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AN EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACTS

(linked to Political Term of Office)

- **Office Manager**
- **Chief Specialist: Communication and Stakeholder Management**
- **Media Liaison Specialist**
- **Council Liaison Specialist**

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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OFFICE MANAGER

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Offices
Designation: Office Manager
Remuneration: R838 203,24 pa (all-inclusive cost to company)
Location: 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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Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1nJ1IU5y8R5GewOd7gFumWAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835


CLOSING DATE: THURSDAY, 04 SEPTEMBER 2025


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- CV validation and
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CHIEF SPECIALIST: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Chief Specialist: Communications and Stakeholder Management
<u>Remuneration:</u>	R971 343,24pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- Degree in Customer Relations/Marketing/Public Relations/Communications/Journalism or related field (NQF level 7);
- 5 - 7 years' relevant, related experience at senior practitioner level;
- Have a valid driver's license.

Primary Function:

Lead and manage communications and stakeholder engagement and liaison, including the provision of high-quality and responsive information for all stakeholders. Develop approaches to engagements, collaboration, and innovation that create improved value for the City/Region and its stakeholders.

Key Performance Areas:

- Render an efficient and effective stakeholder engagement management and liaison service in the designated region;
- Perform specific tasks/activities associated with the provision of internal communications services;
- Perform specific tasks/activities associated with the provision of external communications services;
- Provide marketing support;
- Perform specific tasks and activities associated with the provision of effective and efficient stakeholder management and liaison;
- Conduct planning and development activities;
- Optimise process for efficiency;
- Management of assets entrusted into specialist area;
- Conduct governance and risk activities;
- Monitor and report on work/projects achieve.

Leading Competencies:

- Communicate effectively;
- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;



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- Change management;
- Problem-solving;
- Resource management and networking skills;
- Time management;
- High level of confidentiality and Organisational skills.

Core Competencies:

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

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MEDIA LIAISON SPECIALIST

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Various MMC Offices
<u>Designation:</u>	Media Liaison Specialist
<u>Remuneration:</u>	R731 236,68 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12;
- National Diploma in Media Studies/Communications/Marketing/Journalism/Public Relations Management or related field (NQF level 6);
- 3 - 4 year's relevant experience in a similar work environment or position;
- Knowledge of media functions and concepts;
- Must have valid driver's license.

Primary Function:

Provide directions, develop and manage media relations between the office of the MM and the Media. To proactively manage the relations between the MMC, department and legislature. To maintain an open and professional image with the media and customers of the City of Johannesburg.

Key Performance Areas:

- Develop a communications/media strategy and plan for the MMC;
- Arrange and conduct press conferences, information sessions, and interviews with the media;
- Develop media statements and speeches for the MMC;
- Compile responses to media enquiries;
- Build relations with the media and promote the portfolio of the MMC and the department;
- Participate in forums and in the collective planning of the communication and media issues of the Municipality;
- Liaise with key internal and external stakeholders in the department to ensure coordination and alignment of communication priorities and programmes.

Leading Competencies:


- Business acumen;
- Project management;
- Work independently;
- People management;
- Event management.


Core Competencies:

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;



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- Excellent interpersonal and teamwork skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organising and execution.

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COUNCIL LIAISON SPECIALIST

Department: Private Office of the Executive Mayor (POEM)
Branch: Various MMC Offices
Designation: Council Liaison Specialist
Remuneration: R731 236,68 pa (all-inclusive cost to company)
Location: 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:


- 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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