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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.

FIXED-TERM PERFORMANCE BASED CONTRACT (Linked to Political Term of Office)

- **Special Advisor Projects: Clean City**
- **Special Advisor Projects: By-Law Regulation Enforcement and Compliance Coordination**
- **Special Advisor Projects: Business and Civil Society Partnership Development**
- **Special Advisor Projects: Public-Private Partnership**

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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SPECIAL ADVISOR PROJECTS: CLEAN CITY

<u>Department:</u>	Private Office of the City Manager
<u>Branch:</u>	Office of the Chief Operations Officer
<u>Designation:</u>	Special Advisor Projects: Clean City
<u>Remuneration:</u>	R1 729 940,40 per annum (cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12 Certificate.
- A Bachelor's Degree in Urban Management, Public Administration and Management, or any other field at NQF Level 7
- Professional Registration with the relevant professional body
- 10 years' experience directly related to the field of waste management, pollution control, and urban infrastructure, of which 5 years must be at a senior management level and 3 years at middle management.
- The incumbent should possess knowledge at a competent proficiency level:
 - Comprehensive knowledge and understanding of urban management practices.
 - Thorough knowledge of relevant policy and legislation governing urban management.
 - Strong understanding of institutional governance systems and performance management.
 - Proficiency in programme/project management
- Appointment to this position will be subject to signing an employment contract and performance agreement, as well as disclosure of financial interests.

Primary function:

To develop, oversee, and provide expert advice on the implementation of strategies and initiatives that ensure the city's cleanliness and urban management, in support of the City's Integrated Development Plan (IDP) Outcome 2 and Priority 3. This involves leading efforts to create a resilient, liveable, and sustainable urban environment with smart infrastructure that enhances service delivery and promotes a high quality of life for residents.

Key Performance Areas:

- Provide expert technical advice on urban management and city cleanliness to ensure the city meets its urban development and cleanliness goals;
- Facilitate the development of business strategies that ensure the city's urban management and cleanliness goals, in line with the city's strategic priorities;
- Conducting research and advising on policies related to urban management, city cleanliness, and regulatory compliance to support informed decision-making;
- Lead the stakeholder engagement and partnership management services;
- Mentor and coach senior management and other key personnel in best practices for urban management and city cleanliness, promoting a culture of continuous improvement and professional development;



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- Lead and facilitate Programme and Change Management activities for the effective implementation of cleanliness programs and initiatives;
- Manage specific administrative and reporting requirements.

Leading Competencies:

a. Strategic Planning and Strategy Formulation - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.

b. Strategic Direction and Leadership - Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate.

c. People Management - Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.

d. Financial Management - Ability to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner.

e. Program and Project Management - Ability to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.

f. Change Leadership - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.

g. Governance Leadership - Ability to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.

h. Moral Competence - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects the principles of good governance.

Core Competencies:

- Knowledge and understanding of waste management, pollution control, and urban management practices;
- Good knowledge and understanding of relevant policy and legislation governing urban management;
- Good understanding of institutional governance systems and performance management; and Knowledge and understanding programme/project management.

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APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Lereez Kamfer

Tel No: 011 407 6560

CLOSING DATE: FRIDAY, 14 FEBRUARY 2025

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- Credit Record,
- CV validation,
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- Criminal check, Identity validation.



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SPECIAL ADVISOR PROJECTS: BY-LAW REGULATION ENFORCEMENT AND COMPLIANCE COORDINATION

