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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION
DIRECTOR: STRATEGY & INTERNATIONAL RELATIONS

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 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.



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DIRECTOR: STRATEGY AND INTERNATIONAL RELATIONS SHORT TERM CONTRACT POSITION (Not exceeding 12 months)

Department: Group Strategy, Policy Coordination and Relations (GSPCR)
Branch: Strategy & International Relations
Designation: Director: Strategy and International Relations
Remuneration: R75 599,04 pm (all-inclusive, no benefits)
Location: 48 Ameshoff Street, SAPPI Building, Braamfontein

Minimum Requirements:

- Matric plus a Bachelor's Degree in Politics, Development Planning, Business Administration, Public Policy, Public Administration or Business Management, Strategy, Research and Policy Development at NQF level 7;
- At least 10 years' experience or more relevant experience of strategic administration, International Relations and leadership experience, of which 5 years must be at middle/senior management level.

Primary Function:

Lead and direct the formulation and revision of the overarching long-term City Development Strategy as well as providing overarching strategic guidance based on strategic information and research to promote cooperative governance, inform decision-making and facilitate development government. Coordinate and manage the international positioning of the CoJ by initiating, developing, networking and partnering with strategic international cities and organisations in line with the City's International Relations Strategy and providing support to other Departments and Entities. Attract international events that will benefit the City and organise such event/s from inception to close-out

Key Performance Areas:

- Strategic positioning of the City of Johannesburg's International Relations;
- Attract, lobby and organise international events;
- International Relations research (emerging/current issues);
- Initiate and/or review potential strategic city-to-city relationships informed by an approved International Relations Policy for the City of Johannesburg and implementation of Strategic City-to-City Action Plans;
- Ensure global network presentation, support and preparations;
- Stakeholder engagement: Focal communication point, interaction and facilitation of relations between the City of Johannesburg, local and international stakeholders;
- Lead the Diplomatic and Intergovernmental Liaison role;
- International Relations Logistics (in consultation with the Private Office of the Mayor liaison, communication and logistics;



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- Lead and manage the undertaking of research studies to understand and respond to the changing urban context, challenges and opportunities with the purpose of enhancing the City's long-term strategic direction;
- Provide strategic leadership in the development of the long-term strategy and oversee the policy, research, information and surveys to inform planning in the City;
- Communicating and disseminating strategic information;
- Business and Contract management of the Unit;
- People management;
- Execute the project planning process to inform the business unit's business planning process;
- Ensure effective and efficient administration of the Unit.

Leading Competencies:

- Computer literacy (MS Office);
- Analytical and conceptual skills;
- Problem identification and problem-solving;
- Creative thinking;
- Networking and negotiation skills;
- Good communication skills (written and verbal);
- Leadership and people management skills;
- Ability to balance complex, competing project demands and deadlines effectively;
- Ability to handle the demands of various personality types;
- Attention to detail;
- Agile and adaptable approaches (flexibility);
- Ability to build interrelationships between the City and external stakeholders.

Core Competencies:

- Knowledge of the local, national and provincial government environment, as well as International Protocols, Treaties and Agreements;
- Knowledge of the Government and the Policy environment of the Country and City;
- Sound knowledge of IR strategy formulation, programme and strategic planning in the public sector, including practices;
- Diplomacy and International Relations principles;
- Sound knowledge of International relations, research design, techniques and relationships with relevant stakeholder networks;
- Sound knowledge of data analysis and evaluation, and the ability to translate data into accessible reports for diverse audiences;
- Strategic thinking with the capacity to initiate or develop innovative solutions to often complex, multi-faceted issues and problems;
- Principles and practices of Project Management;
- Principles and practices of resource management;
- Principles and practices of administration and personnel management;
- Knowledge and experience of principles and practices of municipal budget presentation and administration;
- Experience of supervision, training and performance evaluation;



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- Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

“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/1ZUWz3cKIRZyV3JOn8nnSZQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sirelda de Klerk

Tel No: 011 407 7723

CLOSING DATE: WEDNESDAY, 07 MAY 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.
- Identity validation.