JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Sub Unit Head: Children's Services Programme

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

051/2025

City of Johannesburg

Publication Date:
Wednesday, 07 May 2025

Closing Date:
Tuesday, 20 May 2025

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

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SUB UNIT HEAD: CHILDREN'S SERVICES PROGRAMME

Department: Social Development
Branch: **Migration, Displaced and Children's Services**
Designation: **Sub Unit Head: Children's Services Programme (DD level)**
Remuneration: R60 978,62pm (basic salary excluding benefits)
Location: 118 Jorissen Street, Traduna Building, Braamfontein

Minimum Requirements:

- Grade 12 plus a relevant and completed Degree in Child Development/Education/Community Development/Social Sciences or a related field at NQF level 7;
- A relevant postgraduate degree will be an added advantage;
- A proven track record and 3 years working experience with children and in a child development environment, and should include the development, implementation, monitoring and assessment of programmes for children aged 0 – 18 years old;
- Valid code 8 driver's license;
- 7 – 9 years of experience working in a Social development field and at least 6 years in a management position;
- Skills required: Computer literacy, Professional and Communication skills, Report writing, Ability to work independently, Financial skills, Presentation and Interpersonal skills.
- Knowledge required: Extensive knowledge in Child Development, Staff Management, Knowledge of Local Government, Municipal Financial Management legislation, Project Management and Planning and Reporting.

Primary Function:
Lead, develop, manage and oversee the implementation of all Children's Services Programme City-wide. Design and coordinate programmes for children across the City and ensure that programmes are aligned and adhere to all relevant legislation, acts, and policies. Programmes to be implemented are for children between the ages of 0 and 18 years old. Programmes should be developmental in nature and in alignment with various legislative frameworks and policies. Provide integrated professional input, guidelines, support and ongoing monitoring of programmes implemented across the City in terms of Children's Services Programmes, and to ensure that Standard Operating Procedures are developed and implemented as part of programme implementation.

Key Performance Areas:

- Ensure that programmes are effective in terms of their implementation for children across the City of Johannesburg;
- Implement performance management policies within the City in an effective manner to ensure service delivery efficiency;
- Execute all administrative and management support functions required by this position;
- Ensure that policy implementation is facilitated as part of ongoing service delivery within the Sub-Unit;

- Ensure that all implementation of projects is executed effectively and that projects align with the service delivery objectives of the Sub-Unit and the Department as a whole;
- Build partnerships and strengthen collaboration with various stakeholders within the Children's Services Sector;
- Ensure sound financial and risk management, according to all relevant legislation and requirements;
- Facilitate the implementation of HR related matters;
- Enagage with various stakeholders in terms of programme planning, resource mobilization and implementation to strengthen service delivery within communities.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint and Outlook);
- Professional and good written and oral communication skills in English, and must be able to communicate and coordinate effectively with other stakeholders;
- Interpersonal and management skills;
- Computer software application skills and data management skills;
- Leadership and conflict management skills;
- Financial and risk management skills;
- Networking, negotiation and advocacy skills;
- Adaptation and change management skills;
- People management and ability to work within the context pf a multi-disciplinary team;
- Report writing skills;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Extensive knowledge in the field of Child Development and assisting in promoting positive child outcomes within various communities;
- Knowledge of the relevant legislation, policies and frameworks pertaining to children;
- Knowledge of local government environment and regulatory frameworks;
- Knowledge of municipal financial management and financial planning, and reporting;
- Knowledge of local government systems and reporting;
- Knowledge of the implementation of projects with children;
- 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/1HdkHKeGhRxaw096BEzGqAgew554

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

ENQUIRIES ONLY:
Contact Person: Tiyani Maringa
Tel No: 407 6514

CLOSING DATE: TUESDAY, 20 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.