

CITY OF JOHANNESBURG VACANCY CIRCULAR: 019/2020

1. Interested applicants are invited to apply for the positions listed in the circular.
2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).
3. Only applications from employees of the City of Johannesburg will be considered.
4. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
5. The City of Johannesburg reserves the right not to make an appointment.
6. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
7. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
8. The City of Johannesburg is an equal opportunity employer.
9. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: FRIDAY, 22 MAY 2020

CLOSING DATE: THURSDAY, 04 JUNE 2020



ENOCH MAFUYEKA

**DIRECTOR: TALENT ACQUISITION REMUNERATION
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PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Group Governance
Branch: Group Governance and Reporting
Designation: Specialist: Sustainable Services Cluster
Salary: R41 114.59 pm (basic salary excluding benefits)

Appointment Requirements:

- A bachelor's degree in Accounting/Public Administration/Science/Finance/Corporate Governance/Economics or LLB/NQF level 7;
- Minimum of 6 - 8 years' working experience in Financial Management or Accounting;
- Experience in Financial Reporting/Report analysis and interpretation financial statements and performance reports;
- Computer literacy with intermediates to advance excel skills preferable;
- Good communication;
- Resources management;
- Financial Management;
- Business acumen; and
- Ability to work independently without supervision.

Primary Function: The specialist is required to work independently with respect for their allocated cluster committees, whilst being required to operate as part of a team and share knowledge and expertise with other specialists in the unit and the broader Group Governance departments. A very close working relationship is necessary with peers, the Deputy Director: Economic Growth Cluster, Director: Governance and Reporting and with members of the department. On a day to day basis, there is interaction with senior management and staff at all levels in the Group as well as the cluster, to ensure administrative arrangements and effective support in relation to governance and reporting, and other meetings/events as required. The incumbent is required to monitor, evaluate, analyse and report on the financial result from Municipal Owned Entities so that the Department is informed of the financial status and risks to each entity. Oversight must be provided on key performance indicators of municipal entities in line with sector plans to ensure attainments of service delivery objectives. The incumbent also be responsible to ensure that municipal entities comply with, and report on all applicable legislation viz. MFMA, Companies Act, King IV and any applicable regulations issued by National Treasury. To develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and conducting an assessment of shareholder value derived from the municipal entities. Ultimately determining shareholder value through monitoring of service delivery and municipal legislative compliance. Report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities.

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

Key Performance Areas: Monitor, evaluate and report on the financial performance service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities. Develop key performance indicators in line with sectors plans. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder's value derived from the municipal entities.

Leading Competencies: Business acumen, Work independently.

Core Competencies: People Management.

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

Contact Person: Bongani Myeni

E-Mail: BonganiM@joburg.org.za

Tel No: (011) 407 6808/6083

Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

2. **Department:** Group Governance
Branch: Group Governance and Reporting
Designation: Specialist: Economic Growth Cluster
Salary: R41 114.59 38 605.24 pm (basic salary excluding benefits)

Appointment Requirements:

- A Bachelor degree in Accounting/Public Administration/Science/Finance/Corporate Governance/Economics or LLB/NQF level 7;
- Minimum of 6 - 8 years' working experience in Economics or Financial Management or Accounting;
- Experience in Financial Reporting/Report analysis and interpretation financial statements and performance reports;
- Computer literacy with intermediates to advance Excel skills preferable;
- Good communication;
- Resources management; and
- Financial Management.

Primary Function: The specialist is required to work independently with respect for their allocated cluster committees, whilst being required to operate as part of a team and share knowledge and expertise with other specialists in the unit and the broader Group Governance departments. A very close working relationship is necessary with peers, the Deputy Director: Economic Growth Cluster, Director: Governance and Reporting and with members of the department. On a day to day basis, there is interaction with senior management and staff at all levels in the Group as well as the cluster, to ensure administrative arrangements and effective support in relation to governance and reporting, and other meetings/events as required. The incumbent is required to monitor, evaluate, analyse and report on the financial result from Municipal Owned Entities so that the Department is informed of the financial status and risks to each entity. Oversight must be provided on key performance indicators of municipal entities in line with sector plans to ensure attainments of service delivery objectives. The incumbent also be responsible to ensure that municipal entities comply with, and report on all applicable legislation viz. MFMA, Companies Act, King IV and any applicable regulations issued by National Treasury. Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and conducting an assessment of shareholder value derived from the municipal entities. Ultimately determining shareholder value through monitoring of service delivery and municipal legislative compliance. Report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities.

