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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

**FIXED-TERM PERFORMANCE-BASED CONTRACTS**

**(Linked to Political Term of Office)**

- **Driver/Messenger**
- **Office Assistant**
- **Executive Secretary**
- **Personal Assistant**
- **Officer: Community Communications and Stakeholder Management**
- **Operational Manager: Administration**
- **Professional Officer: Protocols & Events Coordination**
- **Manager: Policy and Planning**
- **Specialist: Media Liaison**
- **Specialist: Social Media**
- **Specialist: Performance Monitoring and Evaluation**
- **Chief Specialist: Community Communications and Stakeholder Management**
- **Researcher: Media Research and Communications**
- **Researcher: Media Monitoring and Communications**
- **Assistant Director: Management Support Services**
- **Director: Community Communications and Stakeholder Management**
- **Director: Mayoral Communications**



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### 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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**DRIVER/MESSENGER**

**Department:** Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Driver/Messenger  
**Remuneration:** R259 212,28 per annum (total cost to company, all-inclusive)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Minimum Requirements:**

- Grade 12/NQF level 4 is required;
- 1 - 2 years' driving experience in a related environment;
- Must have a valid Code 8 driver's license; and
- Extensive knowledge of the Johannesburg area.

**Primary Function:**

Perform tasks associated with the transportation of documentation, material, equipment and personnel to and from the Mayoral Office for both internal and external stakeholders and also with ad hoc office administration functions and messenger services.

**Key Performance Areas:**

- Transportation of documents, materials, equipment and personnel;
- Complete internal transactional documentation (e.g. log sheet, documentation in delivery book/register);
- Provide ad hoc administrative support to the Office.

**Leading Competencies:**

- Good communicator and attention to detail;
- Confidentiality;
- Good Communicator;
- Work well in a team.

**Core Competencies:**

- Time-keeping;
- Work efficiently and keep calm under pressure.



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<https://share-eu1.hsforms.com/1AxFwxqETSHWDXGmP9sWT8gew554>

**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: MONDAY, 30 SEPTEMBER 2024**

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## OFFICE ASSISTANT

**Department:** Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Office Assistant  
**Remuneration:** R234 643,19 per annum (total cost to company, all-inclusive)  
**Location:** 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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## 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>	R461 525,52 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 5 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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## PERSONAL ASSISTANT

<b>Department:</b>	Private Office of the Executive Mayor (POEM)
<b>Branch:</b>	Office of the Chief of Staff
<b>Designation:</b>	Personal Assistant
<b>Remuneration:</b>	R461 525,52 pa (all-inclusive cost to company)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Matric/Grade 12;
- Secretarial and/or Administration Diploma or similar and/or relevant qualification at NQF level 6;
- 3 years' experience operating at a Senior Secretarial level within a government environment;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public, and Councillors.

### Primary Function:

Provide assistance to the Executive Mayor in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the Executive Mayor are followed through and completed within required standards and deadlines. Provide an effective document management system by dealing with high-level correspondence that requires a direct response from the Mayor, in conjunction with the Office Manager, ensuring that correspondence is dealt with timeously. Channel correspondence not requiring the Mayor's response to the Office Manager.

### Key Performance Areas:

- Render effective project administration for all critical projects in the office of the Executive Mayor;
- Provide efficient diary management to the Executive Mayor;
- Maintain Executive Mayor's correspondence/information and record-keeping systems and accessing records;
- Provide sound logistical planning and events management
- Assist the Mayor through the Office Manager in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC are followed through and completed within required standards and deadlines;
- Assist the Mayor in terms of logistics and recording of meeting outcomes;
- Provide office support and administrative office assistance;
- Manage internal liaison services from both the administration, political, and stakeholder areas;
- Assist with ad-hoc functions/events.



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### **Leading Competencies:**

- Basic knowledge of local government;
- Computer literacy (All MS Office Applications);
- High level of interpersonal skills to interact with all levels of strategic/public and councillors;
- Teamwork, Accountability, and Ability to work under pressure.

### **Core Competencies:**

- Computer Literacy in MS Officer and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors;
- Problem solving skills;
- Time management skills;
- Attention to detail;
- High level of confidentiality;
- Planning and organizing skills;
- Verbal and communication skills;
- Initiative, Professionalism, Sound judgement;
- Work independently and under pressure;
- Multi-skilled in a range of roles applicable to the position.

