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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: Communications and Stakeholder Management**
- **Senior Professional Officer: Strategic Advisory Services**

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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DEPUTY DIRECTOR: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

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

Minimum Requirements:

- 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;



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- Conflict management;
- Project management;
- Planning, organizing and execution.

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Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1ujTle8M-QViAzqEBZISzEQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Kabelo Kgomosotho

Tel No: 011 407 7644


CLOSING DATE: MONDAY, 08 SEPTEMBER 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.



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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.



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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;

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ENQUIRIES ONLY:

Contact Person: Patience Silimela
Tel No: 011 407 6835

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