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WE HAVE AN EXCITING CAREER OPPORTUNITY 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: By-Law Regulation Enforcement and Compliance Coordination

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: 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.

“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.”

Candidates who have applied previously do not need to reapply.

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

<https://share-eu1.hsforms.com/1JnqTiH4cQH6Rgy2tJFbwsQew554>

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



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ENQUIRIES ONLY:

Contact Person: Lereez Kamfer

Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 11 MARCH 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,
- Criminal check,
- Identity validation.