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## OFFICER: COMMUNITY COMMUNICATION AND STAKEHOLDER MANAGEMENT

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Officer: Community Communication and Stakeholder Management  
**Remuneration:** R557 722,52 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- A Matric/ Grade 12 Certificate ;
- Diploma in Communication Science or equivalent at an NQF level 6;
- A minimum of 1 - 3 years' experience in Communication, Stakeholder Management and Customer Relations field;
- Knowledge and understanding of Local government environment;
- Good understanding of Communication/Stakeholder Management and Public Relations function;
- Must have a valid driver's license.

### **Primary Function:**

Responsible for writing, editing and formatting various documents for communication, liaison and developing and maintaining harmonious relationships with the community and stakeholders (Local communities, City of Johannesburg Councillors and Management, etc.) developing and implementing programs and activities to foster community engagement and awareness of the Office's mandate. Furthermore, the incumbent contributes to the development and implementation of stakeholder outreach and communications strategies and plans to meet the objectives of the Directorate.

### **Key Performance Areas:**

- Ensuring effective communication within the Office of the Chief of Staff;
- Effective handling VIP related complaints;
- Provide communication and Media support to relevant stakeholders;
- Effectively manage the stakeholder relationship;
- Manage aspects of the operations;
- Safeguarding and maintaining the proper use of all assets and providing quality documented information on the functions and performance of Community, Communications and Stakeholder Management which are factual, accurate, complete, timely and contribute to and support the overall requirements of Scheduled and Promotion Services.

### **Leading Competencies:**

- Stakeholder Relations.



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### **Core Competencies:**

- Communication skills (Written and Verbal);
- Research and Presentation skills;
- Excellent interpersonal skills;
- Computer literacy – Microsoft Office Applications skills.

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## OPERATIONAL MANAGER: ADMINISTRATION

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Operational Manager: Administration  
**Remuneration:** R553 100,73 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Matric Certificate/Grade 12;
- National Diploma in Public Administration or associated discipline at NQF level 6;
- 3 - 5 years relevant experience in Public Administration in either public or private sector;
- Minimum 3 years' experience in administration;
- It is essential that the candidate has Management experience;
- Knowledge of Local government environment programmes and projects;
- The ability to lead and improve processes and procedures within the POEM unit.

### Primary Function:

To establish, direct and manage support services in the Private Office of the Executive Mayor through the implementation and monitoring of policies, review and establish practices that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. Provide strategic advice on mission-critical initiatives with respect to development that's aimed at supporting the accomplishment of the City's Key Performance Areas and service delivery objectives.

### Key Performance Areas:

- Implementation of support services;
- Monitoring of policies, practices and strategic management;
- Monitor and provide support services to the POEM business unit;
- Ensure effective support services to the business unit.

### Leading Competencies:

- Negotiation, computer, financial management, project management and facilitation skills;
- Performance management/supervisory skills;
- Strategic perspective;
- Excellent communications, emotional intelligence, leadership and people management skills;
- Goal orientation, customer focus, initiative, flexibility, resource management, attention to detail and adherence to policies and regulations.
- Communicate clearly and concisely, both orally and in writing;
- Principles and practices of administration and personnel management;
- Principle and practice of municipal budget preparation and administration;



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- Principle of supervision, training and performance evaluation;
- A demonstrated ability to develop a variety of well-written, clear and compelling products (reports, presentations, talking points etc.), public service environment, administration procedures, planning, audit principles and resource management.

### **Core Competencies:**

- Communicate clearly and concisely, both orally and writing;
- Principles and practices of administration and personnel management;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Demonstrated ability to develop a variety of well-written, clear and compelling products (reports, presentations, talking points etc.);
- Public service environment, administration procedures, planning, audit principles and resource management;
- Negotiating skills;
- Computer skills;
- Facilitation skills;
- Performance Management skills;
- Excellent Communication skills;
- Leadership and People Management.

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## PROFESSIONAL OFFICER: PROTOCOL AND EVENTS COORDINATION

<b><u>Department:</u></b>	Private 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>Professional Officer: Protocol and Events Coordination</b>
<b><u>Remuneration:</u></b>	R967 109,56 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum requirements:**

- A Matric/Grade 12 Certificate;
- Bachelor's Degree in Public Administration/Management or a relevant qualification at an NQF level 7;
- 6 - 8 years' experience of which 4 years' in Protocol, Political and Public relations in the Public Sector/Private Sector or any other related environment;
- Proven organization and administrative skills – following set procedures, and guidelines, methodically and accurately with minimum supervision;
- Must have a valid driver's license.
- Knowledge of the local government environment;
- Knowledge of City strategy (IDP), Prescribed methodologies, and Legislative, Policy and Regulatory Frameworks.
- In depth knowledge of function principle, techniques & tools and how they can be practically applied;
- Knowledge of Corporate Governance.

