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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
**Manager: Business Planning and
Performance Management**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.


DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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MANAGER: BUSINESS PLANNING AND PERFORMANCE MANAGEMENT

Department: Group Governance
Branch: Management Support
Designation: Manager: Business Planning and Performance Management
Salary Range: R42 403.58 pm (basic salary excluding benefits)
Location: 33 Hoofd Street, Braampark Forum 1, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus Degree in Business Management/Business Administration or Public Administration at NQF 7 qualification.
- 5 - 7 years' experience in the performance management and Business Planning.
- Knowledge of performance management, financial planning and risk planning;
- Report writing skills, Computer Literacy on PMS Systems and Computer Literacy – Microsoft Office Applications – Word, Excel, PowerPoint; and
- At least Code 8 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 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 furnish to the Assistant Director 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 Group Governance. Ensure the development, implementation and review of the department strategic plan, business plan and departmental scorecard. Develop, write, and produce high quality report associated to performance management.

Key Performance Areas:

- 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) and Budget.
- Ensure functional and secure records, document, and information management in the unit.
- To develop and coordinates departmental IDP, Mayoral priorities, strategic interventions, business plans and related departmental performance and reporting.



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Leading Competencies:

- Ability to relate and work well with people,
- Ability to make decisions in line with the requirements of the job,
- An understanding of various approaches and techniques associated with participatory and collaborative forms of planning.

Core Competencies:

- People Management.
- Attention to detail and high levels of accuracy;
- 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.
- Confidentiality, professionalism, political non-partisan;
- Understanding Batho Pele principles. Flexibility to work overtime/extended hours.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”



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Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1BkGlgE3fRQKXKztUOHmRNAew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Nthabiseng Makhele

Tel No: 011 021 6345

CLOSING DATE: TUESDAY, 13 DECEMBER 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.