



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

PERMANENT POSITIONS

CITY OF JOHANNESBURG

VACANCY CIRCULAR: 011/2022

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attach all relevant documents.
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: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

PERMANENT POSITIONS

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

1. **Department:** Development Planning
Branch: Land Use Management
Designation: Officer: Registration & Counters
Salary Range: R22 993.05 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 at NQF level 4 with a Diploma in Business Management, Business Administration, Public Administration or related qualification at NQF level 6;
- 1 - 3 year's relevant experience in the planning and document management environment;
- Code 8 drivers license.

Primary Function: Provide a comprehensive administrative support service in the Registration Section of Land Use Management by assisting the public in submission of Development applications, the processing, circulation, transmitting and finalizing thereof in order to comply with Town Planning Legislation and in particular the COJ Municipal Planning By-Laws 2016.

Key Performance Areas: Provide effective direction and support in terms of support services issues and requirements. Administrative functions. Accept and process submitted town planning development applications and correspondence at the counter. Identify and mitigate risk factors and management compliance within the unit. Ensure functional and secure record, document and information management in the unit. Perform circulation of town planning applications to relevant departments.

Leading Competencies: Administrative management; Financial reporting; Attention to detail; Teamwork & Accountability.

Core Competencies: Report writing; Computer literacy on SAP, MS Office Applications; Attention to detail; knowledge of Local government policies, protocol and procedures; Batho Pele Principles.

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

Contact Person: Nthabiseng Majara
Tel No: (011) 407 6534
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

011/2022_Development Planning_Officer: Registration & Counters
<https://share.hsforms.com/10HNJx1V3TfSnLhRD3ge0YA469tI>

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

2. **Department:** Development Planning
Branch: Land Use Development Management
Designation: Senior Law Enforcement Officer
Salary Range: R22 993.05 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus National Diploma in Public Administration, Policing, Social Science, Law or Closely related field NQF level 6;
- Completion of Peace Officer Training at NQF level 6;
- 1 - 3 years' experience in Law Enforcement function relating to one of the following disciplines; Land Use Enforcement, Outdoor Advertising Enforcement and National Building Regulations Enforcement;
- May be required to visit informal settlements and potentially unsafe buildings; and
- Valid driver's license.

Primary Function: Perform operational duties to enforce the provisions of the relevant Town Planning Legislation, National Building Regulations and Council's advertising signs and by laws to ensure legal compliance and to provide a public advisory service with regards to built environment contraventions.

Key Performance Areas: Provide effective direction and support of the unit in terms of Support Services issues and requirements. Investigate queries or complaints from Councilors, Management, other internal Departments, Regions and members of the Public and carry out inspections/surveys in response to requests. Identify and mitigate risk factors and management compliance within the unit. Ensure functional and secure record, document and information management in the unit. Interact with relevant stakeholders regarding contraventions.

Leading Competencies: In-depth and working knowledge of areas of responsibility in Town Planning, Outdoor Advertising and Building Control; Knowledge or exposure to local government sector, as well as knowledge or exposure to protocol processes at local government; Knowledge and understanding of applicable legislation, regulations and policies; Knowledge of safety procedures; Knowledge of Court Room decorum and procedures.

Core Competencies: Computer literacy in MS Office packages, Word, MS Excel, MS PowerPoint. Research and Information Gathering. Excellent communication (verbal and written); interpersonal (diplomacy, problem solving, negotiating and conflict management skills).

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

Contact Person: Palesa Gamede
Tel No: (011) 407 6514
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

All applications will be through the website using this link:

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

011/2022_Development Planning_Senior Law Enforcement Officer
<https://share.hsforms.com/1bcnKH3muQyySuATc2RDmaw469tl>

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

3. **Department:** Development Planning
Branch: Building Development Management
Designation: Building Inspector
Salary Range: R22 993.05 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 with a National Diploma (NQF level 6) in building discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building surveying and Quantity Surveying;
- 1 - 3 years' relevant work experience;
- Knowledge and understanding of the National Building Regulations and Building Standards Act, No 1977, other applicable legislation and Council By-Laws;
- Computer literacy (functional knowledge of MS Office packages and operating systems); and
- Must have a valid driver's licence.

