JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Deputy Director: Performance Management

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

031/2025

City of Johannesburg

Publication Date:
Monday, 24 March 2025

Closing Date:
Friday, 04 April 2025

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

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DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT

Department: Group Corporate and Shared Services
Branch: **Talent Acquisition, Remuneration, Performance and Transformation**
Designation: **Deputy Director: Performance Management**
Remuneration: R60 978.62 pm (basic salary excluding benefits)
Location: Braamfontein

Minimum Requirements:

- A relevant 3 years degree qualification in Human Resources Management or a related field (NQF level 7);
- At least 8 years or more experience in Human Recourses Management, with emphasis on Performance Management of which 4 years' experience at the middle management level.

Primary Function:
Lead, direct and manage the Performance Management function by formulating and monitoring the implementation of strategic objectives and policies to enable City department to successfully achieve their mandate with performance Management function in COJ and Group context.

Key Performance Areas:

- Ensure that appropriate planning and application of strategies, business plans policies and procedure are developed, approved, communicated to the relevant stakeholders and implemented so that the Department / Group /CoJ strategic imperatives are met;
- Implement Performance Management Communication strategies aimed at creating awareness and keeping all stakeholders fully informed;
- Lead and direct the Performance management related issues in the City;
- Lead and direct staff within the Performance Management section / unit ;
- Monitor and promote Service Level Agreements (SLA) adherence with service providers, departments.
- Manage all aspect the Legislative Framework as well as of the fiancé in control of the are of responsibility including but not limited to expenditure, assets following the Legislative framework as well as with the City's policies and procedures;
- To efficiently manage the operational assets and resources of the function cost following the legislative framework and the City's policies;
- Provide quality reports on the functions and performance in the area of responsibility that are factual, accurate and complete, timely and that contribute to and support the overall reporting requirements of the unit;
- Practice good governance and management of risk;

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Leading Competencies:

- Ability to articulate complex concepts in an understandable convincing manner;
- Strong communication skills required to guide, influence and convince others;
- Excellent communication skills with the ability to build rapport at all levels;
- Capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- Ability to establish and maintain productive relationships with people with and outside the Municipality.
- The ability to gather information, analyse issues and deal with complexity and ambiguity. Show long-term thinking following through a logical manner and being aware of consequences and implications.

Core Competencies:

- Comprehensive understanding of concepts and principles in their discipline;
- To understand other concepts and principles in context to improve organizational effectiveness.
- Knowledge and understanding of the Municipality's functional directorate and integrated across the directorates.
- In depth knowledge and understanding of Municipal Legislation policies principles and procedures.

Applicants who applied previously are advised not to reapply.

"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/19PWA5_qVRVqngYASngY4tAew554

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

VACANCY CIRCULAR 031/2025

City of Johannesburg

Publication Date:
Monday, 24 March 2025

Closing Date:
Friday, 04 April 2025

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ENQUIRIES ONLY:
Contact Person: Regina Hartley
Tel No: 011 407 7139

CLOSING DATE: FRIDAY, 04 APRIL 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.