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City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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FIXED-TERM PERFORMANCE-BASED CONTRACT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

- Department:** Private Office of the Executive Mayor
Branch: Private Office of the Executive Mayor
Designation: Office Manager (GCSS)
Annual total remuneration package: R485 663.08 all-inclusive cost to company

Appointment Requirements:

- Grade 12 plus certificate or Diploma in Administration / Office Management (NQF level 6).
- Suitably qualified candidates as defined by Section 20(3) of the EE Act will be considered;
- 3 years' experience in customer care and employee benefits solutions environment.
- Must have a valid driver's license.

Primary Function: To support the office of the MMC with information, administrative and facilitation support duties in order to provide a better service and customer care to their clients.

Key Performance Areas: Provide administrative support associated with the office of the MMC, Co-ordinate specific logistical requirements associated with meetings hosted by the office of the MMC and sign-off on matters for action. To effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councillor matters and queries. Performs specific tasks/activities associated with the provision of secretarial support.

Leading Competencies: Excellent verbal and written communication skills; Project management/Time Management skills; Goal driven; Work under stressful conditions

Core Competencies: Manage change and interface relationships; Professionalism.

Contact Person: Ndivhuwo Mphepho

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Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 22 OCTOBER 2020

CLOSING DATE: 28 OCTOBER 2020

VACANCY CIRCULAR: 050/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

2. **Department:** Private office of the Executive Mayor
Branch: Chief of Staff
Designation: Operational Manager: Administration
Annual total remuneration package: R485 663.08 all-inclusive cost to company

Appointment Requirements:

- A degree, preferably in Public Administration or associated discipline but the candidates with extensive relevant work experience and proven track record would be considered.
- Suitably qualified candidates as defined by Section 20(3) of the EE Act will be considered;
- 3 – 5 years relevant experience in Public Administration in either public or private sector.
- Minimum 3 years' experience in administration.
- It is essential that the candidate has Management experience.
- Knowledge of Local government environment programmes and projects.
- The ability to lead and improve processes and procedures within the POEM unit.

Primary Function: To establish, direct and manage support services in the Private Office of the Executive Mayor through the implementation and monitoring of policies, review and establish practice that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. Provide strategic advice on the mission critical initiatives with respect to development that's aimed at supporting the accomplishment of the City's Key Performance Areas and service delivery objectives.

Key Performance Areas: Implementation of support services. Monitoring of policies, practices and strategic management. Monitor and provide support services to the POEM business unit. To ensure effective support services to the business unit.

Leading Competencies: Communicate clearly and concisely, both oral and writing, Principles and practices of administration and personnel management, principle and practice of municipal budget preparation and administration, principle of supervision, training and performance evaluation, a demonstrated ability to develop a variety of well-written, clear and compelling products (reports, presentations, talking points etc.), public service environment, administration procedures, planning, audit principles and resource management

Core Competencies: Negotiating skills, Computer skills, Facilitation skills, Performance Management skills, excellent Communication skills, Leadership and People Management.

Contact Person: Tsholofelo Tlhotlhomisang **E-Mail:** TsholofeloT@joburg.org.za
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Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 22 OCTOBER 2020

CLOSING DATE: 28 OCTOBER 2020

VACANCY CIRCULAR: 050/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

3. **Department:** Private office of the Executive Mayor
Branch: Chief of Staff
Designation: Communications: Social Media Specialist
Annual total remuneration package: R485 663.08 all-inclusive cost to company

Appointment Requirements:

- National Diploma (NQF level 6) or a 3 years Degree qualification at (NQF level 7) in Media studies/ Journalism, Political Science/ Communication.
- Suitably qualified candidates as defined by Section 20(3) of the EE Act will be considered;
- 3 – 5 years' experience in Media Liaison position or similar.
- Experience in Public Administration will be an added advantage.
- Knowledge of online marketing and good understanding of major marketing channels; Social networking and Social analytics tools and Knowledge on the local government environment.
- Must have a valid driver's license.

