JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Regional Project Manager

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 in 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 acknowledgement 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

071/2025

City of Johannesburg

Publication Date:
Wednesday,18 June 2025

Closing Date:
Tuesday, 01 July 2025

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

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REGIONAL PROJECT MANAGER

DEPARTMENT: Community Development
BRANCH: **Facilities Enhancement Unit**
DESIGNATION: **Regional Project Manager**
REMUNERATION: R47 405,13 pm (basic salary, excluding benefits)
LOCATION: 2 Helen Joseph, Arts & Cultur Building, Newtows

Minimum Requirements:

- Grade 12 plus
- Relevant BEng or BSc (Eng) engineering degree and eligibility for registration with a professional body advantageous/NQF level 7;
- Valid Driver's licence;
- 5 – 8 years' experience post registration.

Primary Function:

To oversee the planning, execution, and completion of the Department's facility enhancement capital and operational expenditure (opex) projects. This role involves coordinating with various stakeholders, managing budgets, ensuring compliance with regulations, and delivering projects on time and within scope

Key Performance Areas:

- Execute the project planning process to inform the Section's operational planning processes, ensuring alignment with strategic goals and efficient resource allocation;
- Implement process optimisation and efficiency Initiatives to enhance productivity, reduce costs, and improve overall project performance;
- Ensure the effective execution of capital projects aimed at enhancing community facilities, delivering high-quality outcomes that meet stakeholder expectations;
- Oversee the implementation of operational expenditure (opex) projects contracted to external service providers, ensuring timely and cost-effective delivery;
- Provide strong leadership and development for the project team, fostering a collaborative and high-performance work environment;
- Monitor compliance with project quality standards and regulatory requirements, ensuring all projects adhere to established guidelines and best practices;
- Manage and control assets and resources effectively, optimising their use to support project goals;
- Implement governance and risk management activities to mitigate potential issues and ensure project success;
- Ensure effective budget control for all project-related expenditures by maintaining financial discipline and accountability;
- Execute specific activities to ensure effective stakeholder relations and communication, fostering positive relationships and ensuring stakeholder needs are met;

- Perform administrative tasks associated with the Capital Projects Section and individual performance, ensuring smooth operation and compliance with organisational performance;
- Compile comprehensive reports that provide insights into the performance of the Capital Projects Section, supporting informed decision-making and continuous improvement.

Leading Competencies:

- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in project management software and Microsoft Office Suite.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Advanced problem-solving and analytical skills.
- Ability to manage workload to deliver multiple projects simultaneously and meet tight deadlines with minimal supervision.
- Proactive and responsive approach to project management.
- Strong leadership and team management skills.
- Ability to develop and maintain positive relationships with stakeholders.
- High level of attention to detail and accuracy.
- Effective conflict resolution and decision-making skills.
- Ability to adapt to changing environments and manage multiple priorities.
- Strong presentation and public speaking skills.
- Ability to conduct risk assessments and develop mitigation strategies.
- Experience in procurement and contract management.
- Ability to use project management software such as MS Project, Primavera, or similar tools.
- Strong report writing and documentation skills.
- Technical proficiency in engineering disciplines.
- Ability to oversee and coordinate the planning, design, development, and implementation of complex engineering projects.

Core Competencies:

- Strong knowledge of project management methodologies and tools;
- Knowledge of engineering principles and practices;
- Understanding of safety, quality, and regulatory standards in engineering projects;
- Knowledge of budgeting and financial management;
- Knowledge of the local government environment;
- Knowledge of the City's strategy (IDP), prescribed methodologies, legislative, policy, and regulatory frameworks.

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"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 link below:

https://share-eu1.hsforms.com/10jNUdIHxTdii0yVisDbHbwew554

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

ENQUIRIES ONLY:
Contact Person: Nthabiseng Majara
Tel No: 011 407 6553

CLOSING DATE: TUESDAY, 01 JULY 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.