JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

Appointment in these positions will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests

PERMANENT POSITIONS:

- **Group Head: Communication and Marketing**
- **Executive Head: Social Development**

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.

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.

VACANCY CIRCULAR 008/2025

City of Johannesburg

Publication Date: Sunday, 02 February 2025

Closing Date: Monday, 17 February 2025

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

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GROUP HEAD: COMMUNICATION AND MARKETING

Department: Office of the City Manager
Branch: **Group Communication and Marketing**
Designation: **Group Head: Communication and Marketing**
Remuneration: R 2 219 302 pa (all-inclusive, cost to company)
Location: Metro Centre, 158 Civic Boulevard, Braamfontein

Appointment requirements:

- Matric/Grade 12;
- Bachelor's Degree in major in Digital Marketing, Communications, Marketing and Public Relations or equivalent (NQF 7);
- 10 years of relevant working experience or more in a senior/ executive level in government marketing and/or communication or large corporate marketing and/or communication environment;
- Strong web content development and social media marketing expertise;
- Deep understanding of digital analytics and the ability to translate data into actionable insights; experience using analytics tools to communicate outcomes and ROI;
- Must be able to work extended hours and be on standby; and
- Has no criminal record (excluding previous conviction relating to political activities in the previous dispensation) and such a person shall undergo security vetting.

Primary Function:

The primary role of the position is to promote the vision and mission of the City of Johannesburg by creating communications and marketing strategies and plans, overseeing communication, marketing, and events team operations; and raising awareness of organisational initiatives and the mayoral priorities.

Key Performance Areas:

- Originate, develop, guide, implement and drive a Central Communication and Marketing Strategy in response to the overall strategy and communications, marketing, and events activities, and programmes of the organization;
- Ensure effective financial management and control and corporate governance throughout the area of accountability;
- Create, enhance, and promote a positive image of the organization;
- Take overall responsibility for reports generated within the department;
- Initiate and guide the management of communication and marketing-related qualitative and quantitative research (surveys and polling) to ensure sustainability and growth;
- Represent the City of Johannesburg and promote or build sound relationships and stakeholder confidence between the municipality and all internal and external stakeholders;
- Set the context, and performance standards, and give oversight on business processes, quality, policy, and/or guideline management.

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Leading Competencies:

- Computer literacy (MS Office applications);
- Proficiency in at least 2 of the official languages (read, write, and speak);
- Solid management, human relations, interpersonal and communication skills;
- Interpersonal relationships to manage internal and external stakeholders;
- Solid presentation, facilitation, and public speaking skills;
- Proactive leadership capability and high level of responsibility/accountability;
- Sound judgment and decision-making;
- Highly creative, innovative, critical (analytical and tactical) thinker;
- Project management;
- Strategic financial planning and management;
- Performance management;
- Networking, persuasion, and conflict resolution skills;
- Change-capable leadership skills.

Core Competencies:

- Media / Public Relations and Communications, Marketing, Digital Communications, and Events Management;
- **Public Finances and Administration**: Knowledge of government policies specifically related to strategic and financial planning, organising, directing, and coordinating local government operations; Knowledge of risk management principles and the principles and practices of municipal budget preparation and administration;
- **Management of Personnel:** Knowledge of leadership techniques, principles, and practices/procedures used to delegate, manage/supervise, train, monitor, and evaluate the work of staff;
- **Customer Service:** General knowledge of principles and processes for providing customer services and meeting quality standards for services through the regular evaluation of customer satisfaction (e.g., surveys and polling);
- **Technology:** General knowledge of current trends and practices related to the use of technology in communications, marketing and events-related activities;
- **Project Management:** Basic knowledge of project management techniques and tools;
- **Change Management**: A strong foundational understanding of the principles and concepts around Change Management and change;

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.

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

https://share-eu1.hsforms.com/1tsgMRV0ZTFGOnXPtlWrFtgew554

APPLY ONLINE VIA: www.joburg.org.za

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ENQUIRIES ONLY:
Contact Person: Lereez Kamfer
Tel No: 011 407 6560

CLOSING DATE: MONDAY, 17 FEBRUARY 2025

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

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EXECUTIVE HEAD: SOCIAL DEVELOPMENT

DEPARTMENT: Office of the City Manager
BRANCH: **Social Development**
DESIGNATION: **Executive Head: Social Development**
REMUNERATION: R 2 219 302 pa (all-inclusive, cost to company)
LOCATION: Metro Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's Degree in Social Science, Social work or related field at NQF level 7;
- 10 years' working experience in the discipline, of which 5 years' senior management experience and 3 years at middle management level;
- A valid driver's license; and
- Must have no criminal record.

Primary Function:

Guide the development and implementation of human and social development interventions through a targeted focus on poverty reduction, food security, community self-sustainable programmes, social inclusivity, literacy and skills programmes. This will be done by ensuring that appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that Social Development strategic imperatives of the City are met. The job also entails building strategic relationships and engagements (within the City) and other stakeholders (including national, provincial government and other local authorities) so that an understanding is created of their requirements and these are incorporated into the policy and strategic planning process of the Department.

Key Performance Areas:

- Ensure compliance with National Legislation through reviewing, drafting, recommending and implementing relevant policies and strategies so that effective regulatory mechanisms are in place for Social Development within the City.
- To plan, manage, monitor, govern and control the department's operating and capital budget so that spending is in line with the Council's requirements in order to ensure that the developed Strategic Plans, guidelines and policies are accurate, workable, client and project-compliant within the set Long Term GDS 2040, IDP's and or predetermined Strategic Departmental and City objectives and accommodate change from time to time;

- Lead, direct and control the Departmental strategy that permits administration and related functions which support the service delivery components of the department in order to enable sustainable and integrated systems and processes that will contribute to good administration and governance, legislative compliance and further administrative excellence in terms of giving effect to service delivery outcomes and to prevent administrative risks;
- Provide research and development and policy reviews that identify programme gaps and new initiatives required for implementation in the Social Development Department;
- Lead research and development to enhance the knowledge base and sharing for ongoing local, provincial, national and global action to ensure that the Social Development Department is at the forefront of socioeconomic development;
- Support training and strengthening of the capacity of managers and operational staff in relation to social development programmes by the department;
- Lead, support and control the financial management, budgeting and forecasting in order to ensure that all the social development programmes are positioned to capably attend to expenditure requirements associated with normal, critical operational and ad hoc deliverables identified as priority in the IDP/LIDP/SDP of the City of Johannesburg;
- Establish a suitable departmental structure and lead, direct and control staff within the Department to achieve the set objectives by defining/adjusting the role boundaries, workflow processes and job design/job evaluation/job rotation against laid down service delivery requirements in order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained by implementing legislation, conditions of service, actions that will enable the Department to contribute positively to the COJ's service level objectives and outcomes from a human capital management perspective;
- Community and citizen mobilization (transversal), in order to ensure the development of strategies encourage communities to participate in decisions that affect their lives, improve quality of services and optimal service delivery.

Leading Competencies:

- **Strategic Planning and Strategy Formulation** - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.
- **Strategic Direction and Leadership** - Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate.
- **People Management** - Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- **Financial Management** - Ability to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner
- **Program and Project Management** - Ability to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.

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- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
- **Governance Leadership** - Ability to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships
- **Moral Competence -** Ability to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects the principles of good governance.

Core Competencies:

- Knowledge of the Local Government environment, general management principles, socioeconomic challenges and trends affecting poverty, vulnerability and inequality, social policy research, policy development and strategy development;
- Strategic planning, research, communication, networking, policy development, data management, financial management, project 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."

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