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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

**Assistant Director: Business Planning and Performance Management
(Senior Specialist: Strategic Business Planning)**

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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ASSISTANT DIRECTOR: BUSINESS PLANNING AND PERFORMANCE MANAGEMENT (SENIOR SPECIALIST: STRATEGIC BUSINESS PLANNING)

DEPARTMENT: Group Corporate & Shared Services (GCSS)
BRANCH: Management Support Services
DESIGNATION: Assistant Director: Business Planning & Performance Management (Senior Specialist: Strategic Business Planning)
REMUNERATION: R58 324,06 pm (basic salary, excluding benefits)
LOCATION: Nedbank Building, 100 Carr Street, Newtown Junction, Johannesburg

Minimum Requirements:

- Matric/Grade 12
- A relevant 3-year tertiary qualification (NQF Level 7 in Performance Management, Monitoring and Evaluation field / Public Administration / any relevant or related tertiary qualification in the discipline of Performance Monitoring and Evaluation or Public Administration. Membership of organisations such as the South African Monitoring and Evaluation Association (SAMEA) will be an added advantage
- 6 – 8 years or more relevant experience in a strategic management environment; at least 4 years' supervisory experience
- Proven track record of providing a strategic support service to the executive office
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leader skills
- Ability to work with various levels of personnel in a fast-paced environment
- Experience in a policy environment
- Understanding of reporting protocols
- Experience compiling and managing budgets
- Previous experience in National /Provincial /Local Government policy, legislation, and protocol
- Business administration, public administration, or a closely related field and fiscal management experience involving budgeting and supervisory experience, or an equivalent combination of education and experience



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Primary Function:

The role operates within a strategic support environment and requires effective coordination and engagement with key internal and external stakeholders relevant to Group Strategic Management Support. The incumbent is required to build and maintain collaborative relationships across GCSS and the City of Johannesburg (CoJ) to facilitate the effective flow of strategic information, alignment of planning processes and achievement of Business Planning and Performance Management objectives. The role requires the incumbent to provide specialist guidance and strategic support on Business Planning and Performance Management practices, while remaining abreast of legislative and regulatory changes, policies, emerging trends and internal and external developments that may influence the function. The position therefore requires a sound understanding of the national, provincial and local government environment, including applicable policies, governance structures, regulatory frameworks and protocols, as well as legislation relevant to Group Corporate and Shared Services

Key Performance Areas:

- Coordinate, facilitate and drive departmental strategic planning processes, providing analytical support and insights to inform decision-making.
- Performance Monitoring & Reporting: Coordinate and track performance across units, ensure accurate and timely reporting, and identify areas for improvement.
- Stakeholder Management & IGR: Foster and maintain inter- and intra-governmental relations, coordinating stakeholder engagement and ensuring effective communication
- Risk Management: Identify, assess, and mitigate risks, promoting a culture of risk awareness and compliance
- Training Coordination: Coordinate training initiatives, ensuring alignment with departmental objectives and skills development priorities.

Leading Competencies:

- Strategic Perspective
- Excellent communication
- Leadership and people management
- Goal orientation
- Change management
- Performance management
- Risk Management
- Financial management
- Excellent report writing
- Analytical thinking
- Work under pressure
- Meeting deadlines
- 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.



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Core Competencies:

- Knowledge of Government legislation, policies and procedures applicable to South Africa and other similar environments.
- Ability to strategically manage an administrative support service within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development.
- Expertise in compliance 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 with relevant stakeholders (internal and external).
- Excellent written communication skills, including ability to prepare documents and briefing notes for management on complex and sensitive issues.
- Knowledge of financial principles and practices.
- Knowledge of administrative and clerical procedures and systems such as filing and record management systems, and other office procedures and terminology.
- Capable of gathering and analysing information.
- Sound knowledge of risk management.
- Ability to supervise subordinate employees, to include establishing and applying standards for performance in a fair and impartial manner, providing appropriate discipline, and interpreting and implementing instructions by management.
- Ability to maintain and ensure the confidentiality of employee personnel files and contents.
- 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."

APPLICANTS WHO APPLIED IN 087/2026 NEED NOT RE-APPLY



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

<https://share.hsforms.com/1BZO8a3a4S0C7dgv2NuBY7g469tl>

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: Nokwazi Bovungana

Tel No: 083 677 7465

Email Address: NokwaziB@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: FRIDAY, 06 NOVEMBER 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 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