



a world class African city

City of Johannesburg  
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre  
158 Civic Boulevard  
Braamfontein

PO Box 1049  
Johannesburg  
South Africa  
2000

[www.joburg.org.za](http://www.joburg.org.za)

# CITY OF JOHANNESBURG

## CIRCULAR: 003/2022

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application form, CV, ID copy and qualifications should be uploaded electronically on the link provided below.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular

**PUBLISHED DATE: 16 JANUARY 2022**

**CLOSING DATE: 30 JANUARY 2022**

**ENOCH MAFUYEKA**  
**DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE**  
**AND TRANSFORMATION**

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PUBLICATION DATE: 16 January 2022

CLOSING DATE: 30 January 2022

VACANCY CIRCULAR: 003/2022

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## UP TO A MAXIMUM OF FIVE (5) YEARS FIXED-TERM PERFORMANCE-BASED CONTRACT POSITION

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

*The City of Johannesburg seeks to fill this Executive Level Position.*

*Note the following in terms of all of the below mentioned position:*

*Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.*

*The applicant needs to comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007. The applicant shall undergo a competency assessment in terms of Annexure A (competency framework for Senior Managers) Notice 21 published in Government Gazette of 17 January 2014. Applicant shall undergo security vetting. The Relevant MFMA Unit Standards for the above position are preferred, however a grace period of eighteen (18) months will be provided to obtain the Unit Standards as per Publication in the Government Gazette No 40593, Government Notice 91 of 03 February 2017 by The Minister of Finance.*

*An application form together with a comprehensive CV and Certified Qualifications must be electronically uploaded on the link provided below.*

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|------------------------------|--|
| 1. <b><u>Department:</u></b> | Office of the Mayor                                      |
| <b><u>Branch:</u></b>        | <b>Office of the City Manager</b>                        |
| <b><u>Designation:</u></b>   | <b>City Manager</b>                                      |
| <b><u>Job level:</u></b>     | R 2, 568, 755 per annum (cost to company, all-inclusive) |

### **Appointment requirements:**

- A Bachelor's Degree in Public Management, Political Science, Social Sciences, Law or equivalent qualification
- Comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007
- A Master's Degree in management sciences will be an added advantage
- 8 years relevant extensive experience at a **Senior Management Level**
- Proven experience in successful institutional transformation within public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good governance
- Audit and risk management establishment and functionality
- Budget and finance management
- Ability in making high risk decisions of a long term and strategic nature
- The applicant shall undergo a competency assessment in terms of Annexure A (competency framework for Senior Manager) of Notice 21 published in Government Gazette 17 January 2014.
- Applicant shall undergo security vetting
- Computer literate

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- Good command of the English language
- Experience and exposure in Public Administration and service delivery environment is an advantage;
- Decision making, Facilitation, Strategic Planning and Project Management Strategic Capability and Leadership, Programme and Project Management, Research, Report writing, Presentation, Analytical, Motivational;
- Good verbal communication (including presentation and public speaking) skills;
- Good written communication (Report writing, PowerPoint presentation, etc.);
- Must be competent in research and stay abreast with the external environment;
- Confidentiality of the organisation and staff personal information to be maintained at all times;
- Show professionalism in any dealing with internal and external stakeholders;
- Uphold Batho Pele Principles;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times;
- Ability to deal with councillors, other politicians and colleagues with courtesy, tact and sensitivity;
- Comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007

**PRIMARY FUNCTION:** As the Administrative Head and Accounting Officer – To lead, direct and supervise service delivery programmes by delegating responsibility and authority to functional senior managers with the necessary intellectual capacity, competencies and experience to help deepen democracy and accountability in order to improve the capacity of the City to perform her functions and improve service delivery to communities

**The applicant must have:**

**Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.

**Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and information management; Communication; Results and quality focus

**Minimum competency requirements for Senior Managers**

**Primary function:** To strategically lead and manage the administration of the City of Johannesburg (CoJ) to ensure that the CoJ becomes the leading African City. The City Manager reports to the Executive Mayor of the CoJ and will manage a team of senior managers with diverse portfolios. The incumbent will be responsible and accountable for the following Key Performance Areas:

