JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Deputy Director: Stock Management

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
058/2025
City of Johannesburg

Publication Date:
Monday, 19 May 2025

Closing Date
Friday, 30 May 2025

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

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DEPUTY DIRECTOR: STOCK MANAGEMENT

Department: Human Settlements
Branch: **Public Housing Stock Management**
Designation: **Deputy Director: Stock Management X4**
Remuneration: R60 978.62 pm (basic salary, excluding benefits)
Location: Various Regions within City of Johannesburg

Minimum Requirements:

- Grade 12 / NQF level 4 plus Degree in the Property management / Art / Commerce / Business Administration / Public Administration / Development Studies equivalent to NQF level 7;
- 7 – 9 years' experience in social housing sector or municipal rental housing sector or private rental sector of which 5 years' experience should be the senior management level.

Primary Function:

Manage a portfolio type of public rental stock in conjunction with Director: Public Housing Stock Management. Develop and implement and annual repairs and maintenance plan, according to allocated budgets and qualification requirements.

Key Performance Areas:

- Policies, procedure and system;
- Operations Management;
- Customer and stakeholders objectives;
- Maintenance of buildings;
- Risk Management;
- Budgeting;
- Reporting;
- Management of tender and contracts;
- Tracking of management queries;
- Staff Management.

Leading Competencies:

- Advance skill in verbal and written communication;
- Proven ability to deliver packaged housing development projects;
- Proven ability to create and lead a strategic vision;
- Proven ability to manage a team to secure significant funding;
- Proven ability to develop internal and external collaborations with strategic partners;
- Track record of representing and organization at a senior level and working closely with senior colleagues;
- Demonstrated understanding of the role of human settlement development and how to achieve impact;
- Demonstratable capacity to successfully motivate, manage and lead teams of different disciplines and multiple cultures to deliver on the research outputs and development outcomes described above;

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- Ability to analyse processes and implement continuous improvements;
- Ability to work with stakeholders at different management levels;
- Ability to work as a member of a team and work closely with other built environment disciplines;
- Evidence of developmental skills and conceptual thinking;
- Ability to mentor colleagues and continuously build capacity within the organisation.

Core Competencies:

- Knowledgeable in various environmental research and testing methodologies;
- Comprehensive knowledge of all Environmental legislation, By-law management, Labour laws and Council policies and procedures;
- Knowledge of the City's strategic business planning and performance management processes;
- Knowledge of sub-directorates processes and procedures;
- Understanding of various systems used within the City such as SAP, data management systems, electronic document management systems, Outlook, etc.;
- Knowledge of City of Johannesburg Council rules and procedures.

"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/1ao9vDIXYQkG1u3U3CFdtZgew554

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

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ENQUIRIES ONLY:
Contact Person: Nonjabulo Sibiya
Tel No: 011 0613155/7975/8021

CLOSING DATE: FRIDAY, 30 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.