



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

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FOUR (4) YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT POSITIONS (level 2)

The City of Johannesburg seeks to fill these executive level positions.

Note the following in terms of all of the below mentioned position:

These responsibilities are not exhaustive. Appointment in these positions will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.

The applicant needs to comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007. The applicant shall undergo a competency assessment in terms of Annexure A (competency framework for Senior Managers) Notice 21 published in Government Gazette of 17 January 2014. Applicant shall undergo security vetting. The Relevant MFMA Unit Standards for the above positions are preferred, however a grace period of eighteen (18) months will be provided to obtain the Unit Standards as per Publication in the Government Gazette No 40593, Government Notice 91 of 03 February 2017 by The Minister of Finance.

An application form together with a comprehensive CV must be forwarded to the contact details below. An application form can be obtained from the CoJ website, at www.joburg.org.za

1. **Department:** Office of the City Manager
Branch: Group Corporate & Shared Services
Designation: Executive Director: Group Corporate & Shared Services
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Appointment requirements:

- A relevant Bachelor's Degree (e.g. in Public Administration/Management/Business Science/Law) or equivalent;
- A relevant post graduate or professional qualification is an added recommendation;
- 10 years-relevant experience of which at least 5 years in a senior managerial role in corporate services in a large, complex organization (public or private sector, including government);
- Advanced knowledge of relevant policy and legislation, institutional governance systems and performance management;
- Excellent analytical, communication and relationship building skills;

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- Demonstrated organizational leadership at strategic and operational levels with an innovative, influential, inclusive and collaborative approach;
- The proven ability to navigate in a complex organization;
- The ability to articulate the big picture, combined with a self-directed commitment to advance and achieve agreed outcomes.

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Job Description: Lead and direct Group Human Capital Management, Administration and Logistics Units. Ensure that the City is capacitated with high quality human and other resources. Develop sound labour relations and transformation plans for the group. Develop and implement strategies, policies and/or plans for CoJ departments and Entities as a group.

This is an employment equity targeted position and preference will be given to African and White Males and Colored, Indian, African and White Females including people with disabilities.

Contact Person: Nothando Nyembe

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Tel No: (011) 407 7961

Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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2. **Department:** Office of the City Manager
Branch: Housing
Designation: Executive Director: Housing
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Educational Requirements and Experience

- B of Science degree in Building Sciences / NQF level 7.
- A post graduate qualification is a must.
- Must be a registered member of the relevant professional bodies.
- Comprehensive understanding of housing role in local government.
- At least five (5) years' extensive experience in senior management related to housing and within a public sector organization or in local government.
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations.
- Good knowledge of Performance management system.
- Good Governance.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Job Description:

To lead and direct the development of sustainable and livable communities for human settlement in partnership with other spheres of government and stakeholders. To ensure the sustainable implementation of programmes such as inclusionary housing, formalization of informal settlements and social and rental housing stock.

This is an employment equity targeted position and preference will be given to African and White Males and Colored, Indian, African and White Females including people with disabilities

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3. **Department:** Office of the City Manager
Branch: Social Development
Designation: Executive Head: Social Development
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Appointment requirements:

- A B-Degree (NQF level 7) in Social Development.
- A postgraduate qualification is a must.
- At least 7 years' experience within a public sector organisation or in Local Government.
- A minimum of 5 years' experience in a senior management position in a large enterprise

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Primary function: Lead the development of appropriate policies and strategies based on the diversity of local needs and the reduction of inequalities. Guide the development and implementation of human and social development interventions through targeted focus poverty reduction, food security, community self-sustainable programme, social inclusivity, literacy and skills programmes. Ensure the provision of education programmes on social issues to support the identified interventions. Ensure that appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that Social Development strategic imperatives of the City are met. Build relationships with engagement (within the City) and other stakeholders (including national, provincial government and other local authorities) so that an understanding is created of their requirements and these are incorporated into the policy and strategic planning process of the Department. Monitor the execution and implementation of Social Development strategies, business plans and policies across the City to ensure alignment to and delivery of the City's strategic objectives for the Department. Ensure compliance to National Legislation through reviewing, drafting, recommending and implementing relevant by-laws so that effective regulatory mechanisms are in place for Social Development within the City.

This is an employment equity targeted position and preference will be given to African and White Males and Colored, Indian, African and White Females including people with disabilities

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4. **Department:** Office of the City Manager
Branch: **Community Development**
Designation: **Executive Director: Community Development**
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Educational Requirements and Experience

- B degree in Social Sciences / Public Administration / Law / NQF level 7.
- A post graduate qualification is a must.
- Comprehensive understanding of community development in local government.
- Must be a registered member of the relevant professional bodies.
- At least five (5) years' extensive experience in senior management related to community development and within a public sector organization or in local government.
- Understanding of council operations and delegations of powers as well as parks and recreation management.
- Good knowledge of Performance management system.
- Good Governance.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations.

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Job Description:

To lead and direct the use of the City's community facilities in terms of sport and recreation; art, culture and heritage; libraries and information services, conservation services and facilities to build social cohesion. To leverage and enhance the richness, quality, diversity, quantity and sustainability of the various offerings of the City. To ensure the availability and maintenance of community services in the City.

This is an employment equity targeted position and preference will be given to African and White Males and Colored, Indian, African and White Females including people with disabilities.

