JOB OPPORTUNITY

VACANCY ALERT

Joburg

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Deputy Director: Council & Committees

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 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

131/2025

City of Johannesburg

Publication Date:
Wednesday, 22 October 2025

Closing Date:
Tuesday, 04 November 2025

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

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DEPUTY DIRECTOR: COUNCIL & COMMITTEES

Department: Legislature
Branch: **Legislature & Oversight**
Designation: **Deputy Director: Council & Committees**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Braampark

Minimum Requirements

- Grade 12 / NQF level 4 plus Degree in Public Administration, Political Science, or Business Administration (NQF Level 7);
- 7 - 8 years' experience in the Legislative Sector, Local Government system/Public Sector, or Provincial and National Governments with at least 2 years management experience.

Primary Function:

To lead, direct and manage the Council and Committees Sub-Directorate so that the Legislative Arm of the City of Johannesburg is provided with efficient and effective support in relation to strategic direction associated with policies, National and Provincial legislation, and meets best international practice/benchmarks with respect to legislative support, the provision of records and language service, the Implementation of the petitions policy of the City and the associated principles of good governance in the City of Johannesburg.

Key Performance Areas:

- Provide support to the Speaker with regards to effective functioning of Council and its Section 79 Committees.
- Identify, establish, develop, manage and maintain relations with relevant Institutions and networks.
- Direct and manage the implementation of financial controls or procedures and provide information to support financial planning sequences.
- Identify and define immediate, short and long term objectives and plans associated with the provision of a comprehensive and effective administrative and secretariat support;
- Direct and control outcomes associated with productivity and performance management of human capital within the Council and Committees Sub-Directorate.
- Manage the Council and Committees Sub-Directorate operations.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel).
- Good communication Skills (Writing and Verbal).
- Monitoring and Evaluation.
- Ability to prioritize.
- Time management.
- Analytical skills.

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Core Competencies:

- Knowledge of the South African Local Government system, South African Government and Governance System.
- Knowledge of Council and Parliamentary committee oversight.

"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."

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

https://share-eu1.hsforms.com/1KDH-hd74RVeidAgtC9FI5wew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tebogo Mogodiri / Karabo Matuludi
Tel No: 011 407 6002 /7207

CLOSING DATE: TUESDAY, 04 NOVEMBER 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.