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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

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

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

- **Deputy Director: Monitoring & Evaluation**
- **Specialist: Monitoring and Evaluation**
- **Executive Secretary**
- **Office Manager**
- **Data Capturer**

#### **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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## DEPUTY DIRECTOR: MONITORING & EVALUATION

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Leader of Executive Business (LOEB)  
**Designation:** Deputy Director: Monitoring & Evaluation  
**Remuneration:** R1 187 426.76 pa (total cost to company, all-inclusive)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's degree in Business Management, Public Policy, Public Administration, or associated discipline (NQF level 7);
- 7 years relevant experience in a Monitoring and Evaluation environment of which 3 years is obtained at middle management level in either the public or private sector;
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills;
- Ability to work with various levels of personnel in a fast-paced environment;
- Excellent verbal and written communication skills.

### Primary Function:

Lead, provide direction, oversight, analysis, and research in monitoring & evaluation pertaining to executive flagship projects and performance management, within the Office of the Mayoral Committee Member (MMC) for the successful achievements of the Mayoral priorities.

### Key Performance Areas:

- Provide monitoring and evaluation (M&E) and strategic support and advice;
- Lead and provide direction on M&E of flagship projects and programmes related to the mayoral and strategic priorities;
- Develop and maintain a repository of information and data related to the performance of the City of Johannesburg;
- Manage the establishment of performance to drive the strategic objectives of the directorate;
- Assist and implement a performance management system in the directorate.

### Leading Competencies:

- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;
- Risk Management;
- Planning and organizing skills;
- Emotional Intelligence;



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- Integrity;
- Time management;
- High level of confidentiality and Organizational skills;
- Strategic perspective;
- Leadership and people management skills;
- Goal Orientation;
- Financial Management;
- Project and programme management;
- knowledge management and Organizational Awareness and political impact.

**Core Competencies:**

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

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**ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho

**Tel No:** 011 407 7644


**CLOSING DATE: FRIDAY, 07 NOVEMBER 2025**


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- Credit Record,
- CV validation and
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- Criminal check, and
- Identity validation.



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## SPECIALIST: MONITORING AND EVALUATION

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Leader of Executive Business (LOEB)</b>
<b><u>Designation:</u></b>	<b>Specialist: Monitoring and Evaluation</b>
<b><u>Remuneration:</u></b>	R731 236.68 pa all-inclusive cost to company
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- National Diploma in Business Administration/Public Administration/Business Management or related qualification (NQF level 6);
- 3 – 4 years' relevant working experience;
- Knowledge of various governmental spheres;
- Sound judgment and high decision-making ability;
- Must have a valid driver's license.

### **Primary Function:**

**Systematically monitor programmes/projects presented to Council and cluster committees by COJ department for decision-making, measure the implementation of these programmes/projects in terms of efficiency, effectiveness, compliance, and quality, for accurate project reporting.**

### **Key Performance Areas:**

- Render and effective monitoring, evaluation, reporting, and flow of the work of Executive through to Council processes;
- Render adequate executive business support to Council and Committees;
- Manage Stakeholder relationships;
- Conduct market research to ensure best practice in M&E.

### **Leading Competencies:**


- Attention to detail;
- Ability to work with senior management of the City, Municipal Entities, and other stakeholders;
- Confidentiality;
- Sound judgment and high decision-making ability.


### **Core Competencies:**

- Knowledge of various governmental spheres;
- Integrity and Tenacity;
- Persistence and Persuasive;
- Assertiveness;
- Discretion when dealing with confidential information.



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**Contact Person:** Mashudu Rasalanavho

**Tel No:** 011 407 7644


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## EXECUTIVE SECRETARY

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Leader of Executive Business (LOEB)</b>
<b><u>Designation:</u></b>	<b>Executive Secretary</b>
<b><u>Remuneration:</u></b>	R512 800.92 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12/ NQF level 4 and a Diploma in Secretarial, Office Administration and/or relevant qualification at NQF level 6;
- 1- 3 years' experience of administrative support and secretarial duties with senior level;
- Knowledge of the application of instructions and guidelines; departmental procedures and organizational relationships; correct usage of English, spelling and punctuation;
- Report writing, communication and time management skills;
- Experience in working with people.

### **Primary Function:**

**Provide professional secretarial and administrative support duties to the Director's office.**

### **Key Performance Areas:**

- Coordinate office activities in the Director's Office;
- Manage correspondence within the Office;
- Administrative support functions, scheduling and planning the diary and events;
- Maintain the Director's correspondence/information and record keeping system and accesses 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:**

- 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.
- Teamwork and Accountability.



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**Core Competencies:**

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

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

**ENQUIRIES ONLY:**

Contact Person: Nikiwe Sithole

Tel No: 011 407 7644


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## OFFICE MANAGER

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Leader of Executive Business (LOEB)</b>
<b><u>Designation:</u></b>	<b>Office Manager</b>
<b><u>Remuneration:</u></b>	R838 203.24 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	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.



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

**ENQUIRIES ONLY:**

**Contact Person:** Patience Silimela

**Tel No:** 011 407 6835


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## DATA CAPTURER

<b><u>Department:</u></b>	Office of the Executive Mayor
<b><u>Branch:</u></b>	<b>Leader of Executive Business (LOEB)</b>
<b><u>Designation:</u></b>	<b>Data Capturer</b>
<b><u>Remuneration:</u></b>	R324 167.88 pa all-inclusive cost to company
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/ Grade 12;
- 1 – 2 years relevant experience in administration;
- Good interpersonal, communication verbal and written skills required; and
- Intermediate Computer literacy – Office applications.

### **Primary Function:**

Capture information received from the Cluster, Mayoral Committee, Section 79, Programming Committee and council on the various systems used within the City of Johannesburg.

### **Key Performance Areas:**

- Capturing information on the various systems used within the city of Johannesburg;
- Capturing MMC's Regional Tours issues and allowing up on all the issues that requires LOEB attention;
- Complying with the minimum capturing requirements as laid down by Management.

### **Leading Competencies:**

- Attention to detail;
- Manage Strict deadlines.

### **Core Competencies:**

- Work overtime and flexi-time when required, ensure assurance.

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