JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Operational Manager: Central Travel Office (Travel Office Head)

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

050/2025

City of Johannesburg

Publication Date:
Tuesday, 06 May 2025

Closing Date:
Monday, 19 May 2025

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

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OPERATIONAL MANAGER: CENTRAL TRAVEL OFFICE (TRAVEL OFFICE HEAD)

DEPARTMENT: Group Corporate & Shared Services (GCSS)
BRANCH: **Group SHELA & FCM**
DESIGNATION: **Operational Manager: Central Travel Office (Travel Office Head)**
REMUNERATION: R33 371,75 pm (basic salary, excluding benefits)
LOCATION: JD House, 27 Stiemens Street, Braamfontein

Minimum Requirements:

- Grade 12
- Diploma in Tourism management and/or related qualification at NQF level 6
- Procurement and Supply Chain Management certification
- 3 - 4 years relevant experience in travel management in the government sector or a corporate in-house travel agency
- Minimum of 2 years' experience working in a Procurement and Supply Chain Management environment
- Experience working in local government will be an added advantage
- Code 08 Driver's license

Primary Function:
Establish, manage and coordinate the functions of the Central Travel Office of the City of Johannesburg, by ensuring effective, efficient, economical and transparent use of the City's resources in handling all aspects of domestic and international business travel for all City officials.

Key Performance Areas:

- Centrally manage all Business Travel and Subsistence requirements for the City officials travelling domestically and abroad.
- Manage citywide travel costs to ensure cost savings on business travel.
- Plan, direct, and manage the City's business travel activities.
- Ensure effective and efficient Central Travel Office organisational structures and optimal utilisation of human resources for the accomplishment of Unit objectives.
- Provide sound leadership to the City and Central Travel Office.
- Establish and manage relationships with internal and external stakeholders of the Central Travel Office.
- Create a firm footprint within the City and travel industry as the City's Central Travel Office and smoothly manage its transition into a City Travel Agency.
- Manage the process of contract management, contract creation, execution, and analysis to maximise the organizational and financial performance of the City's travel budget.
- Build an office which is well-equipped and a staff which prides itself on service excellence, productivity, efficiency and professionalism.

- Manage and control outcomes associated with the utilization, productivity, discipline and performance of staff within the Central Travel Office.

Leading Competencies:

- Good management and leadership skills.
- Monitoring and coaching skills.
- Interpersonal and problem-solving skills.
- Analytical skills.
- Project management and contract management skills.
- Persuading and influencing skills.
- Delivering results and meeting customer expectations.
- Stakeholder management skills.
- Finance management skills.
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint).
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders.
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Knowledge of international travel regulations, customs, time zones, geography and currencies.
- Knowledge of Travel and Expense Reporting and processing.
- Sound travel industry knowledge.
- Knowledge of relevant standards as well as the statutory and regulatory framework within which the Travel function operates, including the International Air Travel Association (IATA).
- Knowledge of other business processes feeding into and those dependent on the travel processes.
- Strong knowledge of procurement processes and supply chain processes in the government sector.
- 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."

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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/1bQ05WEUlSoGHA3QUeyXEiwew554

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

ENQUIRIES ONLY:
Contact Person: Nokwazi Bovungana
Tel No: 083 747 1228

CLOSING DATE: MONDAY, 19 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.