

Permanent Position

Department: Social Development

Branch: Management Support Services

Sub-Unit Head: Performance, Monitoring & Reporting (DD level)

Salary: R38 648.66 per month (basic salary excluding benefits)

Educational requirements and experience:

- Grade 12/NQF level 4 plus Public Administration degree/diploma or relevant tertiary qualification (NQF level 7)
- 3-5 years' experience in a Local Government Senior Management position
- Postgraduate qualification will be an added advantage
- Sound knowledge of Municipal Legislature processes
- Report-writing skills
- Ability to work with senior management of the City of Joburg and other stakeholders
- Sound judgement and high decision-making ability
- Ability to work independently
- Ability to manage change, people and resources; manage interfaces and manage relationships and manage self as a leader
- Ability to compile quarterly reports and supervise committee work.

Job description:

The incumbent will lead, direct and control the section of performance management in the monitoring of strategies, policies and procedures and ensure that these policies and procedures are implemented by the respective Units and Sections. He/she will manage activities relating to general administration and records according to the City's policy and guidelines, so that they are done in a cost-effective and efficient manner, manage and oversee the effective implementation of organisational performance management system and framework within Social Development Department as well as lead and direct staff within the Department to achieve their objectives. Further responsibilities include directly managing key performance and result indicators associated with the provision of performance monitoring and reporting in the Social Development through the coordination and implementation of business planning processes, performance management, monitoring and evaluation mechanisms, with regard to all 7 directorates in the Department.

Applications for this position, including a comprehensive CV, should be forwarded to e-mail: socialdevhr@joburg.org.za

Enquiries: Johannes Mofokeng, tel. (011) 407-6736

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

Closing date: 23 May 2017

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.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.



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