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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: Strategy Coordination and Implementation

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: STRATEGY COORDINATION AND IMPLEMENTATION

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

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's degree in Strategic Management/ Commerce/ Business Administration / Economics / Public Management/ Public Administration / Corporate Finance/ Business Management/ Project Management/ Policy Development/ Political Studies/ International Relations/ equivalent at NQF Level 7;
- A Certificate in Management Development for Municipal Finance (CPMD) will be an added advantage;
- 10 years' experience **directly** related to the field of Planning, Formulation, Execution, Coordination, Performance, Monitoring and Evaluation, 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;
 - Knowledge and understanding of strategic and organisational management practice.
 - Good knowledge and understanding of relevant policy and legislation.
 - 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:

Provide expert executive-level support in the coordination and implementation for the Growth and Development Strategy 2040 (the City global strategy) (and others cited in the context), by leading the formulation/review, steering business direction with a strong focus on growth, service delivery innovation, identifying, evaluating, and supporting projects, investment opportunities and serving as a proactive and trusted advisory to the executive and senior leadership in order to ensure alignment of goals and execution while driving strategic initiatives and partnerships that achieve the developmental mandate and objectives of the City.

Key Performance Areas:

- Provide Strategic Support and Planning Services;
- Lead the Coordination of strategy Initiatives and project management services;
- Mobilise and lead the implementation and monitoring of strategy initiatives;
- Mobilise and Lead the Internal Capacity Building and Development Services;
- 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:

- Knowledge and understanding of strategic and organisational management practice.
- Good knowledge and understanding of relevant policy and legislation;
- 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.”

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

<https://share-eu1.hsforms.com/157xoSp8AS5S7ou2K4jVOfwew554>

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: WEDNESDAY, 19 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.