Department: Private Office of the City Manager
Branch: Office of the Chief Operations Officer
Designation: Special Advisor Projects: By-Law Regulation Enforcement and Compliance Coordination
Remuneration: R1 729 940,40 per annum (cost to company, all-inclusive)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric /Grade 12 Certificate
- Bachelor's degree in Law, Public Administration, or a related field at NQF Level 7;
- Professional Registration with the relevant professional body;
- 10 years overall work experience involving progressively responsible work in designing, managing and implementing municipal by-laws and regulatory programmes, of which 5 years must be at Senior Management level and 3 years at Middle Management level;
- The incumbent should possess knowledge at a competent proficiency level;
 - Knowledge and understanding of municipal by-laws and regulatory practices.
 - Good knowledge and understanding of municipal by-laws and regulatory frameworks.
 - Good understanding of institutional governance systems and performance management; and
 - Knowledge and understanding programme/project management.
- Appointment to this position will be subject to signing an employment contract and performance agreement, as well as disclosure of financial interests

Primary Function:

Develop, oversee, and provide expert advice on the implementation of strategies and initiatives that ensure by-law enforcement, ensuring alignment with the city's strategic goals by leading and managing enforcement activities, coordinating compliance efforts, and collaborating with various stakeholders. This role also involves engaging with the community to address concerns and promote public awareness about by-law compliance, ultimately contributing to the safety and order of the municipality.

Key Performance Areas:

- Provide expert technical advice on by-law enforcement and compliance strategies to ensure effective implementation and adherence;
- Provide strategic guidance and expert advice in the development of by-law enforcement strategies to ensure alignment with the city's strategic priorities;
- Conduct research to inform policy development and enforcement strategies;
- Lead the stakeholder engagement and partnership management services;
- Mentoring and coaching senior management and other key personnel in best practices for By-Law Regulation Enforcement and Compliance Coordination, promoting a culture of continuous improvement and professional development;



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- Leading and managing enforcement programmes and initiatives to ensure successful implementation;
- Manage specific administrative and reporting requirements.

Leading Competencies:

- Strategic Planning and Strategy;
- Strategic Direction and Leadership;
- People Management;
- Financial Management;
- Program and Project Management;
- Change Leadership;
- Governance Leadership;
- Moral Competence.

Core Competencies:

- Knowledge and understanding of municipal by-laws and regulatory practices.
- Good knowledge and understanding of municipal by-laws and regulatory frameworks.
- Good understanding of institutional governance systems and performance management; and
- Knowledge and understanding programme/project management.

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SPECIAL ADVISOR PROJECTS: BUSINESS AND CIVIL SOCIETY PARTNERSHIP DEVELOPMENT

<u>Department:</u>	Private Office of the City Manager
<u>Branch:</u>	Office of the Chief Operations Officer
<u>Designation:</u>	Special Advisor Projects: Business and Civil Society Partnership Development
<u>Remuneration:</u>	R1 729 940,40 per annum (cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- A bachelor's degree in social sciences, Business Administration, Public Administration or a related field at NQF Level 7;
- 10 years of experience in business and partnership development, and community engagement, of which 5 years must be at a senior management level and 3 years at middle management.
- The incumbent should possess knowledge at a competent proficiency level;
 - Understanding of the dynamics between business and civil society, including trends, challenges, and opportunities.
 - Good knowledge and understanding of relevant policy and legislation.
 - Good understanding of institutional governance systems and performance management; and
 - Familiarity with relevant policies, regulations, and best practices in local government partnership development.
 - Knowledge of project management methodologies and tools.
 - Awareness of sustainability and corporate social responsibility (CSR) principles.
- Appointment to this position will be subject to signing an employment contract and performance agreement, as well as disclosure of financial interests

Primary Function:

Provide expert advisory services in developing and managing partnerships between the City of Johannesburg, businesses, and civil society organizations, ensuring alignment with the City's Integrated Development Plan (IDP) goals and enhancing community welfare.

Key Performance Areas:

- Provide Technical Advisory services on Partnership development
- Provide Business Strategy Development Advisory Services on Business and Civil Society partnership;
- Provide Research and Policy Advisory services on Business and Civil Society Partnership;
- Lead the stakeholder engagement and partnership management services
- Mobilise and Lead the Capacity Building and Development Services;
- Provide technical input and contribution to Projects relating to integrated energy;
- Manage specific administrative and reporting requirements;



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Leading Competencies:

- Strategic Planning and Strategy;
- Strategic Direction and Leadership;
- People Management;
- Financial Management;
- Program and Project Management;
- Change Leadership;
- Governance Leadership;
- Moral Competence.

