JOB OPPORTUNITY

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

# PERMANENT POSITION:

# Manager: Human Capital Development

## 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**

**066/2025**

**City of Johannesburg**

**Publication Date:**
**Friday, 06 June 2025**

**Closing Date:**
**Friday, 20 June 2025**

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

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# MANAGER: HUMAN CAPITAL DEVELOPMENT

| | |
|---|---|
| **Department:** | Group Corporate & Shared Services |
| **Branch:** | **Group Human Capital Management** |
| **Designation:** | **Manager: Human Capital Development** |
| **Remuneration:** | R47,405.13 pm (basic salary, excluding benefits) |
| **Location:** | Metropolitan Centre, Braamfontein |

**Minimum Requirements:**

- Grade 12/NQF level 4 plus Degree in Human Resources Management (HRM) / Human Resources Development (HRD) / Public Administration / Public Management / Business Management / Education degree / related degree at NQF level 7;
- 5 – 7 years' experience preferred in Human Resources Management / Human Resource Development at least 3 years in the human resource development field either in the public or private sector;
- Valid Code 8 driver's license.

**Primary Function**:

**Plan, implement, manage and evaluate Human Capital Development initiatives within the City of Johannesburg, to ensure alignment with the City's Integrated Development Plan (IDP), Departmental Business Plans, Workplace Skills Plan (WSP), and relevant legislative, regulatory and policy frameworks.**

**Key Performance Areas:**

- Contribute to the strategic human resource development processes;
- Implement effective and efficient financial planning and budgeting (demand) processes in line with supply chain management processes, legislative, regulatory and policy frameworks
- Implement effective and efficient procurement management in line with supply chain management processes, legislative, regulatory and policy frameworks.
- Plan, implement, manage and evaluate implementation of the human resource development operations in line with applicable legislation, policy, processes, and procedures in the organisation.
- Implement effective and efficient operation processes, procedures, and systems.
- Ensure effective control of the sub-section's human resources/assets.
- Build and maintain positive relationships with internal and external stakeholders, including government bodies, training providers, and employees, to promote human resource development initiatives.
- Lead and facilitate the sub-section's performance management planning process
- Manage administrative and reporting requirements associated with the sub-section's operations.
- Provide sound leadership for the achievement of the organisations' objectives.

- Implement good governance and effective risk management systems Ensure effective management of specific administrative and reporting requirements associated with the sub-section's and individual performance.
- Ensure effective management of specific administrative and reporting requirements associated with the sub-section's and individual performance

**Leading Competencies:**

- **Leadership and Management**: Ability to lead and manage teams, and to make informed decisions
- **Planning and Organizing**: Proficiency in operational planning, resource allocation, and performance management
- **Communication:** Excellent verbal and written communication skills for effective stakeholder engagement and team management.
- **Customer Service**: Strong customer service skills to ensure high levels of customer satisfaction
- **Financial Management**: Budgeting processes and financial management skills

**Core Competencies:**

- Good knowledge of the local government environment;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks governing implementation of Sub-Section's business
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied in the implementation of Section's business
- Knowledge on Corporate Governance
- Knowledge of principles and practices of municipal organization, administration, and personnel management.

***"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/11tZLxsC9QR6MRRrdgS8T6wew554

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

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**ENQUIRIES ONLY:**
**Contact Person**: Regina Hartley
**Tel No**: (011) 407 7191

**CLOSING DATE: FRIDAY, 20 JUNE 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.

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