JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Deputy Director: Socio-Economic & Health Care Services**
- **Deputy Director: Empowerment & Stakeholder Relations Services**

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

VACANCY CIRCULAR 003/2025

City of Johannesburg

Publication Date:
Friday, 10 January2025

Closing Date:
Thursday, 23 January 2025

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

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DEPUTY DIRECTOR: SOCIO-ECONOMIC & HEALTH CARE SERVICES

Department: Office of the City Manager
Branch: **Military Veterans**
Designation: **Deputy Director: Socio-Economic & Health Care Services**
Remuneration: R60 077.46 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor of Science Degree in Public Administration/Management or related fields, at NQF Level 7;
- 7 - 8 years' experience in the discipline, of which 4 years experience is at middle management level;
- The incumbent should possess knowledge at a competent proficiency level:
  - Knowledge of the local government environment
  - Knowledge of Corporate Governance
  - Knowledge of principles and practices of municipal organisation, administration and personnel management; and
- Must have a valid Code 8 Driver's license.

Primary Function:

To lead, manage and facilitate the provision of Military Veterans health care and socio-economic support services with the goal of connecting with and supporting military families, veterans and community resources.

Key Performance Areas:

- Contribute to the development of the Directorate's strategic planning process;
- Develop operational plans in contributing to the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process;
- Ensure alignment of individual/function performance planning process to the Directorate's performance management planning process;
- Ensure individual continuous development in line with the function/job requirements, Directorate and organisation developmental goals;
- Ensure optimisation of functional-related processes, procedures, systems and policies;
- Lead, coordinate and facilitate the implementation of Military Veterans' health care well-being support services;
- Manage the effectiveness of the Directorate Assets Management and Controls;
- Implement good governance and effective risk management systems;
- Ensure sound relations and communication with both internal and external stakeholders;
- Ensure effective management of specific administrative and financial reporting requirements associated with the Directorate and individual performance.

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Leading Competencies:

- Computer Literacy (Microsoft Word and Excel);
- Good facilitation and influencing skills;
- Good listening and communication skills;
- Coordinating skills, Customer Care skills, Problem-solving skills, Critical thinking skills and Excellent written and verbal communication skills;
- Good management skills.

Core Competencies:

- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- 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 organisation, administration and personnel management.

"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/1q2uCHG6YR5iZH4MDJMeRyQew554

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

ENQUIRIES ONLY:
Contact Person: Nonthando Msimanga
Tel No: 011 407 6003

CLOSING DATE: THURSDAY, 23 JANUARY 2025

VACANCY CIRCULAR 003/2025
City of Johannesburg

Publication Date: Friday, 10 January 2025

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

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DEPUTY DIRECTOR: EMPOWERMENT & STAKEHOLDER RELATIONS SERVICES

Department:	Office of the City Manager
Branch:	**Military Veterans**
Designation:	**Deputy Director: Empowerment & Stakeholder Relations Services**
Remuneration:	R60 077.46 pm (basic salary, excluding benefits)
Location:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's Degree in Management Sciences, Public Administration, Governance, Financial Management, LLB or equivalent qualification at NQF level 7;
- 7 - 8 years' experience in the discipline/in the area of strategic, business planning, performance monitoring, financial management and corporate governance processes of which 4 years must be at middle management level;
- Experience in Financial Reporting/Analysis;
- Experience in aspects related to Corporate Governance, and Monitoring and Evaluation (M&E);
- Sound understanding of government policies, MFMA and other related policies;
- General knowledge of local government mandate and an interest in internal processes;
- Sound communication skills (read, write, and speak); and
- Other languages within Nguni and Sotho category will be an advantage.

Primary Function:

To lead, direct and improve the quality of life for military veterans and that of their dependents, recognise, honour military veterans in life and memorialise them in death for their sacrifices, empowering them in business, job opportunities and educational training.

Key Performance Areas:

- Facilitate the development of the Office of the Sub-Directorate strategy;
- Lead the development of the Sub-Directorate's Business Planning process;
- Lead and facilitate the Sub-Directorate's Performance Management planning process;
- Organise both human and non-human resources for effective implementation of the Sub-Directorate organisational structure;
- Leading the recruitment, selection and placement process for sourcing of suitably qualified staff for the Sub-Directorate;
- Provide sound leadership to the Sub-Directorate;
- Monitor the implementation of Military Veterans programmes and projects;
- Ensure effective control of the Sub-Directorate's Human Resources;
- Ensure effective control of Financial Resources of the Sub-Directorate;
- Ensure effective Assets Management and control of the Sub-Directorate;
- Ensure effective control of the Sub-Directorate's Human Resources;

- Manage specific administrative and reporting requirements associated with the Sub-Directorate and individual performance;
- Direct organisational Military Veteran's Transformation.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Good communication and presentation skills;
- Good listening and communication skills;
- Proven written skills and a team player;
- Good facilitation and influencing skills;
- Coordinating skills;
- Customer Care skills;
- Problem solving skills;
- Critical thinking skills;
- Excellent written and verbal communication skills and good management skills;
- Good management skills.

Core Competencies:

- Understanding of relevant applicable laws, procedures and processes;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- In-depth knowledge of function principles, techniques and tools and how they can be practically applied;
- Knowledge of Corporate Governance;
- Knowledge of principles and practices of municipal organisation, administration, and personnel management.

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