### **Primary Function:**

**Ensure effective implementations of protocol processes and procedures and coordinating of all events and ceremonies involving the Office of the Executive Mayor in order to ensure sound relations between the Office and its internal and external stakeholder.**

### **Key Performance Areas:**

- Execute all protocol-related processes and procedures;
- Execute specific activities for effective Stakeholder Relations and Communication;
- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure governance and risk management;
- Ensure effective monitoring and reporting of the directorate;
- Perform general administration.

### **Leading Competencies:**

- High level of confidentiality and Organisational skills
- Advisory and guidance;
- Computer Literacy (Microsoft Word and Excel);
- Good Management and Interpersonal skills;



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- Good Communication and Coordination skills;
- Report Writing, Problem Solving, Time Management, Planning and Organizing skills;
- Project Management and Analytical skills;
- Ability to function under pressure;
- Collaboration/Teamwork & Accountability;
- Research and Information gathering;
- Events management;
- Resource management and networking skills;

### **Core Competencies:**

Knowledge and understanding of the:

- local government environment;
- City strategy (IDP),
- Prescribed, Legislative, Policy and Regulatory Frameworks.
- Knowledge of Corporate Governance.

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## MANAGER: POLICY AND PLANNING

<b>Department:</b>	Private Office of the Executive Mayor (POEM)
<b>Branch:</b>	Office of the Chief of Staff
<b>Designation:</b>	Manager: Policy and Planning
<b>Remuneration:</b>	R886 816,85 pa (all-inclusive cost to company)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- Bachelor's degree/NQF level 7 in Political Science, Public Policy, Economics, Law or related field at NQF level 7;
- 5 - 7 years' experience in Legislature, Parliamentary, Legal, Public Sector or related environment.

### **Primary Function:**

Manage policy development and strategic planning within a range of political strictures with a view to advising and informing the executive Mayor and Mayoral committee in order to enable them to successfully achieve the Mayoral priorities.

### **Key Performance Areas:**

- Support the Assistant Director: Policy & Planning to provide policy and strategic support and advice to the Executive Mayor and Mayoral Committee;
- Provide input, and leadership oversight of the Integrated Development Planning processes;
- Develop strategies of engagement with current and potential stakeholders to build trust even between all stakeholders influencing the function in the POEM;
- Plan coordinate, execute and manage research projects;
- Comply with all the relevant legislation, manage and mitigate risk effectively;
- Efficiently and effectively manage the operation assets and resources of the subdivision in accordance with the legislative framework of the City's policies and procedures.

### **Leading Competencies:**

- Computer literacy (MS Office);
- Good communication and coordination skills;
- Good writing skills;
- Time management and ability to work without supervision;
- High level of confidentiality;
- Ability to work with senior management of the City, Municipal Entities and other stakeholders.

### **Core Competencies:**

- Knowledge of local, provincial and national political and legislative framework and dynamics and public policy.



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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/1-kARWYqSFq\\_pRYHY8Q-tQew554](https://share-eu1.hsforms.com/1-kARWYqSFq_pRYHY8Q-tQew554)

**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: MONDAY, 30 SEPTEMBER 2024**

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- Criminal check,
- Identity validation.



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**SPECIALIST: MEDIA LIAISON**

<b><u>Department:</u></b>	Private 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>Specialist: Media Liaison</b>
<b><u>Remuneration:</u></b>	R649 297,73 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Minimum Requirements:**

- Matric Certificate/Grade 12;
- National Diploma in Media Studies or Communication and Marketing or Journalism, Public Relations Management or related qualification (NQF Level 6); and
- 3 - 4 years' experience in a similar working environment or position.
- Must have a valid driver's license.

**Primary Function:**

**Provide direction, develop, and manage media relations between the Office of MMC and the Media. Proactively manage the relations between the MMC, the department and the legislature. Maintain an open and professional image with the media and customers of the City of Johannesburg.**

**Key Performance Areas:**

- Manage Communications and Public Relations;
- Planning and Development;
- Process Optimization and Efficiency;
- Stakeholder Relations and Communication;
- Assets and Resource (Material and Tools) Management;
- Monitoring and Reporting;
- Governance and Risk.

