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EXCITING CAREER OPPORTUNITIES OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE-BASED CONTRACTS
(Linked to Political Term of Office)

- **Personal Assistant**
- **Deputy Director: Monitoring & Evaluation**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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@CityofJoburgZA @CityofJohannesburg CityofJoburg **PERSONAL ASSISTANT**

Department:	Private Office of the Executive Mayor (POEM)
Branch:	Various MMC Offices
Designation:	Personal Assistant
Remuneration:	R461 525,52 pa (all-inclusive cost to company)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Secretarial and/or Administration Diploma or similar and/or relevant qualification at NQF level 6;
- 1 - 3 years' experience operating at a Senior Secretarial level within a government environment;
- Experience in administration and document management;
- Computer Literacy in MS Office and Internet;
- High degree of interpersonal skills to interact with all levels of staff, the public, and Councilors.

Primary Function:

Provide assistance to the Member of Mayoral Committee (MMC) in all administrative activities. Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC is followed through and completed within required standards and deadlines.

Key Performance Areas:

- Provide assistance to the MMC in terms of logistics and recording of meeting outcomes;
- Assist in preparing for meetings, minute taking, and the implementation of decisions taken at meetings to ensure that the responsibilities of the Office of the MMC are followed through and completed within required standards and deadlines;
- Ensure diary management of the MMC;
- Provide office support and administrative office assistance;
- Manage internal liaison services from both the administration, political, and stakeholder areas;
- Provide assistance with ad-hoc functions/events.

Leading Competencies:

- Teamwork, Accountability, and Ability to work under pressure.

Core Competencies:

- High level of confidentiality;
- Attention to detail;
- Initiative;



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- Professionalism;
- Sound judgement;
- Work independently and under pressure;
- Multi-skilled on a range of roles applicable to the position.

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Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1YskZpc-qSoGZHeM_ZNc6jAew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

CLOSING DATE: FRIDAY, 05 APRIL 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.



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DEPUTY DIRECTOR: MONITORING & EVALUATION

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Leader of Executive Business (LOEB)
<u>Designation:</u>	Deputy Director: Monitoring & Evaluation
<u>Remuneration:</u>	R1 080 819,85 pa (total cost to company, all-inclusive)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's degree in Business Management, Public Policy, Public Administration, or associated discipline (NQF level 7);
- 7 years relevant experience in a Monitoring and Evaluation environment of which 3 years is obtained at middle management level in either the public or private sector;
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills;
- Ability to work with various levels of personnel in a fast-paced environment;
- Excellent verbal and written communication skills.

Primary Function:

Lead, provide direction, oversight, analysis, and research in monitoring & evaluation pertaining to executive flagship projects and performance management, within the Office of the Mayoral Committee Member (MMC) for the successful achievements of the Mayoral priorities.

Key Performance Areas:

- Provide monitoring and evaluation (M&E) and strategic support and advice;
- Lead and provide direction on M&E of flagship projects and programmes related to the mayoral and strategic priorities;
- Develop and maintain a repository of information and data related to the performance of the City of Johannesburg;
- Manage the establishment of performance to drive the strategic objectives of the directorate;
- Assist and implement a performance management system in the directorate.

Leading Competencies:

- Ability to function under stress;
- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;
- Risk Management;
- Planning and organizing skills;
- Emotional Intelligence;



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- Integrity;
- Time management;
- High level of confidentiality and Organizational skills;
- Strategic perspective;
- Leadership and people management skills;
- Goal Orientation;
- Financial Management;
- Project and programme management;
- knowledge management and Organizational Awareness and political impact.

Core Competencies:

- Teamwork;
- High-level confidentiality;
- Value and Integrity;
- Attention to detail and quality focused;
- Knowledge of local government policies, protocols and procedures;
- Batho Pele Principles.

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