JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Head: Information and Reporting (PMO)

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

130/2025

City of Johannesburg

Publication Date:
Monday, 20 October 2025

Closing Date:
Friday, 31 October 2025

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

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HEAD: INFORMATION AND REPORTING (PMO)

DEPARTMENT:	Environmental Infrastructure Services Department
BRANCH:	**Water Management and Regulation**
DESIGNATION:	**Head: Information and Reporting (PMO)**
REMUNERATION:	R64 033.65 – R87 105.15 – R110 180.16 pm (basic salary, excluding benefits)
LOCATION:	Traduna House, 118 Jorissen Street, Braamfontein

Minimum Requirements:

- Bachelors in Environmental Science, Chemical Engineering, Mechanical Engineering, Environmental Engineering or related field (NQF level 7);
- 8 – 10 years of professional experience, including at least 5 years in projects management within large scale infrastructure or environmental project and 3 years renewable energy or environmental sustainable sectors;
- 5 years of Leadership or Senior management experience with a proven track record of overseeing complex projects managing teams and effectively.

Primary Function:

To successfully manage and implement alternative waste treatment and waste minimisation projects, with a focus on waste-to-energy and resource recovery technologies. This role is strategic in overseeing the planning, execution, and management of projects that reduce landfill dependence and enhance sustainable waste management solutions for the city. Ensure that project outcomes align with the city's performance scorecard and performance indicators (KPIs), supporting Johannesburg commitment to environmental sustainability and innovation.

Key Performance Areas:

- Contribute to the development of the directorate strategy projects and implementation planning process;
- Lead the sub directorate project implemtation and operational planning process;
- Lead the sub directorate financial planning and budgeting processes;
- Lead and facilitate the sub directorate demand planning process;
- Lead and facilitate the Sections performance management planning process;
- Lead and manage the development of the sub directorate individual learning plans (ILPs) process;
- Manage the projects in order to ensure effective and productive operations;
- Implement sound governance practices in terms of structures, systems, processes, policies, procedures and controls for the unit that ensure delivery on strategic and operational objectives. To implement a system for good governance to comply with all legislation, City requirements and codes of good practice;
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the directorate;
- Ensure effective and efficient procurement management in line with Supply Chain Management processes, legislative, regulatory and policy framework;

- Provide sound leadership for the achievement of the directorate objectives;
- Identify project management legislative requirements and risks and provide strategic advice and support;
- Project implementation reporting and disclosure;
- Ensure effective control of the Sections Human Resource
- Ensure effective directorate Assets Management and control;
- Implement good governance and effective risk management systems;
- Build and maintain positive with internal and external stakeholders, to coordinate the activities of the city in respect of environment, social and governance.
- Ensure effective management of specific administrative and reporting requirements associated with the directorate and individual performance

Leading Competencies:

- **Leadership and Vision**: ability to inspire and guide the team to meet strategic goals;
- **Strategic Thinking**: Strong aptitude for crating actionable strategies that align with environmental sustainability objectives;
- **Stakeholders Management:** Exceptional skills in balancing competing interest and securing cooperating across diverse groups;
- **Risk Management**: Proficiency in identifying assessing and mitigating project risk in a dynamic urban environment.

Core Competencies:

- Excellent written and verbal communication skills with a track record of reporting to senior leadership and eternal stakeholders;
- Excellent leadership, organizational and analytical skills with a proven ability to manage budgets, timelines and stakeholders relationships;
- Proficiency in project management software and tools including MS Project, Primavera or similar;
- Strong knowledge of biogas and incineration technologies and line regulatory environment for waste to energy projects;

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

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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/1ZTFgyEZmSxKNAkHZYMeAPgew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Siphiwe Khumalo
Tel No: 011 082 7997

CLOSING DATE: FRIDAY, 31 OCTOBER 2025

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, and
- Identity validation.