



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Performance Management Specialist (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Management Support
<u>Reports to:</u>	Management Support Manager
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Degree in Business Administration or Equivalent (NQF Level 7)
- Five (5) to Eight (8) years' experience in the performance management system, Planning and Performance management system policy development.
- Communicating effectively
- Facilitating group process
- Training staff on performance management process
- Planning, designing and evaluating MTC program initiatives
- Ability to establish and maintain effective and productive working relationships within MTC
- Negotiation skills and conflict handling skills
- Computer literate

Short Detailed Job Description:

- Manages, and ensures implementation and effectiveness of MTC's Performance Management and Improvement systems
- Coordinates with other Department's performance and quality initiatives to ensure alignment and optimal use of resources.
- Coordinates performance management and quality improvement capacity building for all levels of management and employees
- Establish a continuous performance and quality training effort and monitoring and reporting system
- Participate in a broader network of performance improvement professionals, sharing best practices, while participating in on going communication activities and capacity building
- Convene regular meeting, develop and analyse performance improvement data for EXCO. Develop, communicate and implement a recognition program for improvement.
- Liaise with Human Resources Department to make sure that all employees receive appropriate training, counselling and understand all the applicable procedures so that they can safely o their assigned work
- Conducts assessments and gap analysis on employee skills and training.
- Assists with developing training plans, identifying educational opportunities for employee development.
- Facilitates group discussions to perform gap analysis and needs assessment(s).
- Develops knowledge sharing processes and programs that encourage learning and collaboration.
- Provides back-up support to department staff and quality service to department
- Performs related work as assigned.
- Develop and implement a performance management tool
- Managing policy development and review
- Ensure adherence to both Council policies and procedures;
- Ensure that staff have the required necessary competencies to undertake the functions expected of them in an efficient and effective manner while meeting the Unit's overall objectives;
- Effectively manage the performance of staff through the positive implementation of the performance management system;
- To ensure that positive cultural shift is maintained.

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

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CLOSING DATE: 22 NOVEMBER 2018

VACANCY CIRCULAR: **MTC RECRUITMENT 027/2018**