Job Description: Inspect building operations in developed and undeveloped areas in order to control the quality and safety of structures and ensures compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant regulations and By-Laws. Enforcement of contraventions of the NBR and illegal building activities.

Key Performance Areas: Make and forward inputs on work improvements to the Chief Building Inspector. Carry out mandatory inspections, i.e. foundation, drainage, roof, interim and final inspection required in terms of the National Building Regulations. Carry out various inspections and spot checks in response to requests, queries and complaints from councilor, management, other departments and members of the public. Facilitate the enforcement of contraventions of the National Building Regulations and illegal building activities. Maintain records of building inspection activities in the allocated region. Refer complicated and difficult queries and plan inspections to the Chief Building Inspector. Liaise with internal and external stakeholders including the General Public, Professionals (e.g. Engineers, Architects and Developers), Council Department, Regional Offices, Municipal Owned Entities and Agencies and Provincial and Local Government. Perform various ad-hoc duties delegated by the Chief Building Inspector from time to time. Compile and submit building statistics as and when required.

Leading Competencies: Good negotiation and conflict management skills; Good problem-solving skills and information gathering skills; Excellent verbal, written and communication skills.

Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organising and time management 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 Indian/White Males and Indian/White Females, including people with disabilities.

Contact Person: Palesa Gamede
Tel No: (011) 407 6514
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

All applications will be through the website using this link:

011/2022_Development Planning_Building Inspector
<https://share.hsforms.com/1YhcVc9laRWeD83ktoRTFKQ469t>

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

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VACANCY CIRCULAR: 011/2022

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

4. **Department:** Development Planning
Branch: City Transformation and Spatial Planning
Designation: Officer: Strategic Urban Planner
Salary Range: R22 993.05 pm (basic salary excluding benefits)

Appointment requirements:

- Grade 12 plus National Diploma in Town Planning, Regional Planning or related field is required at NQF Level 6;
- 1 - 3 years' experience in the field of town and regional planning;
- Spatial planning experience would be an added advantage;
- Knowledge and understanding of applicable legislation regulation and policies;
- Must have a valid driver's license (Code 8).

Primary function: To coordinate the planning, development and management infrastructure within the City of Joburg and to ensure alignment with IDP and associated strategies by formulating and implementing framework, policies, precinct plans and development strategies if high complexity and the initiation of development projects and programmes.

Key Performance Areas: Provide strategic direction/guidance for spatial planning and City development. Oversee the formulation of spatial plans, frameworks and development strategies. Develop tighter uniformity and synergy between the formulation of spatial plans, frameworks and development strategies. Formulate precinct plans and Business Plans incorporation into budget processes. Assessment of precinct plans and frameworks undertaken by other departments or external parties (Private developers, communities and Provincial Government). Coordination of development and implementation efforts with internal and external development agencies and stakeholders.

Leading Competencies: Time Management and People Management.

Core Competencies: Computer literacy in MS Office packages, Word, MS Excel, MS PowerPoint. Research and Information Gathering. Excellent communication (verbal and written); interpersonal (diplomacy, problem solving, negotiating and conflict management skills).

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

Contact Person: Hilda Cooper
Tel No: 011 407 7085
Workplace: 158 Civic Boulevard, Metro Center, Braamfontein

All applications will be through the website using this link:

011/2022_Development Planning_Officer: Strategic Urban Planner
<https://share.hsforms.com/1RMa2nDYKSlifqouQEo02JA469tl>

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

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CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

5. **Department:** Development Planning
Branch: Building Development Management
Designation: Chief Building Inspector
Salary Range R28 456.44 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 with a National Diploma (NQF level 6) in a Building Discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying;
- 3 – 4 years' relevant work experience, with at least 1 years' supervisory experience;
- Ability to work outside normal working hours and planned overtime;
- Good computer literacy (MS Office); and
- Must have a valid driver's license.

