





a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS

(linked to Political Term of Office)

- **Director: Executive Support**
- **Deputy Director: Communications and Stakeholder Management**
- **Senior Professional Officer: Strategic Advisory Services**
- **Office Manager**
- **Chief Specialist: Communication and Stakeholder Management**
- **Media Liaison Specialist**
- **Council Liaison Specialist**
- **Personal Assistant**

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

DIRECTOR: EXECUTIVE SUPPORT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Office
<u>Designation:</u>	Director: Executive Support
<u>Remuneration:</u>	R1 420,176.72 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric/ Grade 12 Certificate.
- Bachelor's degree in Business Administration, Public Administration, or relevant qualification at NQF level 7.
- 10 years overall experience, of which 5 years should be at middle management.
- Proven track record of providing strategic support to an executive at a similar level.
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills.

Primary Function:

To direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) by providing high-level strategic (and political) advice and counsel to the MMC by coordinating the implementation of the executive policy, developing, and managing the implementation of communications strategy (action plans) and managing key personnel in order to ensure the advancement of the MMC's political programmes and strategy.

Key Performance Areas:


- To manage and provide strategic (political) policy support and advice to the MMC.
- To enable and manage the implementation of the Executive Mayor's Communication Strategy, i.e the MMC's functions.
- Directs and controls the outcomes associated with utilisation, productivity, and performance of personnel within the MMC support function.
- Plan, monitor, and control the function's annual operating and capital budget so that spending is in line with the Municipal requirements and/or Municipal Financial Management Act (MFMA).
- Manage, direct, and drive processes and policies that support the effective and efficient operation of key functional areas in the support function of the MMC.
- Manage and lead the work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC.
- Direct and manage the execution of projects and assignments as determined by the MMC.


Leading Competencies:

- Ability to work with various levels of personnel in a fast-paced environment.
- Experience compiling and managing budgets.
- Excellent verbal and written communication skills.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- Knowledge of Government Legislation, policies, and procedures applicable to South Africa.
- Demonstrate ability to strategically manage and provide administrative support services within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development.
- Excellent interpersonal, liaison, and communication skills, including the capacity and ability to negotiate or communicate on behalf of the MMC with senior internal and external stakeholders.
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the MMC and on complex and sensitive issues.

“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/1Zqpe4rzDSNGKXjJtjGyp2Aew554>

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

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 7644

CLOSING DATE: THURSDAY, 23 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, and
- Identity validation.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

DEPUTY DIRECTOR: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMCs Offices
<u>Designation:</u>	Deputy Director: Communications and Stakeholder Management
<u>Remuneration:</u>	R1 187,426.76 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Matric / Grade 12 Certificate plus Degree in Communication (NQF Level 7) or Public Relations Management or similar;
- 7 - 9 years' relevant experience;
- Experience in Public Administration will be an added advantage;
- A valid driver's license.

Primary Function:

To provide direction, and develop a communication, stakeholder, and community engagement strategy for the Office of the MMC. To proactively manage and implement strategies, systems and procedures that will enable the Office of the MMC to effectively communicate its programmes and approaches to engage the broad and diverse communities of the City of Johannesburg, to ensure successful political and administrative mandates.

Key Performance Areas:

- Planning and Developing;
- Strategic Communication and Stakeholder Management;
- Human Resource Management;
- Financial Management and Control;
- Asset and Resource (Materials and Tools) Management;
- Governance and Risk and Monitoring and Evaluation.

Leading Competencies:


- Ability to work under pressure;
- Creativity;
- Able to network and interact on all levels of a multitude of organizational stakeholders;
- Strategic thinker.


Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Conflict management;
- Project management;
- Planning, organizing 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/1RVRevIBzS0mOMhDE0ReYLgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Kabelo KgomoSotho

Tel No: 011 407 7644


CLOSING DATE: THURSDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

SENIOR PROFESSIONAL OFFICER: STRATEGIC ADVISORY SERVICES

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Senior Professional Officer: Strategic Advisory Services
<u>Remuneration:</u>	R1 187,426.76 pa (total cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's Degree (NQF Level 7) in Political Science, Public Administration, Economics, Law, or a related field;
- 7 - 9 years' experience in the discipline of which 4 years at a Professional Officer level;
- Must have a valid Driver's license;

Primary Function:

Provide Research and Strategic Advisory Services to enable the Directorate to render effective advisory services to the Office of the Executive Mayor and the Mayoral Committee for the achievement of the political mandate.

Key Performance Areas:

- Contribute to the development of the Directorate's functional strategic planning;
- Execute project planning process in contribution to the Directorate's business planning process;
- Execute process optimisation and efficiency procedures;
- Provide sound strategic advisory services;
- Render research services;
- Ensure effective control of project financial resources;
- Ensure effective management and control of allocated assets;
- Implement good governance and effective risk management systems;
- Manage specific administrative and reporting requirements associated with the research findings and project deliverables.

Leading Competencies:

- Good communication and presentation skills;
- Good listening and communication skills;
- Proven written skills;
- Good facilitation and communications and coordinating skills;
- Research and analytical skills
- Customer Care and Problem-Solving skills
- Critical thinking skills;
- Good management skills;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

Core Competencies:

- Knowledge of local government environment;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy, and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques, and tools and how they can be practically applied;
- Knowledge of Corporate Governance;
- Knowledge of principles and practices of municipal organization, 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/1E994i-9TSnO_yHr3Z1t8ogew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835


CLOSING DATE: THURSDAY, 23 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, and
- Identity validation



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

OFFICE MANAGER

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Office Manager
<u>Remuneration:</u>	R838 203,24 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- Bachelor's Degree in Administration / Business Management / Public Administration / Office Management or related field (NQF level 7);
- 5 - 7 years' experience in a customer care environment.

