JOB OPPORTUNITY

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

# PERMANENT POSITION

# Specialist: Data Analytics and Modelling

## 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**

**045/2025**

**City of Johannesburg**

**Publication Date:**
**Friday, 25 April 2025**

**Closing Date:**
**Monday, 12 April 2025**

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

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# SPECIALIST: DATA ANALYTICS AND MODELLING

**Department:** Group Strategy, Policy Coordination and Relations (GSPCR)
**Branch:** **Monitoring & Evaluation**
**Designation:** **Specialist: Data Analytics and Modelling**
**Salary Range:** R53 022,85 pm (basic salary excluding benefits)
**Location:** 48 Ameshoff Street, SAPPI Building, Braamfontein

## Appointment Requirements:

- A Degree in Statistic; Data Sciences; Mathematics; Computer Science; Business Information Systems at NQF level 7;
- A qualification in Monitoring and Evaluation would be an added advantage;
- 6 – 8 years relevant experience in designing and implementing Organisation Level Systems for M&E within a large organisation in a senior management level in either the public or private sector;
- Technical experience regarding database design and development, data models, techniques for data mining and segmentation;
- Experience in creating a reporting dashboard using Microsoft Power BI and other systems;
- Experience in handling reporting packages like Business Objects, programming (JavaScript, XML, or ETL framework), and databases;
- Proficiency in statistics and statistical packages like Excel, SPSS, SAS to be used for data set analysis;
- Some direct experience of applying M&E and /or organisational learning to address human and social development issues;
- Experience in designing and/or implementing data collection and data management systems;
- Thorough understanding of IT innovation in information management and communications, and a potential application to the M&E environment (generic applications, internal communications, systems, and software packages to support M&E management).

## Primary Function:

**Monitor, evaluate and report on the implementation of City of Johannesburg strategic plans (IDP including SDBIP programs/projects to ensure the achievement of COJ mission and vision. Process, clean, analyse, interpret and display data using effective approaches and business intelligence tools, as known as data analysis.**

## Key Performance Areas:

- Develop tighter control, uniformity and synergy between strategy and M&E reporting and support informed strategic decision making by the Executive;
- Provide guidance standards to the Group on all M&E and reporting-related issues;
- Institutionalisation of Group Performance Management System and processes.

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**Leading Competencies:**

- Adapt to using data processing platforms like Hadoop and Apache Spark;
- Strong mathematical skills to help collect, measure, organise and analyse data;
- Problem-solving skills;
- Adapt to queries, writing reports and making presentations;
- Team working skills;
- Proved working experience in data analysis.
- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Accuracy and attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.

**Core Competencies:**

- Knowledge of local governance legislation (MFMA, MSA, etc);
- Knowledge of Framework for Managing Programme Performance Information; National Evaluation Policy Fraework; Policy Framework for the Government-wide M&E and other legislation informing M&E;
- Sound knowledge of the auditing process in the public sector, including local government;
- Knowledge of Data visualisation software like Tableau, Qlik;
- Knowledge of how to create and apply the most accurate algorithms to datasets to find solutions;
- Knowledge of programming languages like SQL, Oracle, MATLAB and Python.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

***"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/1luqTWDU7T7K3OMe7dwvC-Qew554

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

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

**CLOSING DATE: MONDAY, 12 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, and
- Identity validation.