

## 4 – YEAR FIXED TERM CONTRACT POSITION (LINKED TO TERM OF OFFICE)

**Department/**  
**Directorate/Region:** Office of the Executive Mayor  
**Branch:** Office of the MMC  
**Designation:** Strategic Advisor: Leader of Executive Business

**Annual total remuneration package:** R776 118.98 all-inclusive cost to company

### Educational Requirements and Experience:

- Degree in Political Studies/Economics/Public Government Studies/Business Administration (NQF level 7).
- Relevant five (5) to seven (7) years' work experience, working within a political environment would be preferable, but not limited to.

### Job Description:

Support the Office of the MMC with information and administrative duties in order to provide a better service and advice to their constituencies. Ensure key responsibility areas are identified, objectives aligned and appropriate procedures and policies developed and implemented on approval to guide and direct administrative compliance; the incumbent will identify and define the immediate, short and long term objectives/plans associated with the management and administrative support to the MMC by:

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies and procedures for implementation
- Evaluating and deciding on the applicability of specific key performance indicators and measures against outcomes detailed in the Office of the MMC
- Presenting a conceptual framework of current and future interventions necessary to support core service delivery areas with accurate information.
- Advising the MMC on all matters pertaining to the work.

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| <b>Contact Person:</b> | <b>Lauren Jonas</b>   |
| <b>E-Mail:</b>         | <b>LaurenJ@joburg.org.za</b>                                  |
| <b>Tel No:</b>         | <b>(011) 407 6003</b>   |
| <b>Workplace:</b>      | <b>158 Civic Boulevard, Metropolitan Centre, Braamfontein</b> |

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

**Closing date: 06 MARCH 2018**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the CoJ's EE Policy. Applications must contain at least 3 references. An application form together with a comprehensive CV must be forwarded to the contact details above.

The application form can be obtained from the CoJ website, at [www.joburg.org.za](http://www.joburg.org.za). If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

