JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Deputy Director: Communications

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.

VACAN8Y CIRCULAR 049/2025

City of Johannesburg

Publication Date:
Monday, 05 May 2025

Closing Date:
Friday, 16 May 2025

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

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DEPUTY DIRECTOR: COMMUNICATIONS

Department: Human Settlements
Branch: **Business Management Support**
Designation: **Deputy Director: Communications**
Remuneration: R60 978,62 pm (basic salary, excluding benefits)
Location: 222 Smit Street, Braamfontein

Minimum Requirements:

- Bachelor's degree in Communications/Journalism/Marketing or equivalent (NQF level 7);
- Post graduate will be an advantage; and
- 7 - 9 years' experience, of which 3 – 4 years at middle management level;
- Understanding of the City's strategy and departmental strategic framework;
- Administrative capacity and leadership;
- Stakeholder management savvy and sensitivity;
- Business management processes, systems and approaches.

Primary Function:

Provide a comprehensive Communications support function to the Department by managing the team's (communication/stakeholder engagement/community facilitation) outputs, dealing with proactive media relations, planning, development strategies, process daily queries and "crises management", engaging with other spheres of government regarding policies and service delivery programs and ensure adherence and compliance to the CoJ communication policies and protocols.

Key Performance Areas:

- Identify and define immediate, short and long term objectives associated with the Communications Services and processes;
- Give input into the preparation, monitoring and controlling of the annual Communications budget;
- Direct and control outcomes associated with utilization, productivity and performance of personnel within the Communications Section/Unit. Identify and define the immediate, short and long term objectives/plans associated with the provision of administrative support to the directorate;
- Develop, implement and monitor stakeholder communications strategy to set the standard, address communication matters, and ensure consistency and alignment to the CoJ strategy;
- Identify the strengths and weaknesses of the current internal and external communication in order to determine the effectiveness of employed strategies and take remedial steps where necessary;
- Lead the civic education campaigns;
- Manage and control outgoing communication;
- Handle media enquiries effectively;
- Influence the media opinion during media briefings, media induction sessions, media tours and media networking sessions;

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- Procure goods and services for directorate in consultation with Director: Business Management Support;
- Responsible for the development and implementation of all strategic marketing plans and put together and advertising strategy and ensure consistent brand awareness;
- Manage and coordinate campaign activities, exhibitions and promotions aimed to reach the target audience of the Department.

Leading Competencies:

- Computer literacy (MS Word and Excel);
- Good communication skills;
- Coordinating skills;
- Ability to function under stress;
- Change management;
- Problem solving;
- Resource management and networking skills;
- Time management;
- Organisational skills.

- **Core Competencies:** T
- Knowledge of local government policies, protocol and procedures; Batho Pele Principles and goal oriented;
- High level confidentiality;
- 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/1UvV7_iE6Ry647WenkF8PvQew554

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

ENQUIRIES ONLY:
Contact Person: Nonzukiso Mkhanya
Tel No: 011 375 6164 / 011 061 3141

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CLOSING DATE: FRIDAY, 16 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, and
- Identity validation.