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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

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

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

- **Council Liaison Specialist**
- **Director: Executive Support**
- **Deputy Director: Community Communications and Stakeholder Management**
- **Specialist: Performance Monitoring & Evaluation**
- **Deputy Director: Mayoral Communications**

### **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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## COUNCIL LIAISON SPECIALIST

<b><u>Department:</u></b>	Private Office of the Executive Mayor (POEM)
<b><u>Branch:</u></b>	<b>Various MMC Offices</b>
<b><u>Designation:</u></b>	<b>Council Liaison Specialist</b>
<b><u>Remuneration:</u></b>	R694 428,24 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12;
- 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:**

- Computer Literacy (MS Word and Excel);
- 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;



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- 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;

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<https://share-eu1.hsforms.com/1CdEBBSijQqqmwL7AuFgk1gew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Patience Silimela

**Tel No:** 011 407 6835


**CLOSING DATE: WEDNESDAY, 22 JANUARY 2025**


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## DIRECTOR: EXECUTIVE SUPPORT

<b>Department:</b>	Private Office of the Executive Mayor (POEM)
<b>Branch:</b>	Various MMC Office
<b>Designation:</b>	Director: Executive Support
<b>Remuneration:</b>	R1 341 835,44pa (all-inclusive cost to company)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- A Matric/ Grade 12 Certificate.
- Bachelor's Degree in Business Administration, Public Administration, or Business Management;
- 10 years overall experience, of which 5 years should be at senior 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 utilization, 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 policy 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.



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### **Core Competencies:**

- Knowledge of Government Legislation, policies, and procedures applicable to South Africa.
- Demonstrate ability to strategically, manage and 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.

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## DEPUTY DIRECTOR: COMMUNITY COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<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>Deputy Director: Community Communications and Stakeholder Management</b>
<b><u>Remuneration:</u></b>	R1 123 465,32 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric/Grade 12 Certificate;
- 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 Development;
- Strategic Communication and Stakeholder Management;
- Effective control over Human Resource Management;
- Financial Management and Control;
- Asset and Resource (Materials and Tools) Management;
- Governance and Risk and Monitoring and Evaluation and Reporting

### **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;



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- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organizing and execution.

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## SPECIALIST: PERFORMANCE, MONITORING AND EVALUATION

<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>Specialist: Performance, Monitoring and Evaluation</b>
<b><u>Remuneration:</u></b>	R920 732,28 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- B Com Degree in Public Policy, Public Administration, Business Administration or associated discipline/NQF level 7;
- 5 - 7 years' experience in performance management;
- Must have a valid Code 8 driver's license; and
- Must be willing to work extended hours and be on standby.

### **Primary Function:**

To have in-depth knowledge and a good understanding of the management and the implementation of a comprehensive performance management system fully aligned to the CoJ-approved processes. Foster compliance of the department to related legislative functions in respect of Performance management and compile reports and presentations to senior management in the department relating to performance management. Responsible for the development and implementation of the Development Planning Department's strategies and lead the strategic planning process for the Department.

### **Key Performance Areas:**

- Provide effective direction and support of the Office of the Executive Mayor in terms of Performance Management issues and requirements;
- Plan, manage and coordinate the Office of the Executive Mayor's priority-based strategic planning processes from inception to program development and to monitor, evaluate and report on program performance against pre-determined indicators and targets;
- Development and timeous reporting of Policy and Procedure management;
- Lead stakeholder management and compliance;
- Ensure planning and development analysis;
- Ensure functional and secure record, document and information management in the Unit;
- Manage and monitor assets and resources of the Directorate;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk.

### **Leading Competencies:**

- Reporting writing skills;
- Computer literacy in PMS systems and MS Office;
- Teamwork;



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- High-level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocols and procedures;
- Batho Pele Principles;
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;
- Problem solving;
- Resource management and networking skills;
- Time management;
- High level of confidentiality and Organisational skills.

**Core Competencies:**

- Experience of M&E or organizational performance;
- Knowledge in performance management and financial reporting.

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## DEPUTY DIRECTOR: MAYORAL COMMUNICATIONS (SPEECH WRITER)

<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>Deputy Director: Mayoral Communications (Speech Writer)</b>
<b><u>Remuneration:</u></b>	R1 123 465,32 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- A Bachelor's Degree (NQF level 7) in Media Studies, Journalism, Communications and Public Relations management of similar and/or relevant experience in communication and stakeholder management;
- 7 - 9 years' relevant experience in the media and communications discipline, of which 3 – 4 years at middle management level;
- Experience in Public Administration will be an added advantage;
- Must have a valid driver's license; and
- Must be willing to work extended hours and be on standby.

### **Primary Function:**

**Provide strategic communication support to the Director: Mayoral Communications in the development and delivery of the Mayoral Communications strategy, through comprehensive research, construction of messaging which clearly articulates the Mayoral strategic objectives and priorities and effective management of the communication content delivered on both internal and external various communication platforms.**

### **Key Performance Areas:**

- Contribute to the development of the Directorate's Functional Communications Strategy;
- Facilitate Sub-Directorate operational planning process and input into the Directorate Business Planning process;
- Initiate and participate in the development of an effective and efficient Sub-Directorate organizational structure;
- Ensure capacitation of the Sub-Directorate's structure through effective and efficient recruitment, selection and placement processes;
- Provide sound leadership to the Section;
- Speech writing services to ensure that the construction of messaging clearly articulates the mayoral strategic objectives and priorities;
- Manage and monitor the usage of media platforms;
- Ensure effective control of Financial Resources of the Directorate;
- Ensure effective control of the Section's Human Resources;
- Manage specific administrative and reporting requirements associated with the Section and individual performance.



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### **Leading Competencies:**

- Computer Literacy (MS Word and Excel);
- Good communication skills;
- Coordinating skills;
- Excellent writing skills.

### **Core Competencies:**

- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks governing the media and communications function;
- Knowledge of Corporate Governance;
- In-depth understanding of strategy and policies in relation to communications and how they can be practically applied;
- Knowledge of principles and practices of municipal organization, administration and personnel management.

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