






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

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



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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.

“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 link below:

<https://share-eu1.hsforms.com/1DRJy2tlfSz-eEnU-hmvt6gew554>

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

ENQUIRIES ONLY:

Contact Person: Patience Silimela

Tel No: 011 407 6835

CLOSING DATE: TUESDAY, 25 NOVEMBER 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.