Primary Function: Supervise and lead a building inspectorate team, control and inspect building operations in developed and undeveloped areas in order to ensure compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant Regulations and By-Laws.

Key Performance Areas: Participate in the various structures on the development of and the approved business plan, strategies, policies, procedures, work processes and systems of the Building Control Sub-Directorate. Supervise and empower staff in the Building Inspection Section. Recommend to the Assistant Director: National Building Regulations (Region) the engineering and improvement of work processes or organizational redesign processes. Supervise the building inspections within the Region. Enforce the National Building Regulations and Building Standards Act, No. 103 of 1977 and other applicable legislation and Council By-Laws. Enforce the National Building Regulations and Building Standards Act, No. 103 of 1977 and other applicable legislation and Council By-Laws. Supervise the maintenance and updating of records of building inspection activities in the allocated region. Handle the enquiries, queries and correspondence escalated by the Building Inspectors. Liaise with internal and external stakeholders including the General Public, Professionals (such as Engineers, Architects, Developers, etc.), Council Departments, Municipal Entities and Agencies, Provincial and National Government. Compile and consolidate the statistics on the activities of the building inspections. Provide on the job training to sub-ordinates to ensure that staff are effectively trained on all relevant processes and systems and have a clear understanding of what is required and expected for efficient functioning of the unit. May be required to perform various ad-hoc duties delegated by the Assistant Director from time to time.

Leading Competencies: Good negotiation and conflict management skills. Good problem-solving skills and information gathering skills. Excellent verbal, written and communication skills.

Core Competencies: Management of building inspectorate functions with regional offices. Attention to detail and high levels of accuracy and excellent planning, organising and time management 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 Indian/White Males, Indian/White Females, including people with disabilities.

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VACANCY CIRCULAR: 011/2022

Contact Person: Nthabiseng Majara
Tel No: (011) 407 6584
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

All applications will be through the website using this link:

011/2022_Development Planning_Chief Building Inspector
https://share.hsforms.com/1ZAuZA1CNT8G1HG_b-e0myg469t

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

PUBLICATION DATE: 16 FEBRUARY 2022

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VACANCY CIRCULAR: 011/2022

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

6. **Department:** Development Planning
Branch: Land Use Development Management
Designation: Manager: Registration
Salary Range: R40 422.86 pm (basic salary excluding benefits)

Appointment Requirements

- Grade 12 plus Degree or equivalent qualification in Administration/Local Government/Town Planning and Regional Planning at NQF Level 7;
- 5 - 7 years' experience in town planning and/or regional planning of which 2 years should be management level;
- Knowledge of the local, provincial and national political and legislative framework and dynamics;
- Knowledge of related policies and legislation governing the built environment management functions.

Primary Function: To manage and direct the registration, circulation, transmission and finalization processes of development applications in the pre-decision phase, to ensure that the applications are effectively processed in accordance with relevant Town Planning legislation and approved Council policies and guidelines.

Key Performance Areas: Manage the Public Counter, Registration, Circulation, Transmission, Appeals, Finalisation and Quality Control Sections by ensuring that all land development applications submitted are scrutinized, registered, circulated and finalized in terms of Town Planning Legislation. This includes the applications transmitted to the Municipal Planning Tribunal, notification to all internal and external Departments of decisions taken under Delegated Authority and Planning Committee. Provide factual operational quality reports on the function and performance within the area of responsibility which are accurate and complete; timely; and contributes to and support the overall reporting requirements of the department. Management of policies and procedures. Manage and oversee the accurate capturing of information on the electronic system and the security of all files/information by quality assuring information on the electronic system, ensuring back-ups occur and managing a secure manual storage. This includes that records are backed up electronically and stored securely and ensuring physical records are maintained within a safe environment in accordance with relevant legislation. Provide a professional advisory and facilitate service to stakeholders. Manage and coach staff in the Technical Coordination Sub-Unit to ensure that all staff meet the departments objectives in the line with broader organizational objectives and requirements. 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: Town Planning Application; Reporting; Policy and Procedures Management; Performance Management; Public Negotiation, Consultation and interaction; People management and supervision; Asset and Resource Management; Monitoring and Reporting; Governance and Risk.