Key Performance Areas: Monitor, evaluate and report on the financial performance service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities. Develop key performance indicators in line with sectors plans. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder's value derived from the municipal entities.

Leading Competencies: Business acumen, Work independently.

Core Competencies: People Management.

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

Contact Person: Mushoni Munyai **E-Mail:** MushoniM@joburg.org.za
Tel No: (011) 407 7658
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

3. **Department:** Group Governance
Branch: Shareholder Services
Designation: Specialist: MOE Support
Salary: R41 114.59 pm (basic salary excluding benefits)

Appointment Requirements:

- A Bachelor degree/NQF level 7 in relevant field such as Law, Commerce, Financial Management, Governance and Compliance or equivalent;
- Post graduate degree in Commercial Law or CIS Professional Qualification will be an added advantage;
- Minimum of 6 – 8 years' experience in Corporate Governance, Financial Management, and/or Commercial Law environment;
- A CA would be an advantage;
- At least 5 years in company secretarial and legal compliance; and
- Valid driver's licence.

Primary Function: The incumbent must ensure that ME's are compliant with applicable legislations requirement including Municipal Finance Management Act, Municipal Systems, and other related legislations. To provide and develop corrective action plans on non-compliance with corporate and legislative issues in all entities. To identify and documenting risk issues impacting on the entities and liaising with the Deputy Director: Corporate Governance.

Key Performance Areas: Develop key performance indicators in line with sector plan. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholders' value derived from the Municipal entities. Determine shareholder value through legislative compliance. Monitor evaluate and report on the financial performance service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities.

Leading Competencies: Business Acumen, Work Independently and Good Communicator.

Core Competencies: People Management and Resources Management.

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

Contact Person: Gabsile Zitha **E-Mail:** GabsileZ@joburg.org.za
Tel No: (011) 407 6083
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

PUBLICATION DATE: 22 MAY 2020

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VACANCY CIRCULAR: 019/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

4. **Department:** Group Governance
Branch: Group Committees
Designation: Administrative Assistant
Salary: R14 240.70 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 plus Diploma;
- 3 – 4 years' relevant secretarial/administrative experience; and
- Computer literacy in MS Office applications with good communication and coordinating skills.

Primary Function: Perform tasks/activities associated with coordinating the logistical and procedural requirements for Group Committee meetings, provisions of secretariat support through the applications of laid down meeting procedures, accessing and making available information and performing related administrative duties. This function works closely with the Committee Coordinator in order to have efficient meeting that translate to appropriate responsibility of performance for the meeting.

Key Performance Areas: Administrative support functions. Plan and arrange visits, meetings, functions and conferences. Correspondence of information and proper record-keeping. Maintenance of stock and stationary.

Leading Competencies: Collaborative/Teamwork & Accountability.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

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

Contact Person: Bongani Myeni
Tel No: (011) 407 6083/6808
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

E-Mail: BonganiM@joburg.org.za

PUBLICATION DATE: 22 MAY 2020

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VACANCY CIRCULAR: 019/2020

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5. **Department:** Group Governance
Branch: Group Committees
Designation: Committee Coordinator
Salary Range: R25 876.88 pm (basic salary excluding benefits)

Appointment Requirements:

- NQF level 6 in Public Administration/Governance or any other equivalent and relevant qualification;
- Preferable Qualification: NQF 7 in Public Administration/Governance;
- Minimum of 3 years' working experience at a high level of administrative environment within Local Government/Political Office;
- Local Government Environment and understanding of the MFMA, PAIA, MSA and any other legislation within the Local Government environment;
- Project Management, Time and Stress Management, Organisational Planning, Analytical thinking, Communication and Professional Writing skills, Problem Solving, Assertiveness and Accountability, Accuracy, Presentation; and
- Computer literacy.

Primary Function: Provide effective management and coordination to the allocated Section 79 Portfolio and Standing Committees by managing, planning, organizing and coordinating all tasks with regards to the Committees' development and implementation of the yearly strategic plan. Provide procedural advice to the Committees in terms of management and implementation of the projects on the approved business plan. Management and coordination of all tasks related to the provision of professional service to the day to day effective running of the committees' business plan including but not limited to activities like convening of the scheduled committee meeting, undertaking of the oversight visits, public hearings, conference attendance, workshops for capacitation, study tours for benchmarking as well as joint committee meetings to enhance the oversight role of the Committees in terms of the Standing Rules of Council and other legislated rules applicable to the Local Government.

