JOB OPPORTUNITY

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Director: Programme and Portfolio Management**
- **Deputy Director: Programme and Portfolio Management**
- **Deputy Director: Security Operations**

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 in 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 acknowledgement 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR

117/2025

City of Johannesburg

Publication Date:
Wednesday, 17 September 2025

Closing Date:
Wednesday, 01 October 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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DIRECTOR: PROGRAMME AND PORTFOLIO MANAGEMENT

DEPARTMENT:	Group Information Communication and Technology Management
BRANCH:	**Programme and Portfolio Management**
DESIGNATION:	**Director: Programme and Portfolio Management**
REMUNERATION:	R79 386,55 pm (basic salary, excluding benefits)
LOCATION:	27 Stiemens, JD House Building, Braamfontein

Minimum Requirements:

- Grade 12/ Matric plus Bachelor's degree in Computer Science (NQF level 7) and or B tech in Information Systems, Business Administration, or any other related field;
- Post-Graduate in Project and Program management and /or Honours Degree NQF level 8;
- PMP and /or Prince2 Certification.
- 10 - 15 years of IT and business /industry with work experience, of which 8 years' experience should be at leadership positions managing multiple, large cross functional teams or project, and influencing senior level management and key stakeholders.
- Valid driver's license.

Primary Function:

Define and develop a fully functional PPM which is adequately skilled and competent. Provide PPM strategic support and Direction. Define and develop enterprise-wide IT project / program management practices, governance standards, processes and metrics. Enforce adoption or relate project management frameworks, policies and procedures across the Municipality. Ensure [projects / program are defined, tracked and communicated in a consistent and effective manner by incorporating effective change and risk management controls. Direct project / program managers with business case development. Enforce and ensure all projects within portfolio /programs are delivered on time within budget and as per the agreed quality level. Partner with reputable IT and business leadership and other key stakeholders to define opportunities, identity and prioritise projects based on predefined criteria (Return on Investment, productivity, compliance). Direct staff results by communicating job expectations, planning monitoring & appraising job results, coaching counselling and provide remediation action plan. Direct technology research by flexibly aligning strategies to organizational goals utilizing best practices and agile methodologies. Manage financial objectives by forecasting requirements, analysing variances and initiating corrective action.

Key Performance Areas:

- System support;
- Business development;
- Financial planning and reporting;
- Manage Relationships.
- Ensure Partnership with IT and business leadership and other key stakeholder to define opportunities, identify and prioritize projects based on predefined criteria (return on investment, productivity, compliance);

- Provide leadership, mentorship, coaching to supporting staff.

Leading Competencies:

- Mentoring and coaching;
- Project management;
- Report writing;
- Good analytical skills;
- Good communication; and
- Presentation skills.

Core Competencies:

- Sound knowledge of the relevant framework and legislation that govern the management of programs, projects and employment practice i.e. PMBOK, PRINCEII, SCRUM, MFMA, EEA, SDA, BCEA, LRA and Corporate Governance;
- In depth understanding of government strategic thinking and policies in relation to innovative technology and policies in relation to innovative technology and customer needs.
- Requires advanced technical and business knowledge in software development life cycle, quality assurance and project management and other related disciplines/ processes, Industry regulatory environment and risk management practices.

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

https://share-eu1.hsforms.com/1F3TdB4RNRMOw0hPVQzRwYQew554

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ENQUIRIES ONLY:
Contact Person: Vuyo Mazamisa
Tel No: 011 407 6452

CLOSING DATE: WEDNESDAY, 01 OCTOBER 2025

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- Credit Record,
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DEPUTY DIRECTOR: PROGRAMME AND PORTFOLIO MANAGEMENT

DEPARTMENT: Group Information Communication and Technology Management
BRANCH: **Programme and Portfolio Management**
DESIGNATION: **Deputy Director: Programme and Portfolio Management**
REMUNERATION: R64 033.65 pm (basic salary, excluding benefits)
LOCATION: 27 Stiemens, JD House Building, Braamfontein

Minimum Requirements:

- Grade 12 / Matric Certificate; plus, a B Degree and or B tech in any field at NQF level 7 or Advanced Diploma in Project Management;
- 7 – 9 years' experience of IT and business / industry work experience with at least 4 years of leadership experience and 3 years of managing projects and /or project portfolios;
- Valid driver's license.