Core Competencies:

- Understanding of the dynamics between business and civil society, including trends, challenges, and opportunities.
- Good knowledge and understanding of relevant policy and legislation;
- Good understanding of institutional governance systems and performance management; and Familiarity with relevant policies, regulations, and best practices in local government partnership development.
- Knowledge of project management methodologies and tools.
- Awareness of sustainability and corporate social responsibility (CSR) principles.

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SPECIAL ADVISOR PROJECTS: PUBLIC-PRIVATE PARTNERSHIP

<u>Department:</u>	Private Office of the City Manager
<u>Branch:</u>	Office of the Chief Operations Officer
<u>Designation:</u>	Special Advisor Projects: Public-Private Partnership
<u>Remuneration:</u>	R1 729 940,40 per annum (cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's degree in Business Administration, Finance, Economics or a related field is required at NQF Level 7;
- At least 10 years overall working experience in structured finance, including hands-on experience in originating, structuring and executing loans and structured finance transactions for infrastructure projects and/or hands-on experience developing and financing PPPs, including structuring and delivering infrastructure projects with PPP components of which five (5) years must be at Senior Management level and three (3) years at Middle Management level;
- Demonstrate ability to negotiate with project sponsors, financing parties, institutional investors and governments;
- Proven strong analytical capabilities, particularly in credit management and risk mitigation;
- Excellent oral and verbal written communication skills in English;
- Sound knowledge of government policies and applicable legislation including MFMAS, Municipal Systems Act;
- Good knowledge and handling in Infrastructure planning, preparation, financing and implementation across the value chain;
- Good understanding of local government processes such as the IDP, SDBIP, budgeting cycle and procurement;
- Understanding of the functioning of different spheres of government;
- Proven experience in PPP Programmes, preferably in the public sector;
- Appointment to this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests

Primary Function:

Lead, direct and coordinate all the Public-Private Partnership programmes of the City of Johannesburg with the aim of ensuring that the needs of the City are met and deliver projects that are sustainable, financed and delivered by the private sector.

Key Performance Areas:

- Provide strategic direction to the City in order to coordinate and drive the Public-Private Partnership Programmes of the organization;
- Interact with all Departments and Entities of the City to understand their state of Public-Private Partnership Programmes;



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- Provide direction to the City Departments and Entities as per the office of the City Manager's mandate in order to have a uniform approach on Public-Private Partnership Programme Citywide;
- Develop standard methodologies for PPP project preparation, competitive bidding, negotiation and contract management of PPP contracts and ensure these are applied;
- Provide expert input into all PPP projects on the financial structuring and explicit and implicit financial costs to the government;
- Coordinate an integrated approach on the financial structuring and implementation of PPP Programmes of the City;
- Provide assistance to all stakeholders at all stages of a project lifecycle In the preparation of initial project investment proposals for projects that could be suitable for PPP.

Leading Competencies:

- Proven strong analytical Abilities coupled with good documentation and communication skills (both written and verbal);
- Excellent facilitation / communication skills across stakeholders group from Executive Management to Business Area representatives;
- Strong leadership qualities as well as ability to adapt to changing priorities assign and roles;
- Strategic direction and leadership;
- People management;
- Program and project management;
- Financial management;
- Change management;

Core Competencies:

- Sound knowledge of government policies and applicable legislation including MFMA, Municipal Systems Act;
- Good knowledge and handling in Infrastructure Planning, preparation, financing and implementation across the value chain;
- Good understanding of local government processes such as the IDP, SDBIP, budgeting cycle and procurement;
- Understanding of the functioning of different spheres of government;
- Proven experience in PPP Programmes, preferably in public sector.

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