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AN EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE-BASED CONTRACT
(Linked to Political Term of Office)
Director: Executive Support

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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DIRECTOR: EXECUTIVE SUPPORT

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Office
Designation: Director: Executive Support
Remuneration: R1 420,176.72 pa (all-inclusive cost to company)
Location: 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.



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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/1M4Q4kkWITC67MNjGc6bc2gew554>

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

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: 011 407 7644

CLOSING DATE: MONDAY, 15 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,
- Employment record verification,
- Criminal check, and
- Identity validation.