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5. **Department:** Office of the City Manager
Branch: Transportation
Designation: Executive Director: Transportation
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Appointment requirements:

- Bachelor's degree in Business Administration, Transportation or Public Administration (NQF level 7).
- The applicant must be able to demonstrate that he/she has developed the necessary competencies through experience.
- A degree in a Technical Discipline, but also having studied Transport as part of the degree is preferred.
- A considerable amount of industry experience, of which the bulk should be in planning, designing and managing public transit projects.
- At least five (5) to eight (8) years' experience at senior management level within a large organization.
- Knowledge and skill as a lobbyist and Campaign Director.
- Strong analytical abilities.
- Good decision-making skills.
- Knowledge of marketing techniques.
- Comprehensive understanding of local government.

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Primary function:

The incumbent will lead and manage the Transport Department so that the City is provided with efficient and effective support services in relation to Transport Planning; Public Transport Operations; Transport Infrastructure and Transport Technology.

This is an employment equity targeted position and preference will be given to African and White Males and Colored, Indian, African and White Females including people with disabilities

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6. **Department:** Legislature
Branch: Legislature
Designation: Secretary of Council
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Appointment requirements:

- B Degree in Public Administration or equivalent Tertiary Qualification (NQF level 7).
- Post Graduate Degree or Diploma in Management is preferred.
- At least six (6) years' experience with a Provincial or National Government environment
- Skills required: Political Acumen, Strategic Judgment, Transformation and Change Management, Awareness of external environment, Business Acumen and Entrepreneurial, Leadership, Networking and Influencing, System Perspective, Financial Acumen, Project Management, Quality Focus.
- Knowledge required: political and community protocol, extensive knowledge of local government and other spheres of government (IDP and GDS), all relevant legislation, ordinances, by-laws, regulations and orders, corporate governance principles, office management and administration, council strategies, plans policies and procedures, Batho Pele philosophy, principals and intent, understand the macro-economics of SA.

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Primary function:

Support the Speaker of Council. Promote and Implement principles underlying the New Local Government Model. Develop and maintained Political and other stakeholder relationships. Coordinate Strategic thinking Process at administrative and operational levels. Strengthen Scrutiny and oversight role of the Legislative. Manage Finances for the Office. Mitigate risks, integrate plans, define targets and measure for the Office of the Speaker. Defined and Integrated Organisational and Departmental Structure within the Office of the Speaker. Ensure overall performance of the operational Units: Institutional; Stakeholder Relationship Management and Strategic Support. Compile and prepare documents / report of the Office of the Speaker. Capacitate functional teams through acquiring, develop and retain skills in accordance with the strategic focus of the Office of the Speaker. Manage staff performance. Manage Change and Transformation. Promote, influence and coordinate a climate conducive to the buy-in and adoption, of the principles underlying the (legislative) mode, by the administrative level stakeholders (in Local, Provincial and National Government and organizations like SALGA) in order to achieve the successful implementation of the Johannesburg Government Model. Direct and lead the Office of the Speaker. Strengthen the Legislative Arm of the City of Johannesburg, through the research, development and implementation of the best practice system and processes of scrutiny and oversight (of the executive) and public participation.

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7. **Department:** Office of the City Manager
Branch: **Group Risk and Assurance Services**
Designation: **Group Head: Group Risk and Assurance Services**
Job level: R2 055 005 – R2 328 138 – R2 601 270 per annum

Appointment requirements:

- Post Graduate qualification / NQF level 8 in Internal Audit, Risk and associated Assurance disciplines with completed Articles. A CA (SA) with subject matter expertise.
- Must be a registered member of the relevant professional bodies.
- At least seven (7) years' extensive experience in the Assurance disciplines: audit, risk and forensics and compliance. This subject matter expertise must be coupled with 5 years senior managerial experience in a large organisation.
- A strong business acumen in the management fields, of which at least 5 years should have been in a senior leadership role with 3 years as Head of Assurance.
- Advanced knowledge and application of the new forward-looking and proactive integrated reporting practice guided by King III Principles of Good Governance.
- Extensive experience and exposure to risk management, corporate governance, compliance and regulatory environment.
- Knowledge of the MFMA, Treasury Regulations and other relevant legislative frameworks.
- A sound understanding of and working experience of Enterprise Risk Management practices and philosophy, including the design and implementation of processes and systems.
- Ability to maintain a high level of confidentiality.
- Skills Required: Financial Management, Risk Management, Analytical thinking, Forensics Compliance Monitoring, Project Management, Leadership and People Management.
- Good knowledge of Performance management system.
- Good Governance.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations.

The applicant must have:

- **Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.
- **Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus.
- **Minimum competency requirements for Senior Managers.**

Job Description:

To provide strategic leadership of an independent and proactive assurance and consulting service to the Group on the effectiveness of the Strategies, Policies, Frameworks, Standards, Systems and Processes to ensure that the City's developmental mandate is delivered. This will be done through:

- The provision of strategic leadership of an independent and objective assurance and consulting service to the Group by developing and implementing the Strategies, Policies, Frameworks, Standards, Systems and Processes in order to promote an integrated approach to governance, risk and compliance.

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- The development and implementation of an annual Group Risk Management and Compliance Monitoring plan.
- The review and appraisal on the soundness, adequacy and application of risk management and Compliance monitoring practices.

This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.

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