- Lead the Municipality's Administration in such a manner that a culture of performance and service delivery excellence is pursued and sustained
- Direct, coordinate and implement the Municipality's Integrated Development Plan, including development of policies and procedures to facilitate effective community participation
- Provide sound advisory and strategic support to the Executive Mayor, Mayoral Committee and Political Structures of Council
- Manage the Administration of the Municipality to fulfil the objectives of the CoJ 5 Years Strategic Plan
- Facilitate and foster sound stakeholder relationships with all key stakeholders such as the community, the administration, the political arm, the business community, tertiary, academic and

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- research institutions as well as the diplomatic core
- Ensure that financial practices of the CoJ embrace the principles of developmental finance, thereby advancing effective delivery of the City's Development Strategy
- Ensure adherence to all legislation governing local government
- Accountable for fiscal responsibility and governance
- Provision of development and town planning services, technical services, community services, financial management services and corporate support services.
- Provide organising of staffing in line with the Municipal Systems Act.
- Ensure effective control of Financial and Human Resources.
- Manage specific administrative and reporting requirements associated with the Office as delegated to the Executive Director: Private Office of the City Manager.

**Contact Person:** Nothando Nyembe

**Tel No:** (011) 407 7961

**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

Office of the Executive Mayor - Office of the City Manager - City Manager

<https://share.hsforms.com/1rE0APvTQTyqOtz4bUWNilA469t>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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*An application form together with a comprehensive CV and Certified Qualifications must be electronically uploaded on the link provided below.*

<b>2. <u>Department:</u></b>	Office of the City Manager
<b><u>Branch:</u></b>	<b>Group Corporate Shared Services</b>
<b><u>Designation:</u></b>	<b>Group Executive Director</b>
<b><u>Job level:</u></b>	R 2, 055, 005.00 per annum (cost to company, all-inclusive)

### **Appointment requirements:**

- Matric plus a B-Degree in Public Administration, Business Administration, Management Sciences or equivalent (NQF Level 7)
- 8-12 years of working experience of which 5 years extensive experience is at senior management level in a relevant discipline or field within a large organisation.
- The candidate is required to have knowledge in the following domains:
  - Knowledge of local government environment
  - Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks that are governing the delivery of corporate and shared services.
  - Knowledge of Corporate Governance
  - Knowledge of principles and practices of municipal organization, administration, and personnel management.

### **Primary Function:**

Lead and direct the provision of well-coordinated corporate support services that enable City of Johannesburg Core Departments and Municipal Entities to deliver high quality and professional services to the Citizens in a more effective and efficient manner for the attainment of the City's vision and strategic priorities.

### **The applicant must have:**

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**Leading competencies:** Advanced Knowledge of the local government environment. Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks. In-depth knowledge of function principles, techniques & tools and how they can be practically applied. Knowledge of Corporate Governance. Knowledge of principles and practices of municipal organization, administration, and personnel management.

**Core Competencies:** A strategic thinker focusing on results, engaging, and empowering people, partnering, and advocating and seeking continuous improvements. Proven and demonstrable visionary leadership and management skills. Ability to plan and implement programs on City-wide basis. Ability to develop smooth and constructive relationships with colleagues and the political principals, outside agencies, organisations, and individuals. Ability to convey a professional and positive image and attitude regarding the department. A good knowledge of financial principles and practices including budgeting, forecasting, and justifying. Highly ethical in behaviour. Sharp analytical, critical thinking and decision skills, negotiations, and conflict resolution to quickly and efficiently resolve any operational problem and relations problems that might affect service delivery adversely. Must possess a certain level of technical skills to work with latest medical technologies for coaching and mentoring of direct reports purposes. Good facilitation and influencing skills. Good general management skills.

