



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

EXTENSION/ERRATUM OF PUBLICATION PERIOD ON VACANCY CIRCULAR 010/2025

The City of Johannesburg (CoJ) published the below externally advertised position in the above Circular.

PUBLISHED DATE: TUESDAY, 04 FEBRUARY 2025

CLOSING DATE: MONDAY, 10 FEBRUARY 2025

**PLEASE NOTE THAT THE CLOSING DATE FOR THE POSITION BELOW HAS BEEN
EXTENDED UNTIL 13 FEBRUARY 2025**

FIXED-TERM PERFORMANCE-BASED CONTRACTS
(Linked to Political Term of Office)
Specialist: Monitoring & Evaluation

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Offices
Designation: Specialist: Monitoring and Evaluation
Remuneration: R694 428.24 pa all-inclusive cost to company
Location: 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.

“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/1EnJUc7-IT6eHxQNrD0zUuQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

CLOSING DATE: THURSDAY, 13 FEBRUARY 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.

THE DEPARTMENT WISHES TO APOLOGISE FOR THE INCONVENIENCE CAUSED