



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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VACANCY BULLETIN: STC 020/2020

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Office of the Ombudsman has the following short term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

- Department:** Office of the Ombudsman
Branch: Management Support
Designation: Project Manager: Performance Management, Monitoring & Evaluation
Salary Range: R 43 684.21pm (cost to company, basic salary inclusive of benefits)

Appointment Requirements:

- Grade 12; Bachelor's Degree in Public Administration/Business Management and a Post graduate qualification in Monitoring & Evaluation (M&E) (NQF level 7);
- An Honors Degree in M&E will be an advantage;
- A combination of at least any of the following;
- A demonstrated intermediate ability to practice in the performance, M&E service delivery environment
- 6 years of managing moderately complex projects. Taking projects through a complete Performance and M&E project management cycle and 5 years Senior Management experience; and
- Experience and exposure in Public Administration and Service Delivery environment is an advantage.

Primary Function: To provide monitoring and standardization regarding implementation of the Performance Management Policy across all business units in the Office of the Ombudsman. Managing and fostering compliance of the office to related legislative functions in respect of Performance Management and Monitoring and Evaluation Frameworks and Standards. Compiling performance and monitoring reports and presentations in the department relating to performance management and where necessary to Political Oversight bodies of the CoJ i.e. Section 79 and Council.

Key Performance Areas: Provide monitoring and standardization regarding implementation of the Performance Management (PMS) Policy across all business units in the Office of the Ombudsman. Identify and collate the strategic performance content. Monitor and standardize the implementation of PMS in the Office. Initiate and participate in the development of an effective and efficient organizational structure. Provide sound leadership to the function. Monitor and track the implementation of Performance and M&E standards. Manage the unit's financial resources in line with the Municipal Finance Management Act and Treasury Regulations. Monitor, evaluate and report impact and outcomes. Monitor SLA adherence with service providers, departments and other

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stakeholders.

Leading Competencies: Leadership, People Management. Project Management; Financial Management, Change Management and Human Resource Management.

Core Competencies: Advanced skills in computer literacy; interpersonal; report writing at Senior Management level. Initiative and independent judgement and representation of the office at strategic level. Knowledge of the City's IDP, local government, prescribed methodologies, legislative policy and M&E Regulatory Frameworks.

This is an employment equity targeted position and preference will be given to African Male, White Male & African Female, including people with disabilities.

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ENOCH MAFUYEKA

DIRECTOR: TALENT ACQUISITION REMUNERATION PERFORMANCE & TRANSFORMATION

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