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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**PERMANENT POSITIONS:**

- **Senior Specialist: Awareness and Community-Based Planning**
- **Senior Specialist: Compliance Monitoring**
- **Deputy Director: Open Space Planning**

**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 can 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 to 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 purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment 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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## SENIOR SPECIALIST: AWARENESS AND COMMUNITY BASED PLANNING

|                             |   |
|-----------------------------|---|
| <b><u>DEPARTMENT:</u></b>   | Environment Infrastructure Services Department                                |
| <b><u>BRANCH:</u></b>       | <b>Strategic Coordination and Partnerships</b>                                |
| <b><u>DESIGNATION:</u></b>  | <b>Senior Specialist: Awareness and Community Based Planning</b>              |
| <b><u>REMUNERATION:</u></b> | R46 704,56 – R62 405,68 – R78 111,74 pm<br>(basic salary, excluding benefits) |
| <b><u>LOCATION:</u></b>     | 118 Jorissen Street, Traduna Building, Braamfontein                           |

### **Minimum Requirements:**

- Matric Certificate plus a Degree in Environmental Science, Environmental Management, Communication, Environmental Education/Conservation Management or a related field at NQF level 7;
- 5 to 7 years' experience in a Government environment or Environmental organisation or consultancy;
- Leading or contributing to environmental capacity-building initiatives;
- Designing and executing environmental awareness campaigns and programs;
- Working with diverse stakeholders and coordinating cross-functional environmental projects;
- Must have a minimum of a valid Code 8 driver's licence.

### **Primary Function:**

The City of Johannesburg seeks a dedicated Senior Specialist to lead and enhance environmental awareness and sustainable practices across the city. The role involves engaging diverse stakeholders, designing and executing community outreach programs, and collaborating with various departments to integrate environmental considerations into city planning and operations, fostering a more environmentally conscious and sustainable Johannesburg.

### **Key Performance Areas:**

- Develop, review and implement environmental education and awareness strategies aligned with the City's sustainability goal.
- Facilitate stakeholder relations and environmental communication to promote environmental awareness.
- Contribute to the development of the Section's Strategic Planning Process to ensure alignment with the goals and objectives captured in the Department's SDBIP;
- Lead the Section's operational planning process to ensure the Section's operational plan and Directorate Business Plan are well informed for effective delivery of the Environmental Education and Awareness (EEA) activities;
- Manage the Section's financial planning and budgetary processes;
- Manage and facilitate the Section's Demand Planning processes;
- Comply with the City's applicable performance management strategies.



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### Leading Competencies:

- Leadership and Management;
- Computer literacy (MS Office Packages, including Word, Excel);
- Analytical skills and financial management;
- Mental cognition and physical endurance for long and sometimes extra-ordinary working hours, Strong analytical and decision-making ability;
- 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:

- Knowledge of the Local Government environment;
- Knowledge and understanding of environmental issues and relevant legislation;
- Proven record in the field of environmental capacity building and running of environmental awareness campaigns/programmes/projects;
- Understanding of environmental education principles/approaches;
- Understanding of community development principles and practices;
- Knowledge of the City's strategy (IDP), prescribed technologies, Legislative Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques and tools and how they can be practically applied;
- Knowledge of corporate governance;
- Knowledge of principles and practices of municipal organisation, administration, and personnel management;
- 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.

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***



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<https://share-eu1.hsforms.com/1NLpjmhNQx-L2Ik4CbW5eAew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Revonal McKenzie

**Tel No:** 011 082 7999

**CLOSING DATE: TUESDAY, 28 JANUARY 2025**

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- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation.



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## SENIOR SPECIALIST: COMPLIANCE MONITORING

**Department:** Environmental & Infrastructure Services Department  
**Branch:** Compliance Monitoring  
**Designation:** Senior Specialist: Compliance Monitoring  
**Remuneration:** R46 704.56 - R62 405.68 - R78 111.74 pm (basic salary, excluding benefits)  
**Location:** 118 Jorissen Street, Traduna House Braamfontein

### Minimum Requirements:

- Grade 12 /NQF level 4 plus Degree in one of the following: Environmental Management, Environmental Sciences, Conservation Management and Environmental Law (NQF level 7).
- 5 – 7 years previous experience in the field of environmental management.
- Training in compliance and enforcement or Environment, Social and Governance (ESG) reporting would be an additional benefit.
- Basic knowledge of environmental legislation (NEMA, NEMWA and NEMAQA).

