

**FOUR (4) YEAR FIXED-TERM PERFORMANCE-BASED
CONTRACT POSITION
(LINKED TO MAYORAL TERM OF OFFICE)**

Department: Office of the MMC
Branch: Leader of Executive Business (LOEB)
Designation: Director: Leader of Executive Business
Job level: R926 938.79 cost to company per annum

Educational Requirements and Experience: • Bachelor Degree in Business Administration, Public Administration, Business Management • At least 8 years managerial/leadership experience required • Proven track record of providing strategic support to an executive at a similar level • Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills • The ability to work with various levels of personnel in a fast paced environment • Experience compiling and managing budgets • Excellent verbal and written communication skills • Previous experience in National/ Provincial /Local Government Policy, Legislation and protocols • Business administration, public administration, or closely related field and fiscal management experience involving payroll, purchasing, and budgeting and supervisory experience, or an equivalent combination of education and experience. • Knowledge of Government legislation policies and procedures applicable to South Africa; • Demonstrated ability to strategically manage and administrative support service within a multidisciplinary environment, including demonstrated ability to provide professional supervision, development • High level ability in the use of e-mail, electronic diaries, tele-conferencing, video-conferencing, City systems and Microsoft Office applications, i.e. Word, Excel, Access and Power Point. • 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 ability to prepare documents and briefing notes for the MMC and on complex and sensitive issues. • Must be capable of gathering and analysing information; • Sound knowledge of risk management; • Financial Management • People management and Empowerment • Project and programme Management • Organisational Awareness/ Political Impact • Knowledge Management, Planning and Organising • Policy Conceptualisation.

Job Description: Direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) Leader of Executive Business 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 MMCs political programmes and strategy.

Contact Person: Lauren Jonas
E-Mail: LaurenJ@joburg.org.za
Tel No: (011) 407 6003
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Closing date: 16 MARCH 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the COJ's EE Policy. Applications must contain at least 3 references. An application form together with a comprehensive CV must be forwarded to the contact details above.

The application form can be obtained from the CoJ website, at www.joburg.org.za. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