Primary Function:

Support the Office of MMC with information, administrative, and facilitation support duties in order to provide a better service and customer care to internal and external clients.

Key Performance Areas:

- Provide administrative support associated with the office of the MMC;
- Manage the implementation of procedures and systems associated with controlling document flow and regulating record keeping;
- Coordinate specific logistical requirements associated with meetings hosted by the Office of the MMC and sign off on matters for action;
- Effectively liaise and support the MMC in ensuring qualitative and timeous resolution of Councillor matters and queries;
- Perform specific tasks/activities associated with the provision of Secretarial Support.

Leading Competencies:


- General Management of the Office of the MMC in terms of administration, finance and logistics;
- Excellent verbal and written communication skills;
- Project management/Time Management skills;
- Goal driven;
- Work under stressful conditions.


Core Competencies:

- Manage change and interface relationships;
- Professionalism.



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/1vZkRuVSmSsmw7y8WJnfs0gew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835


CLOSING DATE: THURSDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

CHIEF SPECIALIST: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Chief Specialist: Communications and Stakeholder Management
<u>Remuneration:</u>	R971 343,24pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric / Grade 12 Certificate.
- Degree in Customer Relations/Marketing/Public Relations/Communications/Journalism or related field (NQF level 7);
- 5 - 7 years' relevant, related experience at senior practitioner level;
- Have a valid driver's license.

Primary Function:

Lead and manage communications and stakeholder engagement and liaison, including the provision of high-quality and responsive information for all stakeholders. Develop approaches to engagements, collaboration, and innovation that create improved value for the City/Region and its stakeholders.

Key Performance Areas:

- Render an efficient and effective stakeholder engagement management and liaison service in the designated region;
- Perform specific tasks/activities associated with the provision of internal communications services;
- Perform specific tasks/activities associated with the provision of external communications services;
- Provide marketing support;
- Perform specific tasks and activities associated with the provision of effective and efficient stakeholder management and liaison;
- Conduct planning and development activities;
- Optimise process for efficiency;
- Management of assets entrusted into specialist area;
- Conduct governance and risk activities;
- Monitor and report on work/projects achieve.

Leading Competencies:

- Communicate effectively;
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;



a world class African city

- Change management;
- Problem-solving;
- Resource management and networking skills;
- Time management;
- High level of confidentiality and Organisational skills.

Core Competencies:

- Teamwork;
- High-level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.

“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/1YhTYxiD2QLGLNfkhIC5I2Aew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela
Tel No: 011 407 6835

CLOSING DATE: THURSDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

MEDIA LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Media Liaison Specialist
<u>Remuneration:</u>	R731 236,68 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric / Grade 12 Certificate;
- 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;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Excellent interpersonal and teamwork 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/1Rur6S1ZsT4CuXDX1096RIgew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835


CLOSING DATE: THURSDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

COUNCIL LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Council Liaison Specialist
<u>Remuneration:</u>	R731 236,68 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric / Grade 12 Certificate;
- National Diploma in Political Science/Public Administration, related field or equivalent (NQF level 6);
- 3 – 4 years relevant experience of which 2 years is in a professional capacity;
- Working experience/knowledge of Legislature/Council operations;
- Must have a valid driver's license.

Primary Function:

Provide direction, develop, and serve as a link and/or facilitate the movement of information between the legislature, the Department, and the MMC. Proactively manage the relations between the MMC, the department, and the legislature.

Key Performance Areas:

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute specific activities to ensure effective council liaison management;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Ensure effective monitoring and reporting of the Directorate;
- Perform general administrative and reporting.

Leading Competencies:


- Good oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence and conflict management;
- Project management;
- Planning, organizing and execution.


Core Competencies:

- Knowledge of the local government environment;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- In-depth understanding of council strategy and policies in relation to local government and how they can be practically applied on a day-to-day basis;
- Knowledge of principles and practices of municipal organization and administration;

"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/1nKyvLUjURWewXIMXTG5e-Qew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835


CLOSING DATE: THURSDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

PERSONAL ASSISTANT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Personal Assistant
<u>Remuneration:</u>	R512 800.92 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Secretarial and/or Administration Diploma or similar and/or relevant qualification at NQF level 6;
- 3 years' experience operating at a Senior Secretarial level within a government environment;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public, and Councillors.

Primary Function:

Provide an effective document management system by dealing with high-level correspondence that requires a direct response from the MMC, in conjunction with the Office Manager, ensuring that correspondence is dealt with timeously. Channel correspondence not requiring the MMC's response to the Office Manager.

Key Performance Areas:

- Provide assistance to the Member of the Mayoral Committee (MMC) through the Office Manager in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC are followed through and completed within required standards and deadlines;
- Provide assistance to the MMC in terms of logistics and recording of meeting outcomes;
- Ensure diary management of the MMC;
- Provide office support and administrative office assistance;
- Manage internal liaison services from both the administration, political, and stakeholder areas;
- Provide assistance with ad-hoc functions/events.

Leading Competencies:

- Computer literacy (All MS Office Applications);
- High level of interpersonal skills to interact with all levels of strategic/public and councillors;
- Teamwork, Accountability, and Ability to work under pressure.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Initiative;
- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled in a range of roles applicable to the position.

“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/1z2fsohy2Q3SWJnIV0mC74wew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835

CLOSING DATE: THURSDAY, 23 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.