



a world class African city

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

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Metropolitan Centre
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Braamfontein

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www.joburg.org.za

PERMANENT POSITION

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

1. **Department:** Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Deputy Director: Field Services
Salary Range: R50 238.79 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's Degree in Public Administration, Business Administration, Management Services, Human Resources, Labour Relations or career related tertiary qualification/NQF level 7;
- Seven (7) to nine (9) years' relevant Human Capital (HC) experience, of which three (3) years should be in the leadership and management of and HC team;
- Proven HC Generalist experience in HC planning, reporting and budgeting, staff provision and development, performance management and job evaluation, organizational development, employment equity, HC talent management and HC administration management;
- Demonstrates thorough understanding of HR theories and best practices; and
- Sound knowledge of business drivers and trends and environmental factors to influence and shape HC strategy.

Primary function: To provide specialist human resource services and strategies in support of the CoJ's strategic objectives, in respect of allocated business departments.

Key Performance Areas: Development and implementation of Human Capital strategies, policies, processes and systems; Conduct Human Capital services quality assurance; Facilitate Human Capital relations and stakeholder management; Facilitate Human Capital Plan development assessment and management; Provide Human Capital Services/Human Capital Needs Assessments; Perform the role as a business partner to allocated line departments.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders; Strategic direction and leadership; People management; Program and Project management; Financial management; Change management and leadership and Governance leadership.

Core Competencies: People Management, Leadership, COJ values, Batho Pele principles, Ethics and Integrity, Confidentiality of staff personal information to be maintained at all times; Loyalty; Moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication and results and quality focus.

PUBLICATION DATE: 14 OCTOBER 2020

CLOSING DATE: 27 OCTOBER 2020

VACANCY CIRCULAR: 047/2020

This is an employment equity targeted position and preference will be given to African, White Males and Females including people with disabilities.

Contact Person:

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(011) 407 7191

Workplace:

Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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