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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

**FIXED-TERM PERFORMANCE-BASED CONTRACTS**  
**(Linked to Political Term of Office)**

- **Office Assistant**
- **Executive Secretary**
- **Deputy Director: Community Communications and Stakeholder Management**
- **Specialist: Performance Monitoring & Evaluation**

**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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## OFFICE ASSISTANT

<b>Department:</b>	Office of the Executive Mayor (POEM)
<b>Branch:</b>	Office of the Chief of Staff
<b>Designation:</b>	Office Assistant
<b>Remuneration:</b>	R247 685,76 per annum (total cost to company, all-inclusive)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 / NQF level 4 is required.
- 0 - 3 years relevant experience; and
- Knowledge of local government environment.
- Good communication, coordinator, good writing and time management skills required.

### Primary Function:

Execute various administrative support duties for the effective and smooth running of the administrative processes as well as timeous messaging duties within the office.

### Key Performance Areas:

- Provide effective general office support services;
- Maintain general office stock supplies;
- Organize and maintain meetings in common areas;
- Provide messaging efficient services;
- Perform general administrative and reporting;
- Manage assets and resources effectively;
- Provide effective general operations.

### Leading Competencies:

- Good Communicator;
- Work well in a team.

### Core Competencies:

- Work efficiently and keep calm under pressure.

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<https://share-eu1.hsforms.com/1WofuuZP4TNqauYEZypluRQew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Wisani Mabunda

**Tel No:** 011 407 6835

**CLOSING DATE: WEDNESDAY, 26 MARCH 2025**

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- Credit Record,
- CV validation,
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## EXECUTIVE SECRETARY

<b><u>Department:</u></b>	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>Executive Secretary</b>
<b><u>Remuneration:</u></b>	R488 335,44 per annum (total cost to company, all-inclusive)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 6 in Secretarial, Office Administration or Public Relations is required;
- 3 – 5 years' experience operating as a Personal Assistant to an Executive Manager;
- Experience in working with people;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councilors;
- Office administration procedures; and
- Basic protocol and etiquette.

### **Primary Function:**

**Coordinate activities and requirements associated with the Office of the Director through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritizing and organization of critical, confidential and important appointments, events, functions and meetings.**

### **Key Performance Areas:**

- Administrative support functions, scheduling and planning the diary and events;
- Maintain the Office of the Secretary to Council's correspondence/information and record-keeping system and access records of discussions, instructions and correspondence;
- Perform tasks/activities associated with the provision of administration and secretarial support;
- Perform tasks associated with the provision of reception/telephonist service and office support.

### **Leading Competencies:**

- Ability to function under stress;
- Time management;
- High level of confidentiality and Organisational skills.
- Teamwork and Accountability

### **Core Competencies:**

- High level of confidentiality;
- Attention to detail;
- Professionalism; Sound judgement;



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- Work independently and under pressure;
- Multi-skilled in a range of roles applicable to the position;
- Teamwork;
- High-level confidentiality;
- Value and Integrity;
- Attention to detail and quality-focused.

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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>	Office of the Chief of Staff
<b><u>Designation:</u></b>	Deputy Director: Community Communications and Stakeholder Management
<b><u>Remuneration:</u></b>	R1 137 126,96 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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**ENQUIRIES ONLY:**

**Contact Person:** Patience Silimela

**Tel No:** 011 407 6835

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## SPECIALIST: PERFORMANCE, MONITORING AND EVALUATION

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Specialist: Performance, Monitoring and Evaluation  
**Remuneration:** R931 352,88 pa (all-inclusive cost to company)  
**Location:** 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:

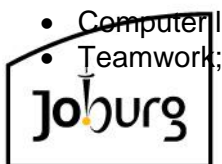
To have in-depth knowledge and a good understanding of the management and the implementation of a comprehensive performance management system fully aligned to the CoJ-approved processes. Foster compliance of the department to related legislative functions in respect of Performance management and compile 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;



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- 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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