

5-Year Fixed-term Performance-Based Contract Positions

Department: Private Office of the Executive Mayor

Branch: Private Office of the Executive Mayor

Specialist: Legal Services

Annual total remuneration package: R1 016 915.97 (all-inclusive cost to company)

Educational requirements and experience:

- Bachelor's degree in Law, eg B Juris, BProc, LLB, and admission as an Attorney or Advocate to the bar (NQF level 7)
- At least 5-10 years' experience in a senior/executive management position leading a Legal Service function within a public sector organisation or in Local Government
- Knowledge of law
- Knowledge of general management principles and the ability to improve communication.

Job description:

The successful candidate will strategically plan, direct, organise, coordinate and evaluate the overall Legal Services for the Office of the Executive Mayor and ensure that effective legal advice, support and representation is provided on a corporate basis.

Advisor: Inner City

Annual total remuneration package: R1 016 915.97 (all-inclusive cost to company)

Educational requirements and experience:

- Bachelor's degree in Political Science or equivalent (NQF level 7)
- Minimum of 5 years' experience in a Legislature, Parliamentary, Legal, Media or related environment
- Discretion when dealing with confidential information
- Good judgement and assertiveness
- Persistence and persuasive skills
- Integrity and tenacity
- Political, Community and Parliamentary Protocol (including knowledge of the different political agendas and community needs and requirements)
- Knowledge of Local Government and other spheres of government (including IDP and GDS) and all relevant legislation, ordinances, by-laws, regulations and orders
- Knowledge of Council strategies, plans, policies and procedures and of Batho Pele philosophy, principles and intent (Culture of Citizenship)
- Knowledge of performance and risk management principles, financial management, project management principles, change management and transformation
- Ability to analyse and solve complex problems
- Good negotiation skills
- Good interpersonal skills dealing at all levels
- Good organisational skills with attention to detail
- Computer software skills.

Job description:

The incumbent will provide strategic advice to the Executive Mayor on matters pertaining to the Inner City and Project Management services in the Mayor's Office, by ensuring that an acceptable level of area-based management services are rendered and direct, manage and coordinate all administrative and operational activities thus ensuring that the City meets the goals and objectives set by the Executive Mayor in respect to the vision for the Inner City. He/she will also provide the overall management of the city improvement districts, Nthiriso (Premier's War Room) implementation, area-based special projects, implementation of the Inner City Transformation Roadmap, investment and economic regeneration and development in the City in the most effective and efficient manner.

Applications for the above two positions, including a comprehensive CV, should be forwarded to e-mail: LaurenJ@joburg.org.za

Enquiries: Lauren Jonas, tel. (011) 407-6003

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

Closing date: 4 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.



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