

PERMANENT POSITION

Department: Office of the City Manager
Branch: Chief Operations Officer

Director: Coordinator Operations

Salary Range: R55 042.66 (basic salary excluding benefits)

Educational Requirements and Experience: Graduate degree or diploma / NQF level 7 in public management, public policy or corporate strategic planning. Three (3) years professional experience in public policy or corporate strategic planning, including at least five (5) years management experience within a government or private sector environment. Extensive knowledge of departmental core business. Ability to package core business into strategic planning and monitoring framework. Understanding of the entire planning value chain within the local government and inter-governmental contexts.

Job Description: To provide overall strategic management support to the Chief Operations Officer; to represent the Chief Operations Officer in various internal and external meetings and events; to coordinate the activities of the MPAC as well as all oversight committees as they relate to the office of the COO; to actively contribute to the cluster system from a coordination perspective and monitor, evaluate and report on progress on inputs; to promote inter-cluster and intra-cluster integration, coordination and monitoring per the various Cluster Plans and identified Cluster priorities to enrich the execution of the CoJ core mandate at an institutional level; to coordinate the activities of the Service Delivery JOC; to oversee the execution of strategic projects undertaken by the COO.

Contact Person: Lauren Jonas **E-Mail:** LaurenJ@joburg.org.za, **Tel No:** (011) 407 6003

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

FOUR (4) YEARS FIXED-TERM PERFORMANCE-BASED CONTRACT POSITIONS

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

These responsibilities are not exhaustive. An application form together with a comprehensive CV must be forwarded to the contact details below.

Department: Office of the City Manager

Branch: Engineering Centre of Excellence

Unit Head: Engineering Centre of Excellence

Salary Range: R1 272 328.00 – R 1 552 624.49 per annum

Educational Requirements and Experience: B Degree in Civil Engineering plus post-graduate studies (at least NQF level 8) in a relevant civil engineering discipline as per the MFMA. Registered as a Professional Engineer (Pr Eng) with the Engineering Council of South Africa (ECSA). A minimum of eight (8) years' of increasingly responsible experience in civil engineering. At least seven (7) years in middle/senior municipal management and at least two (2) years' at senior management as per MFMA Regulations. Ideally, a combination of experience in the private sector and the public sector. Experience in the private sector is critical for this post, preferably with exposure to public sector service delivery projects. Ability to work with political representatives, boards and senior management of the City and Municipal Entities and work under high level of stressful conditions. High decision making ability. Ability to manage strategic behaviors including but not limited to managing change, people, resources, interfaces, achieving results, managing relationships and managing the self as a leader. Proven experience and ability to interpret and understand complex service delivery issues and the compilation of effective engineering strategies and/or plans. People management experience and skills. Must be able to work extended hours and be on standby.

Job Description: Strategically lead, direct and control the establishment of an Engineering Centre of Excellence and Programme Management Office to technically enable the City by developing and implementing frameworks, strategies, systems, processes and procedures to: Establish and manage engineering and project management knowledge for the City and its Municipal Entities (ME's); Be the custodian of the professional development and oversight of engineers and project managers and the utilization of skills in the City and ME's; Establish and manage an integrated project and contract monitoring and reporting function for the Group; Ensure optimized return on capital investment; Technically enable the integration of infrastructure development and maintenance planning and to support and oversee the implementation of plans; Provide advisory and expert engineering and project management services to municipal departments and ME's; Quality assurance of engineering excellence and project management. In order to support the transformation of Johannesburg to a world class African city that is sustainable for the future generations.

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Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Department: Office of the City Manager

Branch: Office of the Chief Operations Officer

Special Advisor: Financial Process Management

Salary Range: R1 272 328.00 – R 1 552 624.49 per annum

Educational Requirements and Experience: A relevant B Degree in Financial Management / NQF level 7. Minimum of eight (8) years' experience in a financial management positions in a large enterprise. Knowledge of Local Government legislature. Knowledge and project and programme principle.

Job Description: The incumbent will be responsible to direct, maintain and advise on the execution of the City financial strategy in an efficient and effective manner through analysis of the relevant financial legislature and policies. Oversee and ensure compliance to all applicable financial legislation whilst ascertaining and circumventing potential risk. Provide support to the Office of the City Manager.

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THREE (3) YEARS FIXED-TERM PERFORMANCE-BASED CONTRACT POSITION

Note the following in terms of the below mentioned position:

These responsibilities are not exhaustive. Appointment in this position 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.

Department: Office of the City Manager

Branch: Group Governance

Head: Group Governance

Salary Range: R 1 949 720 – R 2 468 000 – R 2 986 279 per annum

Educational Requirements and Experience: Post graduate Degree or equivalent qualification in Legal, Financial and/or Business fields / NQF level 8. A minimum of ten (10) years' business experience, of which at least five (5) years should have been in a senior leadership role, and/or including three (3) years as Head of Corporate Secretariat/Group Legal/Strategy and Policy Formulation Function, in a large organisation/group company. An in-depth understanding of the Public Sector and Governance related legislation, regulation and guidelines are required. Previous experience at local government level is essential.

Job Description: Provide strategic leadership of an integrated Group Governance Function by conceptualising, developing and implementing the policies, frameworks, models, standards and interfaces to ensure that he/she is able to plan, decide and ensure the implementation of the agenda of the City of Johannesburg. The Group Governance function is accountable to ensure the timely submission of integrated, standardized and consolidated Governance reports. The Head: Group Governance is accountable for the promotion and implementation of integrated governance and reporting model in the City of Johannesburg. As part of the Executive Management Team of the city, the incumbent is required to work with various political and executive structures and stakeholder, including National and Provincial departments, the Mayoral committee, the City Manager, the Executive Management Team and other governance counterparts.

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These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Appointment will be made in accordance with the CoJ's EE Policy. Application form, together with a comprehensive CV must be forwarded to the contacts details mentioned above. An application form for all positions can be obtained from the CoJ website, at www.joburg.org.za

Closing date: 03 October 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

