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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE-BASED CONTRACTS

(Linked to Political Term of Office)

- **Director: Executive Support**
- **Media Liaison Specialist**
- **Personal Assistant**
- **Council Liaison Specialist**

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 acknowledgement 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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DIRECTOR: EXECUTIVE SUPPORT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Office
<u>Designation:</u>	Director: Executive Support
<u>Remuneration:</u>	R1, 341 835.44 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric/ Grade 12 Certificate.
- Bachelor's degree in Business Administration, Public Administration;
- 10 years overall experience, of which 5 years should be at middle management.
- 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.

Primary Function:

To direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) 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 MMC's political programmes and strategy.

Key Performance Areas:


- To manage and provide strategic (political) policy support and advice to the MMC.
- To enable and manage the implementation of the Executive Mayor's Communication Strategy i.e the MMC's functions.
- Directs and controls the outcomes associated with utilization, productivity, and performance of personnel within the MMC support function.
- Plan, monitor, and control the function's annual operating and capital budget so that spending is in line with the Municipal requirements and/or Municipal Financial Management Act (MFMA).
- Manage, direct, and drive processes and policy that support the effective and efficient operation of key functional areas in the support function of the MMC.
- Manage and lead the work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC.
- Direct and manage the execution of projects and assignments as determined by the MMC.


Leading Competencies:


- Ability to work with various levels of personnel in a fast-paced environment.
- Experience compiling and managing budgets.
- Excellent verbal and written communication skills.



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Core Competencies:

- Knowledge of Government Legislation, policies, and procedures applicable to South Africa.
- Demonstrate ability to strategically, manage and administrative support services within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development.
- 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 the ability to prepare documents and briefing notes for the MMC and on complex and sensitive issues.

“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.”

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1l9Godc7BT1if_PHIwbJvzAew554

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

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

CLOSING DATE: WEDNESDAY, 26 FEBRUARY 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. 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. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
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- Identity validation.



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MEDIA LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Media Liaison Specialist
<u>Remuneration:</u>	R694 428.24 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Media Studies/Communications/Marketing/Journalism/Public Relations Management or related field (NQF level 6);
- 3 - 4 year's relevant experience in a similar work environment or position;
- Knowledge of media functions and concepts;
- Must have valid driver's license.

Primary Function:

Provide directions, develop and manage media relations between the office of the MM and the Media. To proactively manage the relations between the MMC, department and legislature. To maintain an open and professional image with the media and customers of the City of Johannesburg.

Key Performance Areas:

- Develop a communications/media strategy and plan for the MMC;
- Arrange and conduct press conferences, information sessions, and interviews with the media;
- Develop media statements and speeches for the MMC;
- Compile responses to media enquiries;
- Build relations with the media and promote the portfolio of the MMC and the department;
- Participate in forums and in the collective planning of the communication and media issues of the Municipality;
- Liaise with key internal and external stakeholders in the department to ensure coordination and alignment of communication priorities and programmes.

Leading Competencies:


- Business acumen;
- Project management;
- Work independently;
- People management;
- Event management.


Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;



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- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organising and execution.

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PERSONAL ASSISTANT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Personal Assistant
<u>Remuneration:</u>	R482 294.28 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Secretarial and/or Administration Diploma or similar and/or relevant qualification at NQF level 6;
- 3 years' experience operating at a Senior Secretarial level within a government environment;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public, and Councillors.

Primary Function:

Provide an effective document management system by dealing with high-level correspondence that requires a direct response from the MMC, in conjunction with the Office Manager, ensuring that correspondence is dealt with timeously. Channel correspondence not requiring the MMC's response to the Office Manager.

Key Performance Areas:


- Provide assistance to the Member of the Mayoral Committee (MMC) through the Office Manager in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC are followed through and completed within required standards and deadlines;
- Provide assistance to the MMC in terms of logistics and recording of meeting outcomes;
- Ensure diary management of the MMC;
- Provide office support and administrative office assistance;
- Manage internal liaison services from both the administration, political, and stakeholder areas;
- Provide assistance with ad-hoc functions/events.


Leading Competencies:


- Computer literacy (All MS Office Applications);
- High level of interpersonal skills to interact with all levels of strategic/public and councillors;
- Teamwork, Accountability, and Ability to work under pressure.



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Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Initiative;
- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled in a range of roles applicable to the position.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

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COUNCIL LIAISON SPECIALIST

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Offices
Designation: Council Liaison Specialist
Remuneration: R694 428.24 pa (all-inclusive cost to company)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Political Science/Public Administration, related field or equivalent (NQF level 6);
- 3 – 4 years relevant experience of which 2 years is in a professional capacity;
- Working experience/knowledge of Legislature/Council operations;
- Must have a valid driver's license.

Primary Function:

Provide direction, develop, and serve as a link and/or facilitate the movement of information between the legislature, the Department, and the MMC. Proactively manage the relations between the MMC, the department, and the legislature.

Key Performance Areas:

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute specific activities to ensure effective council liaison management;
- 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 Directorate;
- Perform general administrative and reporting.

Leading Competencies:


- Good oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence and conflict management;
- Project management;
- Planning, organizing and execution.


Core Competencies:

- Knowledge of the local government environment;



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- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day-to-day basis;
- Knowledge of principles and practices of municipal organization and administration;

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