**Leading Competencies:**

- Excellent people and negotiation skills;
- Business Acumen;
- Good planning and analytical skills;
- Good communication and people skills;
- Ability to motivate and lead by example;
- Ability to work under pressure;
- Excellent understanding of social media and content writing skills;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.



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### **Core Competencies:**

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence;
- Conflict management;
- Project management;
- Planning, organising and execution.
- Previous or relevant basic knowledge of Media and Public Relations in a large organisation is essential;
- 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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<https://share-eu1.hsforms.com/182llscyyQKedo2w09DEHgwew554>

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

### **ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho

**Tel No:** 011 407 7644

**CLOSING DATE: MONDAY, 30 SEPTEMBER 2024**

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## COMMUNICATIONS: SOCIAL MEDIA SPECIALIST

<b><u>Department:</u></b>	Private 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>Communications: Social Media Specialist</b>
<b><u>Remuneration:</u></b>	R649 297,73 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Appointment Requirements:**

- Matric Certificate/Grade 12;
- National Diploma (NQF level 6) or a qualification in Media studies/Journalism/Political Science/Communication;
- 3 – 4 years' experience in Media Liaison position or similar;
- Experience in Public Administration will be an added advantage; and
- Must have a valid driver's license.

### **Primary Function:**

To provide direction, 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, departments and the legislature.

### **Key Performance Areas:**

- Execute project planning process to inform the business unit, of the business planning process;
- Execute process optimization and efficiency;
- Execute media relations functions;
- 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 Directorates;
- Perform general administration and reporting.

### **Leading Competencies:**

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

### **Core Competencies:**

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



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**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: MONDAY, 30 SEPTEMBER 2024**

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## SPECIALIST: PERFORMANCE, MONITORING AND EVALUATION

<b><u>Department:</u></b>	Private 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>Specialist: Performance, Monitoring and Evaluation</b>
<b><u>Remuneration:</u></b>	R886 816,85 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	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, computer literacy on 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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## CHIEF SPECIALIST: COMMUNITY COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

**Department:** Private Office of the Executive Mayor (POEM)  
**Branch:** Office of the Chief of Staff  
**Designation:** Chief Specialist: Community, Communications and Stakeholder Management  
**Remuneration:** R 886 816,85 pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric certificate/Grade 12;
- Degree in Customer Relations / Marketing / Public Relations / Communication or Journalism or similar and/or relevant qualification at NQF level 7;
- 5 - 7 years' relevant related experience at senior practitioner level;
- Valid driver's license.

### **Primary Function:**

**Lead and manage community 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.
- Performs 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 to specialist areas.
- Conduct governance and risk activities.
- Monitor and report on work/projects achieve.

### **Leading Competencies:**

- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance; Information gathering;
- Change management;
- Problem solving;



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

#### **Core Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communication skills;
- Coordinating skills; Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills.

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**Tel No:** 011 407 6835

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## RESEARCHER: MEDIA RESEARCH AND COMMUNICATIONS

<b>Department:</b>	Private Office of the Executive Mayor (POEM)
<b>Branch:</b>	Office of the Chief of Staff
<b>Designation:</b>	Researcher: Media Research and Communications
<b>Remuneration:</b>	R886 816,85 pa (all-inclusive cost to company)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 plus a Bachelor's Degree in Planning, Public Management, Public Administration, Business Management, or a related field in Research at NQF level 7;
- 5 - 7 years' relevant experience with a soundtrack record in a research environment;
- Must have a valid driver's license.

### Primary Function:

Provide an effective and efficient research and analysis service to the City. Initiate, implement and manage research projects to guide decisions and actions, in the exercise of their oversight and scrutiny mandate.

### Key Performance Areas:

- Render a professional research development and management function to the Department and City;
- Lead, guide, and oversee the implementation of the research methodology;
- Communicate and disseminate relevant research findings;
- Comment on legislation, ensuring and monitoring compliance with legislation;
- Manage and monitor assets and resources of the Department;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk.

### Leading Competencies:

- Computer literacy including MS Office Applications;
- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and in the presentation of results for the identification of best practices and to inform decision-making.
- Proficiency in using databases and statistical software is required as well as strong skills in MS Office and mobile technologies to report data;
- High level of confidentiality and organisational skills;
- Time management, working independently and under pressure, and the ability to prioritise.

