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## EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

### **FIXED-TERM PERFORMANCE-BASED CONTRACTS**

**(Linked to Political Term of Office)**

- **Media Liaison Specialist**
- **Manager: Policy and Planning**

### **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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## MEDIA LIAISON SPECIALIST

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Office of the Chief of Staff</b>
<b><u>Designation:</u></b>	<b>Media Liaison Specialist</b>
<b><u>Remuneration:</u></b>	R701 904.84 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	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.

***“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/1xwMPWHAOS3-Hxfz-tLhorwew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho

**Tel No:** 011 407 7644

**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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



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@CityofJoburgZA @CityofJohannesburg CityofJoburg **MANAGER: POLICY AND PLANNING**

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Manager: Policy and Planning  
**Remuneration:** R931 352.88 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Minimum Requirements:**

- Matric Certificate/Grade 12;
- Bachelor's degree/NQF level 7 in Political Science, Public Policy, Economics, Law or related field at NQF level 7;
- 5 - 7 years' experience in Legislature, Parliamentary, Legal, Public Sector or related environment.

**Primary Function:**

**Manage policy development and strategic planning within a range of political strictures with a view to advising and informing the executive Mayor and Mayoral committee in order to enable them to successfully achieve the Mayoral priorities.**

**Key Performance Areas:**

- Support the Assistant Director: Policy & Planning to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee;
- Provide input, and leadership oversight of the Integrated Development Planning processes;
- Develop strategies of engagement with current and potential stakeholders to build trust even between all stakeholders influencing the function in the POEM;
- Plan coordinate, execute and manage research projects;
- Comply with all the relevant legislation, manage and mitigate risk effectively;
- Efficiently and effectively manage the operation assets and resources of the subdivision in accordance with the legislative framework of the City's policies and procedures.

**Leading Competencies:**

- Computer literacy (MS Office);
- Good communication and coordination skills;
- Good writing skills;
- Time management and ability to work without supervision;
- High level of confidentiality;
- Ability to work with senior management of the City, Municipal Entities and other stakeholders.



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**Core Competencies:**

- Knowledge of local, provincial and national political and legislative framework and dynamics and public policy.

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

**ENQUIRIES ONLY:**

Contact Person: Wisani Mabunda  
Tel No: 011 407 6835

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