JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Director: Specialised Services

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

055/2025

City of Johannesburg

Publication Date:
Tuesday, 13 May 2025

Closing Date:
Monday, 26 May 2025

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

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DIRECTOR: SPECIALISED SERVICES

DEPARTMENT: Public Safety (JMPD)
BRANCH: **Specialised Unit**
DESIGNATION: **Director: Specialised Services**
REMUNERATION: R75 599,04 pm (basic salary, excluding benefits)
LOCATION: 1041 Wemmer Complex

Minimum Requirements:

- Grade 12/NQF level 4;
- Basic training qualification (Metro Police Diploma);
- Degree or B.Tech in Policing at NQF level 7;
- Code B driver's license;
- No criminal record;
- Firearm proficiency;
- 10 years' relevant experience, of which 5 years must be Managerial experience.

Primary Function:
To manage the Specialised Services Directorate, within the Public Safety Department for the City of Johannesburg (CoJ), effectively and efficiently aligned within the GDS 2040, CoJ objectives, productivity and develop a service delivery strategy aligned to Johannesburg Metropolitan Police Department (JMPD) and Community needs and expectations.

Key Performance Areas:

- Perform long-term planning and execute the expected activities;
- Direct and control the Key Performance Areas and outcomes of personnel within the Specialised Services Unit;
- Manage legislative requirements and compliance matters about Specialised Services;
- Lead, processes for the conclusion of investigations and prosecutions of offenders to ensure compliance with relevant legislation;
- Understand the Municipality's objectives and the impact of decisions on the community and the functioning of the Department;
- Planning, organising and controlling the Directorate's tasks to specifications and within budget;
- Drive optimisation of the financial management of the Directorate in line with the MFMA through strategic processes;
- Plan and organise the work for the Directorate using goal setting, objectives and targets with associated resources and budgets;
- Identify and deal with unethical issues and conflicts;
- Assess situations and interest positions and respond appropriately;
- Manage the interface and relationship with key stakeholders in support of meeting objectives.

Leading Competencies:

- Report writing;
- Emotional intelligence;
- Problem-solving;
- 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;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.

Core Competencies:

- Advanced knowledge of The Constitution, Criminal Procedure Act, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, AARTO Act, National Land Transportation Act (NLTA), SAPS Act, Liquor Act, Second Hand Goods Act, Dangerous Goods Act, National Road Traffic Act (NRTA), MFMA and Municipal Systems Act, Municipal Structures Act, etc.;
- Sound knowledge of the relevant legislation that governs employment practices and principles of human resource administration;
- In-depth understanding of Government strategic thinking and policies and how they can be practically applied;
- Sound knowledge of modern policies and practices of public personnel administration, including procedures, ordinances and resolutions;
- Thorough knowledge of employee classifications, compensation and benefits, recruitment, selection and training;
- Knowledge of and analysis of the impact of labour market conditions and socio-economic issues;
- Understand and interpret policies and procedures and explain them to others;
- Ability to establish and maintain effective working relationships with employees, city officials, labour unions and the public;
- Principles and practices of municipal budget preparation and administration;
- Ability to plan activities, goals, and objectives of staff members and the Directorate and monitor compliance to the same as dictated by Group Policy;
- 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/1eQAdo0yoSnSX6raEsIjClwew554

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

ENQUIRIES ONLY:
Contact Person: Busisiwe Rikhotso
Tel No: 011 375 5269

CLOSING DATE: MONDAY, 26 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.