



a world class African city

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

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

CITY OF JOHANNESBURG

CIRCULAR: 046/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 07 JULY 2021

CLOSING DATE: TUESDAY, 20 JULY 2021

PUBLICATION DATE: 07 JULY 2021

CLOSING DATE: 20 JULY 2021

VACANCY CIRCULAR: 046/2021

PERMANENT POSITION (EXTERNAL)

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Group Governance
Branch: Management Support Services
Designation: Assistant Director: Business Planning & Performance Management
Salary Range: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- NQF level 7 Degree in Business (Performance) Management/Administration/Human Resources;
- 6 - 8 years' experience in designing, developing, implementing, monitoring and measuring performance within the local, provincial or national government circles. Evidence keeping on performance, managing all queries by committee officials and/or auditors;
- Handling performance pressure and deadlines;
- Experience in Information systems security;
- Familiar with MS packages;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- Experience with strategic, business and planning and reporting framework and requirements helpful; and
- Supervising and mentoring staff and supporting professional and leadership.

Primary Function: Develop and coordinate departmental IDP, Mayoral Priorities, strategies, business plans and related departmental performance indicators and areas as per approved CoJ processes. Manage, report and deliver on ADBS, scorecard of the Group Head, organize reporting timeframes within the department to meet set deadlines, as well as coordinating departmental performance outcomes per set timeframes. Develop, write and produce departmental quarterly performance reports and submit same to approved Divisions in the City of Johannesburg in appropriate liaison with departmental senior managers internally and externally. Ensure and committal that each and every employee in the department has a signed individual performance scorecard, individual learning plan and training is met according to set processes. Manage the Group Governance's Performance Management System. Design, develop, implement, monitor and measure performance within the Group Governance department. Advise Unit Heads and the Group Head on the CoJ policies and procedures necessary to advance individual performance in alignment with business objectives of the Group Governance department.

Key Performance Areas: Manage all departmental performance issues. Fully devise and implement internal processes for the development of departmental performance issues. Manage, influence and motivate staff members to sign scorecards as associated with performance requirements. Devise and implement processes and strategies for the departmental service deliverables as well as related implementations and monitoring of the outcomes. Manage the implementation of monitoring systems for departmental performance indicators, including the ensuring of data quality and compliance with internal and external audit and performance requirements. Obtain relevant performance management for the Service Delivery Business Implementation.

Leading Competencies: Strategic Management, People Management, Stakeholder Management and Decision Making and Project Management.

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Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organising and time management skills. Good problem-solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to work independently with minimal supervision.

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

Contact Person : Nthabiseng Makhele

Tel No: (011) 407 6550

Workplace : Braampark, 33 Hoofd Street, Braamfontein

All applications will be through the website using this link:

Group Governance **Assistant Director: Business Planning & Performance Management**

https://share.hsforms.com/1rImemXVzRvmXifKii_YpPg469tl

Or visit www.joburg.org.za and click on Vacancies.

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