### Core Competencies:

- Knowledge of local, provincial, and national political and legislative frameworks;
- Experience developing organisational strategies, processes, systems, and cultural norms that are effective, efficient, and reinforce a strong and inclusive team culture;
- Knowledge of public policy and Planning legislation;
- Knowledge of City of Johannesburg rules and procedures;



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- Knowledge of Batho Pele philosophy, principles, and intent (culture of citizenship);
- 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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**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

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**RESEARCHER: MEDIA MONITORING AND COMMUNICATIONS**

<b>Department:</b>	Private Office of the Executive Mayor (POEM)
<b>Branch:</b>	Office of the Chief of Staff
<b>Designation:</b>	Researcher: Media Monitoring & Communications
<b>Remuneration:</b>	R886 816,85 pa (all-inclusive cost to company)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Minimum Requirements:**

- Matric Certificate/ Grade 12;
- Degree in Journalism/Communications or Social Science and similar or relevant qualification at NQF level 7;
- 5 - 7 years' relevant experience of which 2 years' in a professional capacity; and
- Must have a valid driver's license.

**Primary Function:**

Promote and provide strategic communication support to the Deputy Director: Mayoral Communication within the Private Office of the Executive By defining and interfacing with appropriate target audiences through available communication channels to support identified strategic objectives as set by the Executive Mayor and Mayoral Committee.

**Key Performance Areas:**

- Execute project planning process to inform the business unit;
- Execute processes optimization and efficiency;
- Execute specific activities to ensure effective Media and Communication management;
- Ensure targeted, well-planned, coordinated and integrated communications plans;
- Engage with customer and respond to their queries, while providing a service that will differentiate the brand in the space through media management;
- Develop and write speeches, briefings and other communications;
- Ensure reliability of information flow to all relevant stakeholders and coordination of line Communications functions;
- Enhancing the effectiveness of Public Relations;
- 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;
- Build and maintain strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support around Mayoral communications.

**Leading Competencies:**

- Computer literacy (MS Office);
- Good communication and coordinating skills;



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- Excellent writing skills;
- Ability to function under stress;
- Time management;
- High level of confidentiality and organisational skills;
- Attention to detail and quality-focused.

#### **Core Competencies:**

- Knowledge of local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Knowledge of Corporate Governance;
- 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 organisation administration.

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**Tel No:** 011 407 6835

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## ASSISTANT DIRECTOR: MANAGEMENT SUPPORT SERVICES

<b><u>Department:</u></b>	Private 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>Assistant Director: Management Support Services</b>
<b><u>Remuneration:</u></b>	R967 109,56 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- A Matric/ Grade 12 Certificate;
- Bachelor's degree in Public Administration or equivalent NQF level 7;
- 6 - 8 years in the administrative field, of which 4 years must be at management level; and
- Must have a valid driver's license.

### **Primary Function:**

**Provide leadership in strengthening, and implementing effective management support services, functions, and systems for the department in order for it to fulfil its vision and mission. Oversee a full range of administrative, clerical and management support functions including, but not limited to financial and office management functions within the department.**

### **Key Performance Areas:**

- Provide effective administration support to the Chief of Staff and the Private Office of the Executive Mayor;
- Oversee a program of policy and strategy development, as well as research, aligned to the strategic governance objectives of the Executive Mayor and Mayoral Committee;
- Implement procedural requirements associated with personnel development initiatives;
- Manage the implementation of procedure and systems associated with controlling document flow and, quality systems / statutory and audit requirements regulating recordkeeping;
- Management of Occupational Health and Safety hazard identification and Risk assessment for the Unit;
- Coordinate specific procedures associated with the management of facilities;
- Personnel management;
- Coordinate and monitor the financial implications for POEM;
- Effective Risk Management and Compliance;
- Effective and efficient support service to MMCs offices;
- Engagement with external stakeholders.



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### Leading Competencies:

- Computer Literacy (Microsoft Word, PowerPoint, Excel, Outlook and SAP);
- Sound office administration procedures;
- Good communication Skills (Verbal and written)
- Coordinating skills;
- Planning and organizing skills;
- Good writing skills;
- Time management skills;
- Ability to work without supervision;
- Ability to engage with contractors and suppliers;
- Ability to function and manage a Unit without supervision;
- Ability to provide support for Human Resources and Financial Coordination.