Primary Function:

Lead and manage multiple related IT projects and programmes as an integrated portfolio to deliver strategic business objectives for the municipality. The role ensures alignment initiatives with the municipality digital transformation strategy, driving benefits realization, cross project coordination, and stakeholder engagement across departments. Provide strategic oversight, risk and compliance management and ensures that governance standards are maintained across all programmes under their control.

Key Performance Areas:

- Standardization of project management framework, standard operating procedures (SOP) and governance alignment;
- Integrated benefits realization;
- Programme Budgeting and financial oversight;
- Enterprise risk and compliance Management;
- Stakeholder and Executive engagement;
- Digital transformation leadership;
- Leadership and PMO integration;
- Performance management.

Leading Competencies:

- Microsoft and program delivery (Experience in Waterfall, Hybrid and Agile methodologies;
- Leadership skills;
- Risk management skills;
- Good communication skills;
- Report writing skills.

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Core Competencies:

- Knowledge of PMBOK principle;
- Knowledge of Agile Principles of Prince II;
- Knowledge of Microsoft Projects (MSP) or DevOps;
- Risk management.

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ENQUIRIES ONLY:
Contact Person: Vuyo Mazamisa
Tel No: 011 407 6698

CLOSING DATE: WEDNESDAY, 01 OCTOBER 2025

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DEPUTY DIRECTOR: SECURITY OPERATIONS

DEPARTMENT: Group Information Communication and Technology Management
BRANCH: **ICT Enterprise and Management Support Services**
DESIGNATION: **Deputy Director: Security Operations**
REMUNERATION: R64 033.65 pm (basic salary, excluding benefits)
LOCATION: 27 Stiemens, JD House Building, Braamfontein

Minimum Requirements:

- Grade 12 / Matric Certificate; plus Degree in Computer Science (NQF level 7), IT, B tech or relevant qualification;
- Certificate in Systems security (CISM, CISSP, etc.)
- 7 – 9 years of relevant experience with 4 years at the middle management level working in the ICT Security industry preferably I Local Government;'
- Valid driver's license.

Primary Function:
Design, develop and implement ICT security policies and programs across the enterprise, using best practice frameworks, guidelines and standards, This includes providing objectives assessments of the company's compliance to legislation governing information security and privacy. Direct information security awareness programs across the city enterprise.

Key Performance Areas:

- Provide IT security strategic planning and support;
- Coordinate and manage security requirements associated with IT;
- Oversee the planning, design and implementation of cybersecurity measures including access control systems and emergency response protocols;
- Assist the Director ICT Security with implementing security systems that will enhance administrative and technology effectiveness ;
- Ensure all security risk are identified, evaluated and mitigated to protect organizational assets;
- Improve employees knowledge and compline with cybersecurity;
- To systematically track, evaluate and report on ICT Security unit performance against defined Key performance indicators (KPIs) ensuring accurate, timely and transparent insights that support evidence-based decision-making, enhance accountability, and drive continuous improvement;

Leading Competencies:

- Strategic Management skills;
- Decision Making skills;
- Budget management skills;
- Report writing skills;
- Resource management skills;

- Leadership skills;
- Conflict management skills.

Core Competencies:

- In depth knowledge of internation and national cybersecurity standards, frameworks and guidelines (e.g. ISO/IEC 27001, NIST, COBIT, CIS Controls, ITIL);
- Familiarity with governance frameworks such as King IV, MFMA and other public sector regulations;
- Strong understanding of enterprise risk management principles, particularly related to cybersecurity threats and vulnerabilities;
- Knowledge of risk assessment methodologies, incident management, and disaster recovery/ Business continuity planning;
- Knowledge of modern security technologies including firewalls, intrusion detection/ prevention systems, endpoint protection, SIEM, encryption and identity & access management;
- Knowledge of policy formulation, strategic planning and governance structures in ICT Security;
- Understanding of municipal policies, internal controls and compliance requirements for ICT governance.

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