**Primary Function (KPA's):** Drive the Department's strategic planning process in contribution to the City's Strategy. Organise both human and non-human resources for effective implementation and deployment of the Department's organizational structure and resources. Manage the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Department. Provide sound leadership for the achievement of the Department's objectives. Ensure provision of occupational health and safety, administration, and logistical services. Ensure the provision of professional human capital management services to all City Departments and Municipal Entities. Leading and directing the provision of professional strategic, administrative support and transversal business solutions to enable the Department to deliver on its mandate. Implement good governance and effective risk management systems. Ensure effective control of the Department's Human Resource. Ensure effective control of Financial Resource of the Department. Ensure effective asset management and control of the Department. Manage specific administrative and reporting requirements associated with the Department and individual performance.

**Contact Person:** Nothando Nyembe

**Tel No:** (011) 407 7961

**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **APPLICANTS WHO PREVIOUSLY APPLIED FOR THE POSITION CAN RE-APPLY**

All applications will be through the website using this link:

Office of the City Manager - Group Executive Director - Group Corporate Shared Services  
[https://share.hsforms.com/1-b-AeAmsQUCII\\_qeELGeWw469tI](https://share.hsforms.com/1-b-AeAmsQUCII_qeELGeWw469tI)

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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## UP TO A MAXIMUM OF FIVE (5) YEARS FIXED-TERM PERFORMANCE-BASED CONTRACT POSITION

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*An application form together with a comprehensive CV and Certified Qualifications must be electronically uploaded on the link provided below.*

- |                              |   |
|------------------------------|---|
| <b>3. <u>Department:</u></b> | Office of the City Manager                                  |
| <b><u>Branch:</u></b>        | <b>Group Strategy, Policy Coordination and Relations</b>    |
| <b><u>Designation:</u></b>   | <b>Group Head</b>   |
| <b><u>Job level:</u></b>     | R 2, 055, 005.00 per annum (cost to company, all-inclusive) |

### **Appointment requirements:**

- Matric Certificate plus a B-Degree in Public Administration, Business Administration, Management Sciences or equivalent (NQF Level 7)
- 8 -12 years relevant experience of which 5 years extensive experience is at senior managerial level in a relevant discipline or field within a large organization.
- The candidate is required to have knowledge in the following domains:
  - Knowledge of local government environment
  - Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks that are governing the delivery of corporate and shared services
  - Knowledge of Corporate Governance
  - Knowledge of principles and practices of municipal organization, administration, and personnel management.

**Primary Function:** To lead and direct the Group Strategy, Policy Coordination and Relations services for the City of Johannesburg, to ensure that the overarching long-term City development strategy and the medium-term Integrated Development Plan are formulated and revised, to provide the overarching strategic and policy frameworks which promote cooperative governance and facilitate developmental local government in Johannesburg and to ensure tighter control, uniformity and synergy between strategy, integrated planning and performance monitoring and evaluation.

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To provide leadership and direction in the planning and execution of the functions pertaining to Municipal International and Inter-Governmental Relations, and in so doing profile/position Johannesburg as a World class African city. Driver of SMART CITY strategy and initiative & partnerships towards municipal university.

**The applicant must have:**

**Leading competencies:** Knowledge of local government environment. Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks that are governing the delivery of corporate and shared services. Knowledge of Corporate Governance. Knowledge of principles and practices of municipal organization, administration, and personnel management.

**Core Competencies:** A strategic thinker focusing on results, engaging, and empowering people, partnering and advocating, and seeking continuous improvements. Proven and demonstrable visionary leadership and management skills. Ability to plan and implement programs on City-wide basis. Ability to develop smooth and constructive relationships with executive colleagues and the political principals, outside agencies, organizations, and individuals. Ability to convey a professional and positive image and attitude regarding the department. A good knowledge of financial principles and practices including budgeting, forecasting, and justifying. Highly ethical in behavior. Sharp analytical, critical thinking and decision skills, negotiations, and conflict resolution to quickly and efficiently resolve any operational problem and relations problems that might affect service delivery adversely. Must possess a certain level of technical skills to work with latest medical technologies for coaching and mentoring of direct reports purposes. Good facilitation and influencing skills. Good general management skills.

