JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Director: Events

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

036/2025

City of Johannesburg

Publication Date:
Friday, 04 April 2025

Closing Date:
Thursday, 17 April 2025

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

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DIRECTOR: EVENTS

Department:	Group Communication & Marketing
Branch:	**Events**
Designation:	**Director: Events**
Remuneration:	R75 599.04 pm (basic salary, excluding benefits)
Location:	Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- B Degree in Event Management, / Business Administration / Marketing / Public Administration/ Business Leadership / Business Management or equivalent relevant degree at NQF level 7;
- 10 years' experience preferred in a senior management position within local government;
- Proven ability to effectively manage the office of an executive in a complex and demanding environment and guidance to administrative support staff;
- Must have a driver's license and be able to attend meeting etc. across the City.

Primary Function:

Provide leadership, standards and oversight to the Group on all event related issues as well as develop and deliver highly targeted, well planned, coordinated and integrated events. Also provide standards regarding the safety of persons, Infrastructure and property at events through the coordination of an Events Joint Operation Committees.

Key Performance Areas:

- Event Leadership and Oversight on all event related matters in the city.
- Events Partnerships, Collaborations and Partnership Agreements for High Profile Events;
- Events Partnerships, Collaborations and sponsorship on High Profile Events;
- Event Planning and Management in collaboration with Department and Entities.
- Events logistics;
- Event compliance as legislated.
- Strategic Management and Business Planning;
- Events Human Capital Management;
- Supply Chain, Risk, Audit and Expenditure Management.

Leading Competencies:

- Highly level ability in the use of email, electronic dairies, tele-conferencing, video conferencing, City systems; and Microsoft Office applications Word, Excel, Access and PowerPoint;
- Excellent interpersonal, Liaison and communication skills including the capacity and ability to negotiate communicate on behalf of the HOD with Senior internal and external stakeholders.
- Excellent written communication skills including ability to prepare documents and briefing notes for the HOD and Unit Heads on complex and sensitive issues;
- Strategic Planning;

- Research and development;
- Statistical Analysis;
- Data Interpretation and reporting;
- Innovation & creative;
- Attention to details;
- Excellent communication skills;
- Leadership and people management skills;
- Goal orientation;
- Change and time management;
- Emotional intelligence;
- Performance management skills;
- Financial Management ;
- Planning and Organising skills;
- Political understanding and management;
- Integrity and total quality management;
- Risk Management;
- Adherence to policies and regulations
- Project and programme management;
- Impact analysis;
- Presentation skills.

Core Competencies:

- Knowledge of Government legislation, policies and procedures applicable to south Africa;
- In depth knowledge of SDBIP and Business Planning;
- Knowledge of Financial principles and practices;
- Knowledge of administrative and clerical procedures and systems such as filing and record management systems and other office procedures and terminology;
- Must be capable of gathering and analysing information;
- Sound knowledge of risk management;
- Ability to supervise subordinate employees to include establishing and applying standards for performance in a fair and impartial manner; distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline interpreting and implementing instructions by management;
- Ability to maintain and ensure the confidentiality of employee personnel files and contents;

"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 following link below:

https://share-eu1.hsforms.com/1Fjcv-6LRQzOlRVsxsh_4vAew554

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

ENQUIRIES ONLY:
Contact Person: Sirelda de Klerk
Tel No: 011 407 7723

CLOSING DATE: THURSDAY, 17 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,
- Employment record verification,
- Criminal check,
- Identity validation.