






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

## EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG IN AN EXECUTIVE POSITION:

### CITY MANAGER

**FIXED-TERM PERFORMANCE BASED CONTRACT UNTIL 31 OCTOBER 2027**

#### 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.

#### DISCLAIMER

- 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.



a world class African city

@CityofJoburgZA   
 @CityofJohannesburg   
 CityofJoburg 

## CITY MANAGER

FIXED-TERM PERFORMANCE BASED POSITION UNTIL 31 OCTOBER 2027

### Note the following in terms of the below mentioned position:

- Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.
- The applicant needs to comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007.
- The applicant shall undergo a competency assessment in terms of Annexure A (competency framework for Senior Managers) Notice 21 published in Government Gazette of 17 January 2014.
- Applicant shall undergo security vetting. The Relevant MFMA Unit Standards for the above position are preferred, however a grace period of eighteen (18) months will be provided to obtain the Unit Standards as per Publication in the Government Gazette No 40593, Government Notice 91 of 03 February 2017 by The Minister of Finance.

### DEPARTMENT:

Office of the City Manager

### BRANCH:

Office of the City Manager

### DESIGNATION:

City Manager

### REMUNERATION:

R2 774 127 per annum (cost to company, all-inclusive)

### LOCATION:


Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- A Bachelor's Degree in Public Management, Political Science, Social Sciences, Law or equivalent qualification
- Comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007
- A Master's Degree in management sciences will be an added advantage
- 10 years relevant extensive experience at a **Senior Management Level**
- Proven experience in successful institutional transformation within public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good governance
- Audit and risk management establishment and functionality
- Budget and finance management
- Ability in making high risk decisions of a long term and strategic nature
- The applicant shall undergo a competency assessment in terms of Annexure A (competency framework for Senior Manager) of Notice 21 published in Government Gazette 17 January 2014.
- Applicant shall undergo security vetting;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Good command of the English language
- Computer literate
- Experience and exposure in Public Administration and service delivery environment is an advantage;
- Decision making, Facilitation, Strategic Planning and Project Management Strategic Capability and Leadership, Programme and Project Management, Research, Report writing, Presentation, Analytical, Motivational;
- Good verbal communication (including presentation and public speaking) skills;
- Good written communication (Report writing, PowerPoint presentation, etc.);
- Must be competent in research and stay abreast with the external environment;
- Confidentiality of the organisation and staff personal information to be maintained at all times;
- Show professionalism in any dealing with internal and external stakeholders;
- Uphold Batho Pele Principles;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times;
- Ability to deal with councillors, other politicians and colleagues with courtesy, tact and sensitivity;
- Comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007.

#### **PRIMARY FUNCTION:**

**As the Administrative Head and Accounting Officer – To lead, direct and supervise service delivery programmes by delegating responsibility and authority to functional senior managers with the necessary intellectual capacity, competencies and experience to help deepen democracy and accountability in order to improve the capacity of the City to perform her functions and improve service delivery to communities**

To strategically lead and manage the administration of the City of Johannesburg (CoJ) to ensure that the CoJ becomes the leading African City. The City Manager reports to the Executive Mayor of the CoJ and will manage a team of senior managers with diverse portfolios. The incumbent will be responsible and accountable for the following:

#### **Key Performance Areas:**

- Lead the Municipality's Administration in such a manner that a culture of performance and service delivery excellence is pursued and sustained
- Direct, coordinate and implement the Municipality's Integrated Development Plan, including development of policies and procedures to facilitate effective community participation
- Provide sound advisory and strategic support to the Executive Mayor, Mayoral Committee and Political Structures of Council
- Manage the Administration of the Municipality to fulfil the objectives of the CoJ 5 Years Strategic Plan;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Facilitate and foster sound stakeholder relationships with all key stakeholders such as the community, the administration, the political arm, the business community, tertiary, academic and research institutions as well as the diplomatic core
- Ensure that financial practices of the CoJ embrace the principles of developmental finance, thereby advancing effective delivery of the City's Development Strategy
- Ensure adherence to all legislation governing local government
- Accountable for fiscal responsibility and governance
- Provision of development and town planning services, technical services, community services, financial management services and corporate support services.
- Provide organising of staffing in line with the Municipal Systems Act.
- Ensure effective control of Financial and Human Resources.
- Manage specific administrative and reporting requirements associated with the Office as delegated to the Executive Director: Private Office of the City Manager.

#### **Leading Competencies:**

- Strategic direction and leadership;
- People management, program and project management;
- Financial management, change management, change leadership;
- Governance leadership.

#### **Core Competencies:**

- Moral competence;
- Planning and organising;
- Analysis and innovation;
- Knowledge and information management;
- Communication;
- Results and quality focus;
- Customer Focus and Service;
- Developing Talent;
- Business Acumen;
- National and International best practise knowledge;
- Building Alliances;
- Minimum competency requirements for Senior Managers



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

*“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/1uEXpUxy0QIC7qSTH2SISfgew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Sonwabiso Selana

**Tel No:** 011 407 6560

**CLOSING DATE: MONDAY, 31 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.