Primary Function: To provide direction, 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, departments and the legislature.

Key Performance Areas: Execute project planning process to inform the business unit, business planning process. Execute process optimization and efficiency. Execute media relations functions, 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 Directorates. Perform general administration and reporting.

Leading Competencies: Networking, Operational planning, Problem solving, Good planning of projects, organizing and Project management.

Core Competencies: Good written and communication (report writing, PowerPoint presentations, etc.), Time management, Computer literacy and Prioritising.

Contact Person: Leyandre Ndlovu

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Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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VACANCY CIRCULAR: 050/2020

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4. **Department:** Private office of the Executive Mayor
Branch: Chief of Staff
Designation: Officer: Community, Communications and Stakeholder Management
Annual total remuneration package: R405 638.80 all-inclusive cost to company

Appointment Requirements:

- Grade 12 plus Diploma in Communication Science or equivalent (NQF level 6).
- Suitably qualified candidates as defined by Section 20(3) of the EE Act will be considered;
- A minimum of 4-5 years' experience in Communication; Stakeholder Management and Customer Relations field.
- Must have a valid driver's license.
- Knowledge of Local Government functions and procedures; Communication/Stakeholder Management and Public Relations.

Primary Function: Responsible for writing, editing and formatting various documents for communication, liaison developing and maintaining a harmonious relationship with the community and stakeholders (Local communities, City of Johannesburg Councillors and Management, etc.), developing and implementing; programs , activities to foster community engagement and awareness of the Office's mandate. Furthermore, the incumbent contributes to the development and implementation of stakeholder outreach, communications strategies and plans to meet the objectives of the Directorate.

Key Performance Areas: Ensuring effective communication within the Office of the Chief of Staff, Effective handling of VIP related complaints. Provide communication and media support to relevant stakeholders. To effectively manage the stakeholder relationship. To manage aspects of the operations, safeguarding and maintaining the proper use of all assets. Provide quality documented information on the functions and performance of Community, Communications and Stakeholder Management which are factual, accurate, complete, timely and contributes to and supports the overall requirements of Scheduled and Promotion Services.

Leading Competencies: Stakeholder Relations.

Core Competencies: Communication skills (Written and Verbal), Research and Presentation skills, Excellent interpersonal skills and Computer literacy – Microsoft Office Applications skills.

Contact Person: Leyandre Ndlovu

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Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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5. **Department:** Private Office of the Executive Mayor
Branch: Private Office of the Executive Mayor
Designation: Deputy Director: Communications and Stakeholder Management
Annual total remuneration package: R920 699.58 all-inclusive cost to company

Appointment Requirements:

- Tertiary qualification in the Communication and/or Public Relations Management or similar and/or relevant experience in Communication and Stakeholder Management.
- Suitably qualified candidates as defined by Section 20(3) of the EE Act will be considered;
- 8 years' relevant experience;
- Experience in Public Administration will be an added advantage.
- A valid driver's license.

Primary Function: To provide direction, and develop a communication, stakeholder and community engagement strategy for the Office of the MMC. To proactively manage and implement strategies, systems and procedures that will enable the Office of the MMC to effectively communicate its programmes and approaches to engage the broad and diverse communities of the City of Johannesburg, in order to ensure successful political and administrative mandates.

Key Performance Areas: Planning and Developing, Strategic Communication and Stakeholder Management, Human Resource Management, Financial Management and Control, Asset and Resource (Materials and Tools) Management, Governance and Risk and Monitoring and Evaluation.

Leading Competencies: Ability to work under pressure; Creativity; able to network and interact on all levels of a multitude of organizational stakeholders. Strategic thinker.

Core Competencies: Excellent oral and written communication skills with an innate attention to detail; coordinating skills; excellent interpersonal and team working skills; networking and negotiation, emotional intelligence, conflict management, project management, planning, organizing and execution.

Contact Person: Tsholofelo Tlhotlhomisang

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Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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