Core Competencies: Report writing; Computer Literacy on SAP; Computer Literacy – Microsoft Office Application – Word, Excel, PowerPoint

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

Contact Person: Siphiwe Khumalo
Tel No: 011 407 7085
Workplace: 158 Civic Boulevard, Metro Center

All applications will be through the website using this link:

011/2022_Development Planning_Manager: Registration
<https://share.hsforms.com/1Lq-rLwEpSuC9HCSjPXiHCA469tl>

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

7. **Department:** Legislature
Branch: Office of the Chair of Chairs
Designation: Operational Manager: Communications
Salary Range: R28 456.44 pm (basic salary excluding benefits)

Appointment Requirements

- Matric Certificate (NQF Level 4) plus National Diploma in Communication/Media Studies/Public Relation or any other function related degree at NQF Level 6;
- 3 - 4 years relevant experience, of which 2 years is in a professional capacity;
- Must have a valid driver license.

Primary Function: Provide strategic media support to the Office of the Chair of Chairs and the Section 79 Committee.

Key Performance Areas: Execute project planning process to inform the business planning process. Execute process optimization and efficiency. Enhance media stakeholder relation and Management of Social Media Platforms. Profile of the Chair of Chairs and the Chairpersons. Execute activities associated with management and control of the assets and resources. Execute specific activities to ensure effective governance and risk management. Execute specific activities to ensure effective Stakeholder Relations and Communication.

Leading Competencies: Knowledge of corporate communication and marketing. Knowledge and understanding of principles of media and journalism. Knowledge on the local government environment. Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks. Must be able to write for media. Must have worked as a journalist or in a Public Relations environment.

Core Competencies: Networking, speech writing and good communication skills. Ability to work under pressure. Presentation skills.

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: 011 407 6294/6814
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

011/2022_Legislature_Operational Manager: Communications
<https://share.hsforms.com/1LrFOZeJ9Syan7e7IfvQAsQ469tI>

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

FIXED-TERM CONTRACT POSITIONS (Linked to Term of Political Principal)

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

8. **Department:** Legislature
Branch: Private Office of the Speaker
Designation: Executive Assistant to the Speaker of Council
Annual Total Rem Package: R754 282.74 (all-inclusive cost to company)

Appointment Requirements

- Matric/Grade 12 (NQF level 4);
- Degree in Public Administration and in Office Management/Business Management at NQF Level 7;
- 6 - 8 years' relevant secretarial/administrative/management experience in a similar environment;
- Knowledgeable in Public Administration.

Primary Function: Executive office support functions scheduling and planning Speaker of Councillor's diary and events. Executive administrative functions. Administrative/secretarial support. Information record keeping and document management. Providing strategic support to the Speaker of Council. General/coordinating/operational functions.

Key Performance Areas: Executive office support functions scheduling and planning Speaker of Councillor's diary and events. Performs specific tasks/activities associated with the provision of administration and coordinated secretarial support. Maintain the Speaker's correspondence/information and record keeping system and access records of discussion, instructions and correspondence. Managing and coordination all strategic, operational and project plans. Perform tasks associated with coordinating the provision of a reception/telephones/communication services. Departmental human resources/administration and performance management. Manage the implementation of financial/controls/procedures and provide information to support financial planning sequence.

Leading Competencies: Good knowledge of Local Government environment and program and projects; Knowledge of local government and all the functions; Change Management; Customer Service; General Administration.

Core Competencies: Time Management; Good Communication and Writing skills; Computer Literacy, SAP, and IT applications; Good Interpersonal skills.