### Core Competencies:

- Knowledge of the local and provisional legislative and financial framework (MFMA, PFMA) and dynamics;
- Knowledge of City of Johannesburg's policies and procedures;
- Knowledge of Batho Pele philosophy, principals and intent (Culture of Citizenship).

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## DIRECTOR: COMMUNITY, COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

<b><u>Department:</u></b>	Private 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>Director: Community, Communications &amp; Stakeholder Management</b>
<b><u>Remuneration:</u></b>	R1 289 786,28 pa (all-inclusive cost to company)
<b><u>Location:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- Bachelor's degree in Political Science or related fields of study or equivalent qualification at NQF Level 7;
- 10 years' experience preferred in Legislature, Parliamentary, Legal, Media or related environment, of which 5 years must be at middle management level or above.

### **Primary Function:**

**To provide direction for community communication and develop a stakeholder and community engagement strategy and plan for the office of the Executive Mayor, and proactively drive the approaches to engage the broad and diverse communities of the City of Johannesburg in order to successfully achieve the Mayoral priorities.**

### **Key Performance Areas:**

- Contribute to the development of the directorate's strategic planning process;
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process;
- Ensure sound Directorate Financial Planning and Budgeting processes;
- Lead and facilitate the Directorate Performance Management planning process;
- Lead and manage the development of the Directorate's Individual Learning Plans (ILP's) process;
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate;
- Provide sound leadership for the achievement of the Directorate's objectives;
- Direct community communication for effective stakeholder management;
- Ensure that there is sound political governance and effective Councilor Helpdesk services;
- Ensure effective control of the Directorate's Human Resources;
- Ensure effective Directorate Financial Resource control;
- Ensure effective Assets Management and Control;
- Implement good governance and effective risk management systems;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance.



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### **Leading Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communications skills;
- Coordinating skills;
- Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal and good management skills.

### **Core Competencies:**

- Knowledge on the local government environment;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques and tools and how they can be applied practically;
- Knowledge on Corporate Governance;
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

*"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/1wuv4yodFRFOY9Ruyw8\\_1NQew554](https://share-eu1.hsforms.com/1wuv4yodFRFOY9Ruyw8_1NQew554)

**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: MONDAY, 30 SEPTEMBER 2024**

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.



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## DIRECTOR: MAYORAL COMMUNICATIONS

**Department:** Private Office of the Executive Mayor  
**Branch:** Office of the Chief of Staff  
**Designation:** Director: Mayoral Communications  
**Remuneration:** R 1 289 786,28pa (all-inclusive cost to company)  
**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Matric Certificate/Grade 12;
- Bachelor's degree in Communications, Public Administration, Political Science, Journalism, or related fields of study on NQF Level 7.
- 10 years' experience preferred in Legislature, Parliamentary, Legal, Media or related environment, of which 5 years must be at middle management level or above.
- Knowledge of the local government environment.

### **Primary Function:**

To direct, lead and manage Mayoral communications and media issues, as well as an advisor to the Mayor, City departments, their directors, and other staff members on communications to ensure effective and consistent delivery of messages between and within all the strategic business units of the Municipality.

### **Key Performance Areas:**

- Contribute to the development of the directorate's strategic planning process.
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process.
- Lead and facilitate the Directorate Performance Management planning process.
- Lead and manage the development of the Directorate's Individual Learning Plans (ILP's) process.
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies.
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Directorate.
- Provide sound leadership for the achievement of the Directorate's objectives.
- Direct the delivery of the Private office of Executive Mayors Operations functions.
- Ensure effective control of the Directorate's Human Resource.
- Ensure effective Financial Resource control.
- Ensure effective Directorate Assets Management and Control. Implement good governance and effective risk management systems.
- Ensure that there is sound political governance specifically within the Legislature and generally within the city.
- Ensure that the Mayor maintains a positive profile and relationships with the media, the public and internal and external stakeholder.
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance.



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### **Leading Competencies:**

- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks
- In-depth knowledge of the project,
- Knowledge of Corporate Governance techniques & tools and how they can be practically applied.
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

### **Core Competencies:**

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communication skills;
- Coordinating skills; Customer Care Skills;
- Problem solving skills;
- Critical thinking Skills;
- Excellent written and verbal skills;
- Good management skills.

*"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."*

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