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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

FIXED-TERM PERFORMANCE-BASED CONTRACTS
(linked to Political Term of Office)

- **Social Media Specialist**
- **Council Liaison Specialist**
- **Media Liaison Specialist**
- **Director: Executive Support**

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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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SPECIALIST: SOCIAL MEDIA

Department: Private Office of the Executive Mayor (POEM)
Branch: Office of the Chief of Staff
Designation: Social Media Specialist
Remuneration: R760 439,52 pa (all-inclusive cost to company)
Location: 27 Stiemens Street, JD House, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma OR a three-year degree qualification at NQF level 6 in Media Studies/Journalism/Political Science/Communication;
- 3 – 5 years relevant experience in Media Liaison or similar experience
- Experience in Public Administration is an advantage;
- Must have a valid driver's license.

Primary Function:

Provide directions, develop and manage media relations between the Office of the Executive Mayor and the media, and proactively manage the relations between the Office of the Executive Mayor.

Key Performance Areas:

- Execute the project planning process to inform the business unit of the business planning process;
- Execute process optimisation and efficiency;
- Execute media liaison functions;
- Execute activities associated with the management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the Directorates;
- Perform general administration and reporting.

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;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills
- Networking, Operational planning and problem-solving;
- Good planning of projects, organising and Project management;
- Good written and communication skills (report writing, PowerPoint presentations, etc.);
- Time management;
- Prioritising.



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Core Competencies:

- Knowledge of online marketing and a good understanding of major marketing channels;
- Social networking and Social analytics tools;
- Knowledge of the local government environment.
- 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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Please take note that only online applications will be considered. Please apply using the link below:

<https://share.hsforms.com/1cut103eiTjiSTAgDdhUUmq469tl>

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

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Email Address: WisaniMab@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, 11 SEPTEMBER 2026



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- Credit Record,
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COUNCIL LIAISON SPECIALIST

Department: Private Office of the Executive Mayor (POEM)
Branch: MMC Community Development
Designation: Council Liaison Specialist
Remuneration: R760 439,52 pa (all-inclusive cost to company)
Location: 66 Jorisen Street, Jorisen Place, Braamfontein

Minimum Requirements:

- Matric / Grade 12 Certificate NQF level 4;
- National Diploma in Political Science/Public Administration, related field or equivalent (NQF level 6);
- 3 – 4 years of relevant experience, of which 2 years is in a professional capacity;
- Knowledge of Legislature/Council operations;
- Must have a valid driver's license.

Primary Function:

Provide direction, develop, and serve as a link and/or facilitate the movement of information between the legislature, the Department, and the MMC. Proactively manage the relations between the MMC, the Department, and the legislature.

Key Performance Areas:

- Execute the project planning process to inform the business unit's business planning process;
- Execute process optimisation and efficiency;
- Execute specific activities to ensure effective council liaison management;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the Directorate;
- Perform general administrative and reporting.

Leading Competencies:

- Good oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence and conflict management;
- Project management;
- Planning, organising and execution.
- 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 the local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Knowledge of Corporate Governance;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day-to-day basis;
- Knowledge of principles and practices of municipal organisation and administration;
- 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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MEDIA LIAISON SPECIALIST

Department: Private Office of the Executive Mayor (POEM)
Branch: MMC Community Development
Designation: Media Liaison Specialist
Remuneration: R760 439,52 pa (all-inclusive cost to company)
Location: 66 Jorisen Street, Jorisen Place, Braamfontein

Minimum Requirements:

- Matric / Grade 12 Certificate;
- National Diploma in Media Studies/Communications/Marketing/Journalism/Public Relations Management or similar/related field (NQF level 6);
- 3 - 4 years' relevant experience in a similar work environment or position;
- Knowledge of media functions and concepts;
- Must have a valid driver's license.

Primary Function:

Provide directions, develop and manage media relations between the office of the MMC and the Media. To proactively manage the relations between the MMC, department and legislature. To maintain an open and professional image with the media and customers of the City of Johannesburg.

Key Performance Areas:

- Media Liaison and public relations implementation;
- Planning and Development;
- Process Optimisation and Efficiency;
- Stakeholder relations and Communications;
- Assets and Resource Management (Materials and Tools);
- Monitoring and Reporting;
- Governance and Risk Management;

Leading Competencies:

- Computer literacy (MS Office Packages, including Word and Excel) and software tools;
- Good written and oral communication skills in English, and must be able to communicate and coordinate effectively with other stakeholders;
- Excellent understanding of social media and content writing skills;
- Motivated and lead by example;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.
- Coordinating skills;
- Excellent interpersonal and teamwork skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;



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- Project management;
- Planning, organising and execution.
- Business acumen;
- Project management;
- Work independently;
- People management;
- Event management.

Core Competencies:

- Previous or relevant basic knowledge of media and public relations in a large organisation is essential;
- 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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DIRECTOR: EXECUTIVE SUPPORT

Department: Private Office of the Executive Mayor (POEM)
Branch: MMC Community Development
Designation: Director: Executive Support
Remuneration: R1 481 310,84 pa (all-inclusive cost to company)
Location: 66 Jorisen Street, Jorisen Place, Braamfontein

Minimum Requirements:

- A Matric/Grade 12 Certificate.
- Bachelor's degree in Business Administration, Public Administration, Business Management or relevant qualification at NQF level 7.
- 10 years' overall experience, of which 5 years should be in middle management.
- Proven track record of providing strategic support to an executive at a similar level.
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills.

Primary Function:

To direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) by providing high-level strategic (and political) advice and counsel to the MMC by coordinating the implementation of the executive policy, developing, and managing the implementation of communications strategy (action plans) and managing key personnel in order to ensure the advancement of the MMC's political programmes and strategy.

Key Performance Areas:

- To manage and provide strategic (political) policy support and advice to the MMC.
- To enable and manage the implementation of the Executive Mayor's Communication Strategy, i.e the MMC's functions.
- Directs and controls the outcomes associated with utilisation, productivity, and performance of personnel within the MMC support function.
- Plan, monitor, and control the function's annual operating and capital budget so that spending is in line with the Municipal requirements and/or Municipal Financial Management Act (MFMA).
- Manage, direct, and drive processes and policies that support the effective and efficient operation of key functional areas in the support function of the MMC.
- Manage and lead the work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC.
- Direct and manage the execution of projects and assignments as determined by the MMC.

Leading Competencies:

- Ability to work with various levels of personnel in a fast-paced environment.
- Experience compiling and managing budgets.
- Excellent verbal and written communication skills.



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Core Competencies:

- Knowledge of Government Legislation, policies, and procedures applicable to South Africa.
- Demonstrate the ability to strategically manage and provide administrative support services within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development.
- Excellent interpersonal, liaison, and communication skills, including the capacity and ability to negotiate or communicate on behalf of the MMC with senior internal and external stakeholders.
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the MMC on complex and sensitive issues.

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;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.

Core Competencies:

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