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: 011 407 6294/6814
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

011/2022_FTC_Legislature_Executive Assistant to the Speaker of Council
https://share.hsforms.com/1jG0WCTHXRxyvAp4XV_W5_w469tl

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

9. **Department:** Legislature
Branch: Private Office of the Speaker
Designation: Personal Assistant
Annual Total Rem Package: R500 251.26 (all-inclusive cost to company)

Appointment Requirements:

- Grade 12/NQF level 4 plus a National Certificate in Public Administration, Political Science, Business Administration, Social Sciences, Governance or Management Sciences (NQF level 6);
- 2 - 3 years' of Executive support/committee meeting administration and coordination in local government;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet; and
- High degree of interpersonal skills to interact with all levels of staff, the public and Councillors.

Primary Function: Provide effective and efficient political, administrative and logistical support to the Chief of Staff in respect of diary management, planning, monitoring, reporting, research and coordination to meet specific objectives through the application of administrative, secretarial procedures and the execution of sequence associated with communication, planning, prioritizing and implementing.

Key Performance Areas: Preparation and management of all logistical and secretarial requirements for the Chief of Staff meetings, Political meetings, oversight visits, workshops, strategic planning sessions, public meetings, conferences and the procedural briefing of the Chief of Staff. Perform administrative activities associated with coordinating of political conferences and seminars by the Caucus. Coordinate interaction between all relevant stakeholders and the Speaker. Coordinate and facilitate reports.

Leading Competencies: Knowledge on the local government environment; Understanding of MFMA, PAIA, etc.; Teamwork and Accountability; Ability to work under pressure.

Core Competencies: Presentation skills; Time management; organizational planning; Communication and writing skills; Project management; High level of confidentiality; Attention to detail; Initiative; Professionalism; Sound judgement; Work independently and under pressure; Multi-skilled on a range of roles applicable to the position.

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: 011 407 6294/6814
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

011/2022_FTC_Legislature_Personal Assistant
https://share.hsforms.com/1rj_oGSfISRCC2cM1JHB-UA469tl

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CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

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

10. **Department:** Legislature
Branch: Office of the Chair of Chairs
Designation: Specialist: Monitoring & Evaluation
Salary Range: R681 662.09 pa (all-inclusive cost to company)

Appointment Requirements:

- Matric plus a Degree in Public Policy, Public Administration, Monitoring and Evaluation or any other function related degree at NQF level 7;
- 5 – 7 years' relevant experience, of which 2 years in a professional capacity within the Local Government and Political Office;
- Must have a valid driver's license.

Primary Function: Monitor, evaluate and report on the implementation of the Office of the Chair of Chairs and the Section 79 Chairperson's strategic plans including SDBIP programmes to ensure the achievement of the Legislature Agenda as well as the priority programmes of the Chairperson of Chairperson's.

Key Performance Areas: Execute project planning process to inform the business unit business planning process. Execute process optimization and efficiency. Implement monitoring and evaluation of Section 79 Chairpersons processes and procedures. Implement reporting process and procedures in line with applicable standard operating procedures. Execute activities associated with management and control of the Assets and resources. Execute specific activities to ensure effective governance and risk management. Execute specific activities to ensure effective Stakeholder Relations and Communication. Record and verify the implementation of Council Resolutions emanating from Committee recommendations.

Leading Competencies: Knowledge of the policy framework of government and the regulation and legislation that drive it. Sound knowledge of monitoring and evaluation principles and practices. Knowledge on the local government environment. Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks. Must be able to write for media. Must have worked as a journalist or in a Public Relations environment.

Core Competencies: Good management and leadership skills; Strategic and operational planning skills; Policy Development skills; Advanced mentoring and coaching skills; Advanced facilitation and influencing skills; Excellent interpersonal skills; Problem solving, organizing and project management skills; Excellent networking, conflict resolution and negotiation skills; Good verbal communication, strong stakeholder management and written communication skills; Time management skills and Computer literacy (All MS Programs)

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

Contact Person: Sharon Gardner/Violet Sidaki
Tel No: 011 407 6294/6814
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022

011/2022_FTC_Legislature_Specialist: Monitoring & Evaluation
https://share.hsforms.com/1n1pekf_CTjSkZEq1KX77Mg469tl

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

PUBLICATION DATE: 16 FEBRUARY 2022

CLOSING DATE: 01 MARCH 2022

VACANCY CIRCULAR: 011/2022
