JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Deputy Director: Online Communication

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

044/2025

City of Johannesburg

Publication Date:
Thursday, 24 April 2025

Closing Date:
Thursday, 08 May 2025

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

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DEPUTY DIRECTOR: ONLINE COMMUNICATION

Department:	Group Communication & Marketing
Branch:	**Strategic Communication**
Designation:	**Deputy Director: Online Communication**
Remuneration:	R60 978.62 pm (basic salary, excluding benefits)
Location:	Braamfontein

Minimum Requirements:

- Matric Certificate / Grade 12;
- Bachelor's Degree (NQF 7) in Digital Communications, Digital Media, Web Design/Development, Software Development / or related field (NQF level 7);
- 7 – 9 years management experience with a focus on Social Media, Web Development, Development and Project Management of Communication technologies, Web CRMs and Digital transformation strategies.
- Digital communication methods and effectiveness;' HTML JavaScript and editing software;
- Management of CMS web and CRMs.

Primary Function:

Lead the City's Digital Media strategy by developing, overseeing and maintaining digital communication and related innovation and transformation strategies. This role focuses on driving modern, citizen-centric solutions that enhance the communication of the City's strategic objectives, such as service delivery and stakeholder engagement. Manage the City's digital platforms, such as social media, radio, websites, CRMs and query management ticketing systems. Foster collaboration between departments to promote digital innovation through research, training and skills transfer. Provide strategic and technical support to team as well as management. Conduct research on new communication platforms and technologies. Develop detailed project plans, timeline and milestones for digital transformation projects and initiatives and oversee implementation, ensuring adherence to timelines and budget.

Key Performance Areas:

- Oversee and manage online communication and related research.
- Develop the digital content strategy and direct its creative execution (collation, packaging and /or distribution);
- Provide strategic leadership, direction and oversight on all stakeholder management / relations that impact overall digital reputation;
- Manage the City's digital platforms;
- Accelerate Innovation in the City through the development and implementation of new ideas, products or methodologies;
- Execute sound financial management and control and contribute information to support the financial planning processes within the department;
- Direct and control outcomes associated with utilisation, productivity and performance of personnel within the sub-unit.

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Leading Competencies:

- Computer literacy (Microsoft Word and Excel);
- Software development skills
- CMS management skills;
- Web CRM skills and
- Mobile app development.

Core Competencies:

- Knowledge of and implementation of social media case management systems;
- Enterprise social network platforms, including SharePoint and Yammer;
- Intermediate level skills in Microsoft development – web, app, digital media management;
- Understanding of software as -a- service (SAAS) as a digital transformation model.

"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/1PnhUv2rWQxGrscUt_K-dBQew554

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

ENQUIRIES ONLY:
Contact Person: Sinead Ahem
Tel No: 011 407 7121

CLOSING DATE: THURSDAY, 08 MAY 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.