

Permanent Positions

Department: Group Communications & Marketing

Branch: Strategic Communications

Deputy Director: Online Communications

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

Educational requirements and experience:

• A Bachelor's degree/NQF level 7 in Communication, English or Journalism or New Social Media • 8 years' experience in digital/online communications, with 4 years' management experience with a focus on response social media, web development and design • Experience in: * Developing and managing communications through intranets and other internal social media and managing online communities * Writing and editing in HTML * Digital communication methods and effectiveness * HTML editing software * Enterprise social network platform, including SharePoint and Yammer * Basic level skill in Microsoft Office for creating documents, entering and formatting text, page layouts, creating tables and adding graphics and PowerPoint.

Job description:

The successful candidate will oversee, maintain and plan all communications around the City of Johannesburg's news on Internet, intranet and internal social media activities. He/she will be involved in day-to-day management and maintenance of line database and intranet social media presence and will write and edit web, blog and micro-blog and content, as well as edit digital images, videos and audio.

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

Enquiries: Sofiah Rahiman, tel. (011) 407-6287

Department: Housing

Branch: Public: Housing Programme Support

Assistant Director:**Project Approval Administration**

Salary: R33 606.24 per month (basic salary excluding benefits)

Educational requirements and experience:

• A National Diploma/Bachelor's degree/NQF level 7 in Housing/Development Planning. A Master's degree would be preferred • 5 years' experience in housing programme management/administration.

Job description:

The successful candidate will be responsible for helping the Department align with the National Housing Code Programme with a project approval process, with clear checks as to feasibility. He/she will assist with test cases, analyses, quality control, data entry, reporting and more.

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

Enquiries: Gordon Baitsile, tel. (011) 018-6751

Assistant Director: Land Use Planning

Salary: R33 606.24 per month (basic salary excluding benefits)

Educational requirements and experience:

• A National Diploma/Bachelor's degree/NQF level 7 in Development Studies/Urban Design/Town Planning/Engineering • 5 years' experience at managerial level.

Job description:

The successful candidate will deliver human settlements in the cores of the City and the Corridors of Freedom. This is a specialist who determines how plots of land/buildings should best be used within a community, with a focus on community creation and revitalisation, as well as the accommodation of population growth.

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

Branch: Various Units

Senior Secretary

Salary: R13 095.07 per month (basic salary excluding benefits)

Educational requirements and experience:

• A Grade 12/NQF level 4 plus Secretarial/Office Administration Diploma • At least 2 years' experience as a Secretary/Administrator • Computer literacy.

Job description:

The successful candidate will coordinate activities and requirements associated with the Deputy Director's office through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritisation and organisation of critical, confidential and important appointments, functions and meeting.

Applications for this position including a comprehensive CV, should be delivered by hand to the HR Offices, 16th Floor, 222 Smit Street, Braamfontein

Enquiries: Regina Hartley, tel. (011) 018-6858

Department: Corporate & Shared Services

Branch: Group Human Capital Management

Director: Organisational Development

Salary: R47 915.18 per month (basic salary excluding benefits)

Educational requirements and experience:

• A Bachelor's degree in Human Resources Management or associated discipline/NQF level 7. A postgraduate diploma in the related field will be preferred • An Organisation and Workstudy Diploma/Certificate and/or clear training as an Organisational Development Practitioner • A postgraduate qualification in Human Resources Management or related field is preferred • At least 5 years' relevant Senior Management experience in organisational development in a large organisation • Demonstrated experience in organisational development and management, project management and policy development.

Job description:

The successful candidate will plan, manage and direct the full suite of Group and City-wide initiatives and functions, including MEs Organisational Development, incorporating organisational effectiveness, human resource planning and change management. Responsibilities will include strategic integration of strategies, policies, standards and practices across the City, institutional, functional and organisational design and development, as well as business process optimisation and productivity improvement programmes and projects. Crosscutting programmes and project management, interventions to bring about increased organisational effectiveness and efficiency, manpower planning, change management functions and financial control and management of the Unit's Capex/Opex budget are further focuses. He/she will interface with a broad range of external stakeholders, including politicians, labour and other senior government departments and officials, and coordinate Human Capital activities with other city departments, municipal entities and outside agencies and service providers.

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

Enquiries: Pateka Shumane, tel. (011) 407-6658

Director: Talent Acquisition, Remuneration & Transformation

Salary: R47 915.18 per month (basic salary excluding benefits)

Educational requirements and experience:

• A Bachelor's degree in Human Resources, Management Associated Field/NQF level 7. A postgraduate diploma in the related field will be preferred • 5+ years in a complex knowledge-driven environment • Demonstrable experience in talent-related business, outlined below, in a large organisation where policy development and complex project management skills are required.

Job description:

The successful candidate will ensure that talent acquisition, remuneration, benefits, performance management, transformation, disability, gender, EE and job evaluation are strategically designed and implemented in line with the new organisational approach, Group and CoJ-wide dependencies by integrating the basket of functions into a cohesive change-ready and dynamic unit that will develop policies, test and implement on a crosscutting inclusive basis for increased organisational effectiveness, operating efficiency and high-quality management of human capital, finance and people-centered approach. He/she will engage with a broad range of external stakeholders, including the political arm, labour, various senior government officials in various departments and to develop and coordinate a well balanced approach considering needs and required outcomes and will include Boards of MEs and numerous service providers operating in this field. International communication and networking will be required to develop a range of best practices suitable for CoJ applications.

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

Enquiries: Patricia Louw, tel. (011) 407-6783

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

Closing date: 20 April 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.

Applications must contain at least 3 referees. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above.

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