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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

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

- **Officer Liaison (Operations)**
- **Specialist: Social Media**

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 in 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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OFFICER LIAISON (OPERATIONS)

<u>DEPARTMENT:</u>	Private Office of the Executive Mayor
<u>BRANCH:</u>	Office of the Chief of Staff
<u>DESIGNATION:</u>	Officer Liaison (Operations)
<u>REMUNERATION:</u>	R512 800,92 pa (all-inclusive cost to company)
<u>LOCATION:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- Diploma in Project management, or equivalent qualification at NQF level 6;
- 2 - 3 years' experience in managing and overseeing developmental projects, monitoring and evaluation

Primary Function:

To provide a general administrative service to the Administration department, undertake typing, data capture duties, recording assets, cell phone administrator, assist with processing of payment, general filing to support the various functions of the department, ensuring adherence to stipulated council regulations, legislation and procedure, provision of a technical and administrative support to and maintaining clear communication practices with internal and external stakeholders.

Key Performance Areas:

- General administrative duties and functions, such as typing and secretarial duties, including data capturing, photocopying and maintaining an accurate filing system in line with the Archives Act;
- Performs tasks/activities associated with financial management activities.

Leading Competencies:


- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English, and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills, for the smooth running of office administrative activities.


Core Competencies:

- Basic knowledge of administrative functions;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.



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

https://share-eu1.hsforms.com/1KUPmZB6CQZuuDIZqgnN_xAew554

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

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835

CLOSING DATE: TUESDAY, 05 AUGUST 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.



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SPECIALIST: SOCIAL MEDIA

<u>DEPARTMENT:</u>	Private Office of the Executive Mayor
<u>BRANCH:</u>	Office of the Chief of Staff
<u>DESIGNATION:</u>	Specialist: Social Media
<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/Degree in Media Studies/Journalism/Political Science/Communication, related field or equivalent (NQF level 6);
- 3 – 5 years relevant experience in Media Lision or similar experience, of which 2 years is in a professional capacity;
- Experience in Public Administration is an advantage;
- Must have a valid driver's license.

Primary Function:

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

Key Performance Areas:

- Execute the project planning process to inform the business unit of the business planning process;
- Execute process optimisation and efficiency;
- Execute media relations functions;
- Execute activities associated with the 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 Directorates;
- Perform general administration and reporting.


Leading Competencies:

- Networking;
- Operational planning;
- Problem solving;
- Good planning of projects, organising and Project management;
- Good written and communication skills (report writing, PowerPoint presentations, etc.);
- Time management;
- Computer literacy and Prioritising.



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Core Competencies:

- Knowledge of online marketing and a good understanding of major marketing channels;
- Social networking and Social analytics tools;
- Knowledge of the local government environment.

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