**Primary Function (KPA's):** Drive the Department's strategic planning process in contribution to the City's Strategy. Organize both human and non-human resources for effective implementation and deployment of the Department's organizational structure and resources. Manage the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Department. Provide sound leadership for the achievement of the Department's objectives. To lead and direct the Group Strategy, Policy Coordination and Relations services for the City of Johannesburg. Implement good governance and effective risk management systems. Ensure effective control of the Department's Human Resource. Ensure effective control of Financial Resource of the Department. Ensure effective assets management and control of the Department. Manage specific administrative and reporting requirements associated with the Department and individual performance.

**Contact Person:** Nothando Nyembe

**Tel No:** (011) 407 7961

**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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All applications will be through the website using this link:

Office of the City Manager - Group Head : Group Strategy, Policy Coordination and Relations  
[https://share.hsforms.com/1\\_rAcoHNBSDGBauqu2v\\_NXw469tI](https://share.hsforms.com/1_rAcoHNBSDGBauqu2v_NXw469tI)

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*An application form together with a comprehensive CV and Certified Qualifications must be electronically uploaded on the link provided below.*

<b>4. <u>Department:</u></b>	Office of the City Manager
<b><u>Branch:</u></b>	<b>Health &amp; Social Development</b>
<b><u>Designation:</u></b>	<b>Executive Director: Health</b>
<b><u>Job level:</u></b>	R 2, 055, 005.00 per annum (cost to company, all-inclusive)

### **Appointment requirements:**

- Matric plus a 5 year Bachelor's Degree in Medicine (MBChB, MBBCh) or Relevant postgraduate qualification in Primary Healthcare (NQF Level 8);
- Worked for 2 years as a Clinical Intern or a 1-year compulsory community services;
- Designation; Awarded by the Health Professions Council of South Africa (HPCSA);
- Must be a Registered Medical Practitioner (Current registration with HPCSA);
- 8 -12 Years' relevant experience as management/leadership in health service delivery that include 5 years extensive experience at a senior management level;
- The candidate is required to have knowledge in the following domains:
  - Communicable diseases
  - Environmental health
  - Non-communicable diseases
  - Health measurement and informatics
  - Social sciences
  - Occupational health
  - MFMA & SCM Regulations
  - Organisational development and management of health care
- Knowledge of the Municipal business planning processes feeding into development of Strategic plans, Service Delivery implementation Plans (SDBIP) and departmental implementation plans;
- In depth knowledge, critical thinking, understanding of the management and control of all the

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- Priority Health Programmes and Environmental Health policies and legal frameworks;
- Computer literacy;
  - Highly proficient with Microsoft Office Suite (MS Word, Excel, and PowerPoint);
  - Excellent oral and written communication skills with excellent successful presentation capabilities, in English most preferably;
  - Clinical risk management experience;
  - Exceptional interpersonal skills;
  - Organizational skills- ensuring the keeping of investigations thorough, on schedule, and according to established procedure maintains safety and satisfies regulatory requirements;
  - Outstanding leadership and managerial skills;
  - Excellent interpersonal and communication skills;
  - Good communication Skills, Coordinating skills, Computer Literacy (Microsoft Word and Excel);
  - Knowledge of Project Management skills, and Time management skills;
  - Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorise and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles;
  - Requires the ability to utilise a variety of reference, descriptive, and advisory data, and information such as professional literature, fiscal reports, advisories, contracts, policy manuals, statutes, procedures and guidelines;
  - Requires the ability to apply communication and group dynamic strategies for interacting with persons from diverse backgrounds and levels;
  - Proficiency in teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; and formal education using a wide range of audio visual equipment;
  - Proficiency in basic methods of epidemiology, disease prevention, environmental health, health promotion, behavioural change, group process, community/organisational development and methods of instruction, public information and mass media methods, data analysis and research methods; marketing principles, public information and mass media and methods of instruction;
  - Proficiency in the identification of population health status and determinants of health and in the use of methods and instruments for collecting valid qualitative and quantitative data;
  - Proficiency in quality improvement principles and application of the public health standards;
  - Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity across the Department and among community partners;
  - Proficiency in policy development, feasibility analysis, incorporating policies into program plans and structures, and policy evaluation and impact analysis;
  - Proficiency in assuring that cultural, social, and behavioural factors play a significant role in the accessibility, availability, and delivery of public health services.

