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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE-BASED CONTRACTS

(Linked to Political Term of Office)

- **Assistant Director: Operations**
- **Office Assistant**
- **Executive Secretary**

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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ASSISTANT DIRECTOR: OPERATIONS

<u>Department:</u>	Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Assistant Director: Operations
<u>Remuneration:</u>	R1 060 774.56 per annum (total cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 / Matric certificate plus Bachelor's degree/NQF level 7 in Public administration or Business management;
- A post graduate qualification in Public Administration or related field is preferred;
- 6 - 8 years of experience in the discipline, of which 3 years at middle management; and
- Valid driver's license.

Primary Function:

Provide sound management of day-to-day operations within the Operations Directorate through effective advisory support administration, liaison and frontline services for the attainment of the Directorate's objectives.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning.
- Lead the development of the Section's Operational Planning process.
- Lead and facilitate the Section's Performance Management Planning process.
- Lead and manage the development of the Sections' Individual Learning Plans (ILP's) process.
- Organise both human and non-human resources for effective implementation of the section's organizational structure.
- Lead the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Section.
- Provide sound leadership for the achievement of the Section's objectives.
- Manage the implementation of Operations' processes, procedures and policies.
- Ensure effective control of the Sections' Human Resources Ensure effective control of the Financial Resources of the Section and Assets Management.
- Implement good governance and effective risk management systems.
- Manage specific administrative and reporting requirements associated with the Section and individual performance.

Leading Competencies:

- Computer literacy (Microsoft and Excel);
- Good facilitation and influencing skills;
- Coordinating skills;
- Customer Care skills;
- Problem solving skills;
- Critical thinking skills;



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- Excellent written and verbal communications skills;
- Good management skills.

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of City's strategy (IDP) prescribed methodologies legislative, policy and Regulatory frameworks;
- In depth knowledge of function principle, techniques & tolls and how they can be practically applied;
- Knowledge on Corporate Governance;
- Knowledge of principle and practices of municipal organisation administration and personnel 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/1ANanMr5zT4-iozA0WM9q4wew554>

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

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835

CLOSING DATE: WEDNESDAY, 08 OCTOBER 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.


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OFFICE ASSISTANT

<u>Department:</u>	Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Office Assistant
<u>Remuneration:</u>	R260 094.84per annum (total cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 is required.
- 0 - 3 years relevant experience;
- Knowledge of local government environment; and
- Good communication, coordinator, good writing and time management skills required.

Primary Function:

Execute various administrative support duties for the effective and smooth running of the administrative processes as well as timeous messaging duties within the office.

Key Performance Areas:

- Provide effective general office support services;
- Maintain general office stock supplies;
- Organize and maintain meetings in common areas;
- Provide messaging efficient services;
- Perform general administrative and reporting;
- Manage assets and resources effectively;
- Provide effective general operations.

Leading Competencies:

- Good Communicator;
- Work well in a team.

Core Competencies:

- Work efficiently and keep calm under pressure.

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EXECUTIVE SECRETARY

<u>Department:</u>	Office of the Executive Mayor (POEM)
<u>Branch:</u>	Office of the Chief of Staff
<u>Designation:</u>	Executive Secretary
<u>Remuneration:</u>	R512 800.92 per annum (total cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 6 in Secretarial, Office Administration or Public Relations is required;
- 1 – 3 years' experience operating as a Personal Assistant to an Executive Manager;
- Experience in working with people;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councilors;
- Office administration procedures; and
- Basic protocol and etiquette.

Primary Function:

Coordinate activities and requirements associated with the Office of the Director through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritizing and organization of critical, confidential and important appointments, events, functions and meetings.

Key Performance Areas:

- Administrative support functions, scheduling and planning the diary and events;
- Maintain the Office of the Secretary to Council's correspondence/information and record-keeping system and access records of discussions, instructions and correspondence;
- Perform tasks/activities associated with the provision of administration and secretarial support;
- Perform tasks associated with the provision of reception/telephonist service and office support.

Leading Competencies:

- Ability to function under stress;
- Time management;
- High level of confidentiality and Organisational skills.
- Teamwork and Accountability

Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Professionalism; Sound judgement;



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- Work independently and under pressure;
- Multi-skilled in a range of roles applicable to the position;
- Teamwork;
- High-level confidentiality;
- Value and Integrity;
- Attention to detail and quality-focused.

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