications, i.e. Word, Excel, Access and PowerPoint;
- Demonstrated expertise in handling processes and of ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment;
- Knowledge of financial principles and practices;
- Must be capable of gathering and analysing information;
- Sound knowledge of risk management;
- Ability to supervise subordinate employees, including 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 contents;
- Monitoring and evaluation;
- Managing information.

“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 using the link below:

<https://share.hsforms.com/1-FMBzSp0RZCE7okhHX-WxA469tl>

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: Sirelda de Klerk

Email Address: Sireldad@joburg.org.za (The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVs, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)

CLOSING DATE: WEDNESDAY, 28 OCTOBER 2026



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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 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