**The applicant must have:**

**Leading competencies:** Strategic Direction and Leadership; People Management, Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.

**Core Competencies:** Moral competence; Planning and organising; Analysis and innovation; Knowledge and Information management; Communication; Results and Quality Focus.

**Minimum Competency Requirements for Senior Managers.**

**Primary Function (KPA's):** To provide sound strategic leadership, effective management, monitoring and control of the department's human and non-human resources critical in the provision

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of both personal primary health and environmental health services (Municipal Health Services) and ensuring that the residents of the City are provided the opportunity for a long and healthy life. Drive the Department's strategic planning process in contribution to the City's Strategy. Organise both human and non-human resources for effective implementation and deployment of the Department's organizational structure and resources. Manage the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Department. Provide sound leadership for the achievement of the Department's objectives. Ensure provision of both personal primary health and environmental health services. Implement good governance and effective risk management systems. Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships to achieve institutional objectives. Able to compile, plan and manage budgets, control cash flow, Institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further, ensure that all financial transactions are managed in an ethical manner. Ensure effective control of Financial Resource of the Department. Ensure effective assets management and control of the Department. Manage specific administrative and reporting requirements associated with the Department and individual performance.

**Contact Person:** Nothando Nyembe  
**Tel No:** (011) 407 7961  
**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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All applications will be through the website using this link:

Office of the City Manager - Executive Director: Health  
<https://share.hsforms.com/1rRt4kMKDRvWm2gYZjE3jQg469tl>

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<b>5. <u>Department:</u></b>	Office of the City Manager
<b><u>Branch:</u></b>	<b>Economic Development</b>
<b><u>Designation:</u></b>	<b>Executive Director: Economic Development</b>
<b><u>Job level:</u></b>	R 2, 055, 005.00 per annum (cost to company, all-inclusive)

### **Appointment requirements:**

- B degree in Business, Economic Development or related fields/NQF level 7;
- 8 - 12 years' experience preferred in leadership/management, with five (5) years' extensive experience in senior management level within a public sector organization or in local government;
- A minimum of 10 years' extensive experience in a similar position in a large enterprise including experience of Economic Development;
- Comprehensive understanding of local government;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- In-depth knowledge regulatory environment and the public sector generally including the democratic, political and organizational framework;
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations;
- Good knowledge and interpretation of Policy and Legislation;
- Good knowledge of performance management system;
- Good Governance.
- Good knowledge of the MFMA and MFMA Regulations, (Act No.56 of 2003);

### **The applicant must have:**

**Leading competencies:** Strategic Direction and Leadership; People Management,

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Program and Project Management; Financial management; Change Management; Change leadership; Governance leadership.

Core Competencies: Moral competence; Planning and organising; Analysis and innovation; Knowledge and Information management; Communication; Results and Quality Focus.

**Minimum Competency Requirements for Senior Managers.**

**Primary Function (KPA's):** Implement the City's vision and long-term economic growth strategy, to facilitate economic growth by collaborating with City Departments, Municipal Owned Entities, other spheres of government, the private sector and all other affected stakeholders whilst capitalizing on the City's own economic levers and to ensure that "a city's economy that plays a role as the key economic hub on the continent, and a national economic growth leader, by ensuring sustainable shared growth that benefits all.

**Contact Person:** Nothando Nyembe

**Tel No:** (011) 407 7961

**Workplace:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

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Office of the City Manager - Executive Director: Economic Development

<https://share.hsforms.com/1zHup0YeQSUG4xLShOR8uCA469t>

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