



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: 052/2021

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: MONDAY, 2 JULY 2021

CLOSING DATE: FRIDAY, 06 AUGUST 2021

PUBLICATION DATE: 26 JULY 2021

CLOSING DATE: 06 AUGUST 2021

VACANCY CIRCULAR: 052/2021

PERMANENT POSITIONS

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

1. **Department:** Group Governance
Branch: Management Support Service
Designation: Manager: Business Planning and Performance Management
Salary Range: R39 055.92 (basic salary excluding benefits)

Appointment Requirements:

- Degree in Business Management, Business Administration or Public Administration at (NQF Level 7) qualification.
- 5 – 7 years' experience in performance management.
- Must have a valid driver's license.

Primary Function: To have in-depth knowledge and 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 (including the ADBS) and presentation to senior management in the department relating to performance management. Manage and implement a comprehensive performance management system that will assist Group Governance realise its strategic objectives. Actively participate in CoJ forums and decision-making bodies relating to integrated planning and performance management. Manage all Departmental scorecards and furnished to the AD for quality assurance. Advise the Assistant Director and Unit Head on CoJ policies and procedures necessary to advance individual performance in alignment with the business objectives of the Group.

Key Performance Areas: To provide effective direction and support of the unit in terms of Management Support Services issues and requirements. Manage the alignment of the individual performance objectives to integrated Development Plan (IDP) and Service Delivery Implementation plan (SDBIP). Identify and mitigate risk factors and management compliances within the unit. Ensure functional and secure record, document and information management in the unit.

Leading Competencies: Knowledge of performance management and financial reporting

Core Competencies: Computer Literacy on PMS Systems; Computer Literacy – Microsoft Office Applications – Word – Excel and PowerPoint

This is an employment equity targeted position and preference will be given to African Males, 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:

<https://share.hsforms.com/1VGd4ivdmTEqBUhPZelrBMA469tl>

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

PUBLICATION DATE: 26 JULY 2021

CLOSING DATE: 06 AUGUST 2021

VACANCY CIRCULAR: 052/2021

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

2. **Department:** Group Corporate and Shared Service
Branch: Group SHELA and FCM
Designation: Head: Management Support Service
Salary Range: R62 284.19 pm (basic salary excluding benefits)

Appointment Requirements

- Degree in Business Administration / Public Administration / Management at NQF Level 7;
- 10 years' experience in a senior position in large organization, Municipality, SOE where important functions are clustered together.

Primary Function: Provide the office of the GH: SHELA & FCM with a strategic support service on terms of Department, SHELA & FCM (Logistics Administration, Safety, Health Environment & Fleet), Business Planning by interfacing and consolidating required information from Group / COJ / MEs wide sources to permit a balanced decision-making portfolio of information through consultation with High Level role players. And to ensure that the Group SHELA & FCM meets its objectives and service standards by effectiveness and efficient management of the relevant functions of the department.

Key Performance Areas: The Unit Head is required to direct, lead, organize and control the functions as outlined above. Undertake long term strategic and tactical planning for Group SHELA & FCM. Establish and implement a comprehensive strategy service within Group SHELA & FCM. Manage all aspects of people management within the unit. Manage all effectiveness indicators and develop and align new methodologies as and when required. Analyses develop and implement systems that will enhance administrative effectiveness through use of high technology applications. To ensure that all business planning processes are aligned to Group / COJ / MEs policy and agenda on a long-term time horizon. To exercise oversight on departmental matter and focus on unit compliance and provide specialist advice to the Group. Provide a project and programmes management function to the entire Department. Consolidate progress and feedback for the direct reports to the Group Head and the Group Executive Director: Group Corporate and Shared Services. Monitor service quality and ensure continuous improvement of service quality for Group SHELA & FCM. Engage with high level stakeholders, internal and external on unit related activities.

Leading Competencies: Strategic Direction and Leadership; People Management; Financial Management; Stakeholder Management; Conflict Management; Programmes and Projects Management; Business acumen; Work independently.

Core Competencies: People Management. Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills. Good negotiation and conflict management skills. Good problem-solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision.

This is an employment equity targeted position and preference will be given to African Males, White Males, African Females and White Females, including People with Disabilities.

Contact Person: Samuel Masonono

PUBLICATION DATE: 26 JULY 2021

CLOSING DATE: 06 AUGUST 2021

VACANCY CIRCULAR: 052/2021

Tel No: (011) 407 6939
Workplace: Metro Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/17fK--IBBSRSvITTJpDHkkw469t>

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

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