### Primary Function:

**Establish processes and systems for compliance monitoring of City operations. To monitor compliance of city operations in terms of various environmental legislation and requirements.**

### Key Performance Areas:

- Promote environmental compliance during planning of City projects implemented by entities and departments.
- Compliance monitoring of projects implemented by City Departments and MEs.
- Provide inputs into Compliance Standard Operating Procedures (SOPs).
- Liaise and engage with other stakeholders, both internal and external.

### Leading Competencies:


- Leadership management:
- People Management.
- Stakeholder Management.
- Conflict Management.
- Programmes and Projects Management.


### Core Competencies:

- Computer literacy (Microsoft Word and Excel),
- Communication (verbal and written);
- Coordinating and
- Good report writing.



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**ENQUIRIES ONLY:**

**Contact Person:** Sphiwe Khumalo

**Tel No:** 011 082 7997

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## DEPUTY DIRECTOR: OPEN SPACE PLANNING

**Department:** Environment Infrastructure Services Department  
**Branch:** Water Management and Biodiversity  
**Designation:** Deputy Director: Open Space Planning  
**Remuneration:** R60 077.46 - R81 723.54 - R103 372.90 pm (basic salary, excluding benefits)  
**Location:** 118 Jorissen Street, Traduna Building, Braamfontein

### Minimum Requirements:

- Matric / Grade 12 plus a Bachelor's degree in Town and Regional Planning, Water / Chemical Engineering studies, Bsc in Natural Science / Applied Science, Environmental Sciences, Development Planning or related fields at NQF level 7;
- 7 – 9 years previous experience in related field and with 4 years at middle management experience in a Local Government environment or Environmental organization or private consultancy;
- Code 8 driver's license.

### Primary Function:

Lead, manage and direct the activities and of Open Space Planning in the City of Johannesburg to ensure promotion of conservation and sustainable use of natural resources with the metropolitan area. To ensure that parks, recreational areas and natural spaces are effectively utilized and maintained to meet the needs of the community through policy development and coordination with stakeholders.

### Key Performance Areas:

- Contribute to the development of the Directorate strategic planning process;
- Lead the Sub-Directorate operational planning process;
- Lead the sub-directorates financial planning and budgeting processes;
- Lead and facilitate the sub-directorates Demand Planning process;
- Lead and facilitate the Sections Performance Management planning process;
- Lead and manage the development of the Sub-directorate individual Learning Plans (ILP's) process;
- Lead and manage the formulation of policies and strategies relating to best practices Open Space Planning, Protection and management having consideration for the intrinsic value of open spaces and associated eco goods and services and the need for recreational and social open space;
- Ensure effective and efficient Sections functions, processes, procedures systems and policies;
- Leading the Recruitment, Selection & Placement process of sourcing of suitably qualified staff for the directorate;
- Ensure effective and efficient Procurement Management in line with Supply Chain Management process, legislative, regulatory and policy framework;
- Provide sound leadership for the achievement of the Directorates objectives;



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- Manage the implementation of Open Space Planning initiatives / projects within the city of Johannesburg, ensuring compliance with the applicable processes, policy and procedures;
- Direct and guide the development of social open spaces and nature- based solution intervention and approaches;
- Direct ad guide liaison and follow ups with relevant parties in respect of open space related complains;
- Lead and manage the provision of specialist input into environmental Impact Assessment reviews and development application and proposals in respect of open space issues to minimize negative impacts;
- Ensure effective control of the sections Human Resource;
- Ensure effective Sections Financial Resource control;
- Ensure effective directorate Asset Management and Control;
- Implement good governance and effective risk management systems;
- Ensure effective monitoring and evaluation of Open Space Planning;
- Build and maintain positive relationships with internal and external stakeholders, including government bodies, community members, developers and MEs in respect of the planning, protection and management of open space resource, natural assets and open space eco good and services;
- Ensure effective management of specific administrative and reporting requirement associated with the directorate and individual performance ;

#### **Leading Competencies:**

- Leadership and Management;
- Policy Development;
- Planning Organising;
- Excellent communication;
- Customer Services
- Financial management;
- Project Management.

#### **Core Competencies:**

- Knowledge of the Local government environment;
- Knowledge of environmental regulations and impact assessment procedures;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In depth knowledge of function principles, techniques & tolls and how they can be practically applied;
- Knowledge on Corporate Governance;
- Knowledge of principles and practices of municipal organization administration and personnel management.



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