Key Performance Areas: Provide effective coordination to the allocated meetings by:

Assist group committee/meeting to develop and implement the strategic plans, operational and terms of reference; Identify, initiate and manage projects, reports, policies, oversight visits, public hearings, conferences, workshops and study tours; Monitor and co-ordinate the implementation of Committee resolutions at meetings by ensuring administrative support . Manage the administrative function of Committee work to ensure that efficient and effective administration services are provided at the Committee/s. Ensure effective co-ordination and administration of the allocated meetings from inception to post meeting support and follow up. Attend preparatory meetings with the Chairpersons. Liaise with the relevant Chairpersons of Committees regarding items for agenda. Compile minutes and agendas for the meetings. Ensure safe keeping of meeting documents. Ensure timeous distribution of meeting packs. Respond to queries on matters relating to meetings.

Leading Competencies: People Management; Financial Management; Stakeholder Management; Conflict Management; Programmes and Projects Management; Business acumen; Work independently.

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

Core Competencies: People Management. Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills. Good negotiation and conflict management skills. Good problem-solving skills and information gathering skills. Excellent verbal, written and communication skills. Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high quality work standards. Ability to work independently with minimal supervision. Confidentiality, professionalism, political non-partisan, understanding Batho Pele principles. Flexibility to work overtime/extended hours.

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

Contact Person: Mushoni Munayi

E-Mail: MushoniM@joburg.org.za

Tel No: (011) 407 7658

Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

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6. **Department:** Group Governance
Branch: Group Shareholder Services
Designation: Operations Manager: (Administrator)
Salary: R25 876.88 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 plus National Diploma in the field of Office administration and Corporate Governance (NQF level 6);
- 3 – 5 years relevant experience in a Corporate Governance department;
- Relevant experience in Administration; and
- Valid driver's licence.

Primary Function: Provide administrative support, coordination if sequences associated with Administrative activities in terms of Board and meeting Management

Key Performance Areas: To ensure AGMs are held in accordance with legislation and best practice. Assist with Board Induction and ensuring that Assessment processes are taking place. Appointment Retirement/Rotation of the NEDs/AICs for the MEs Boards. Submission of signed quarterly and Ad Hoc reports to be tabled at the Mayoral Committee meeting.

Leading Competencies: Business Acumen, Work Independently, Good Communicator, Good Office Administration, and strong interpersonal skills.

Core Competencies: Computer literacy with intermediates to advanced MS Word and Excel skills

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

Contact Person: Thokozile Nkosi
Tel No: (011) 407 6479
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

E-Mail: ThokozileKu@joburg.org.za

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

7. **Department:** Group Governance
Branch: Management Support Services
Designation: Manager: Business Planning and Performance Management
Salary: R36 758.55 pm (basic salary excluding benefits)

Appointment Requirements:

- Matric/Grade 12;
- Degree in Business Management/Business Administration or Public Administration at NQF 7 qualification;
- 5 - 7 years' experience in the performance management;
- Knowledge of personnel management and financial planning are an important prerequisite for the position;
- Report writing skills, Computer Literacy on PMS Systems and Computer Literacy – Microsoft Office Applications – Word, Excel, PowerPoint; and
- At least Code 8 driver's license.

Primary Function: To provide effective direction and support of the unit in terms of Management Support Services issues and requirements by Managing and overseeing the implementation of the support management enhancement strategy for service delivery strategy optimization. Ensuring that uniform norms and standards for management support service models, compliance and accountability reporting are implemented by the unit. Strengthening Unit capacity to deliver on City and group programmes and objectives.

Key Performance Areas: Manage the alignment of the individual performance objectives to Integrated Development Plan (IDP) and Service Delivery Implementation Plan (SDBIP) by: alignment of individual performance objectives to IDP and SDBIP targets; participation in the technical working group forum of the City to ensure that the department remains abreast of developments around the IDP, Business Planning and Performance Management processes; setting up performance standards for each department based on business plan deliverables; managing the development and facilitation of a Change Management and Communication Plan.

Leading Competencies: Ability to relate and work well with people, Ability to make decisions in line with the requirements of the job, An understanding of various approaches and techniques associated with participatory and collaborative forms of planning.

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

Contact Person: Sinead Jade Ahern **E-Mail:** SineadA@joburg.org.za
Tel No: 011 407 6479
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

8. **Department:** Group Governance
Branch: Shareholder Services Unit
Designation: Deputy Director: Research and Policy Development
Salary: R47 283.61 pm (basic salary excluding benefits)

Appointment Requirements:

- A degree in Social Sciences/Degree in Policy Development/B.Com Honours/LLB/LLM;
- An Honours and Post graduate degree would be preferable;
- 5 years' relevant experience in a senior management level in a local government environment;
- Proven track record in the research project management of a number of complex, simultaneous projects with pressurized timelines;
- Experience with strategic, business and planning and reporting frameworks and requirements helpful;
- Experience with supervising and mentoring staff and supporting professional and leadership development;
- Must have a valid driver's license;
- People management experience and skills;
- Must be able to work extended hours and be on standby;
- Working knowledge of legislation relating to Local government environment; and
- Good research, analytical, problem identification and solving; communication clearly and concisely both orally and writing; computer literacy; good interpersonal and good report writing skills required.

Primary Function: Manage and monitor the Research and Policy Development Strategy, methodology and process to support the Group Governance Department.

Key Performance Areas: Implement systems to ensure effective outcome on financial and non-financial performance reporting; implement systems to ensure compliance with applicable legislation; principles and practice of administration and personnel management; principle and practices of project management; principle and practices of municipal budget preparation and administration; maintain strong professional and positive demeanour.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders.

Core Competencies: People Management; Leadership.

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

Contact Person: Sinead Jade Ahern
Tel No: 011 407 6479
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein
E-Mail: SineadA@joburg.org.za

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

9. **Department:** Group Governance
Branch: Governance & Reporting
Designation: Deputy Director: Sustainable Service Cluster
Salary Range: R47 283.61 pm (basic salary excluding benefits)

Appointment Requirements:

- A Bachelor degree in Accounting/Public Administration/Science/Finance/Corporate Governance or LLB/NQF level 7;
- Postgraduate will be preferential;
- At least 5 years' relevant experience at senior management level in either the public or private sector;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- Experience with strategic, business planning, and reporting frameworks and requirements helpful;
- Experience with supervising, mentoring staff and supporting professional and leadership environment;
- Working knowledge of recent legislation, particularly relating to Governance, Monitoring and Evaluation and Reporting;
- Implement systems to ensure effective outcomes on financial and non-financial performance reporting;
- Implement systems to ensure compliance with applicable legislation;
- Analyse and interpret financial statements and performance reports;
- Inculcate the culture of good corporate governance; and
- Must have a valid driver's license.

Primary Function: Responsible to capacitate and enable their respective staff to perform to their optimum whilst ensuring inter-departmental alignment in order to achieve the overall strategic objectives of Group Governance. More specifically, the Deputy Director is responsible to ensure an integrated approach to governance and reporting in the cluster and to ensure that there are efficient structures and systems for coordination, oversight, monitoring and evaluation and associated reporting of government business to and from the cluster. This will be achieved as the Deputy Director fulfills their role to:

- Coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of cluster functions;
- Provide leadership and direction in and effectively support internal/external cluster interfaces, so as to build and enhance the profile and integration of the cluster;
- Render administrative, governance and reporting support to the cluster and its technical committees;
- Monitor and track the implementation of decisions of the cluster and its technical committees relating to governance and reporting functions and requirements;
- Provide the necessary governance and reporting support and advice to the cluster convener and committee members in all matters pertaining to governance;
- Ensure functional and secure cluster document and information management;
- Identify and mitigate governance and reporting risk factors and manage reporting compliance within the cluster;
- Provide business management services to the cluster and its technical committees;

PUBLICATION DATE: 22 MAY 2020

CLOSING DATE: 04 JUNE 2020

VACANCY CIRCULAR: 019/2020

- Provide the necessary leadership, management, direction, support and advice to staff in the unit;
- Provide structured feedback to the Director/Unit Head on areas of responsibility;
- Act in the role of Director/Unit Head in his absence;
- Conducts performance evaluation of staff and training requirements;
- Assist in business planning and setting smart objectives;
- Attend all allocated meetings and provide feedback;
- Develop strategic and operating procedures for unit and monitor adherence;
- Monitor day-to-day operations

Key Performance Areas: Provide effective direction, support and services to the cluster in terms of governance and reporting issues and requirements. Effectively support internal / external interface so as to build and enhance the profile and contribution of the cluster and its technical committees. Render support to the Cluster and its technical committees. Monitor and track the implementation of decision of the cluster Committees relating to Governance and Reporting and its function. Monitor and Track the implementation of decision of the cluster Committees relating to Governance and Reporting and its functions. Monitor functional and secure cluster document and information management. Identify and mitigated risk factor and managed compliance within the cluster. Provide the necessary leadership, management, direction support and advice to staff.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders.

Core Competencies: People Management; Leadership

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

Contact Person: Gabsile Zitha **E-Mail:** GabsileZ@joburg.org.za
Tel No: (011) 407 6083
Workplace: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

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