JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Assistant Head: Sports & Recreation**
- **Unit Head: Sports & Recreation**

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

084/2025

City of Johannesburg

Publication Date:
Thursday, 10 July 2025

Closing Date:
Wednesday, 23 July 2025

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

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ASSISTANT HEAD: SPORTS & RECREATION

DEPARTMENT: Community Development
BRANCH: **Sports & Recreation**
DESIGNATION: **Assistant Head: Sports & Recreation**
REMUNERATION: R53 022,85 pm (basic salary, excluding benefits)
LOCATION: 2 Helen Joseph, Arts & Culture Building, Newtown

Minimum Requirements:

- Grade 12/NQF level 4
- Bachelor's Degree in Sport and Recreation Management, Public Administration/Business Management, or a related field at NQF level 7
- 6 - 8 years' experience preferred in leadership/ management, of which 3 years must be at supervisory level or above
- Minimum of a Code 8 Driver's License

Primary Function:
To lead the implementation of sport, recreation, and aquatics programmes and services within the administrative region, ensuring that regional operations are aligned with city-wide strategies, policies, and service delivery standards. The role supports community development through the promotion of active lifestyles, social inclusion, and access to quality recreational infrastructure.

Key Performance Areas:

- Contribute to the development of the Directorate's strategic planning Process
- Lead the Section's operational planning process
- Lead the Section's financial planning and budgeting processes
- Lead and facilitate the Section's Demand Planning process
- Lead and facilitate the Section's Performance Management planning process
- Lead and manage the development of the Section's Individual Learning Plans (ILPs) process
- Ensure effective and efficient Section functions, processes, procedures, systems, and policies
- Leading the Recruitment, Selection & Placement process for sourcing of suitably qualified staff for the Section
- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory, and policy framework
- Provide sound leadership for the achievement of the Directorate's objectives
- Manage the implementation of sport, recreation, and aquatics programmes and services in line with city-wide strategies, policies, and service delivery standards
- Ensure effective control of the Section's Human Resources
- Ensure effective Section's Financial Resource control
- Ensure effective Directorate Assets Management and Control
- Implement good governance and effective risk management systems
- Monitor the effectiveness of sports, recreation, and aquatics programs

- Establish, develop, and manage relationships with key stakeholders to ensure that the interests of communities, political leaders, and sports bodies are reflected in sport and recreation policies and procedures
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel)
- **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:

- Knowledge of the local government environment
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy, and Regulatory Frameworks
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied
- Knowledge of Corporate Governance
- Knowledge of principles and practices of municipal organization, administration, and personnel management
- 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 link below:

https://share-eu1.hsforms.com/1QWhyse1cQBGJCyAyaccGfwew554

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

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

CLOSING DATE: WEDNESDAY, 23 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.

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UNIT HEAD: SPORTS & RECREATION

DEPARTMENT: Community Development
BRANCH: **Sports & Recreation**
DESIGNATION: **Unit Head: Sports & Recreation**
REMUNERATION: R75 599,04 pm (basic salary, excluding benefits)
LOCATION: 2 Helen Joseph, Arts & Culture Building, Newtown

Minimum Requirements:

- Grade 12/NQF level 4
- Bachelor's Degree in Sport and Recreation Management, Public Administration/Business Management, or a related field at NQF level 7
- 10 years overall working experience, of which 5 years must be at the middle management level in local government or public sector within the sports or recreation field
- Minimum of a Code 8 Driver's License

Primary Function:

To provide strategic leadership, policy direction, and operational oversight for the planning, development, and implementation of sports, recreation, and aquatics programs and infrastructure in the City of Johannesburg. The role aims to promote active lifestyles, social cohesion, and talent development through inclusive and sustainable community-based initiatives.

Key Performance Areas:

- Contribute to the development of the Department's strategic planning process
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process
- Ensure sound Financial Planning and Budgeting processes for the Directorate
- Lead and facilitate the Directorate's Demand Planning process
- Lead and facilitate the Directorate Performance Management planning process
- Lead and manage the development of the Directorate's Individual Learning Plans (ILPs) process
- Ensure effective and efficient Directorate functions, processes, procedures, systems, and policies
- Leading the Recruitment, Selection & Placement process for the sourcing of suitably qualified staff for the Directorate
- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory, and policy framework
- Provide sound leadership for the achievement of the Directorate's objectives
- Direct the development and implementation of sports, recreation, and aquatics programmes
- Implement good governance and effective risk management systems
- Ensure effective control of the Directorate's Human Resource

- Ensure effective Financial Management control
- Ensure effective Directorate Assets Management and Control
- Establish, develop, and manage relationships with key stakeholders to ensure that the interests of communities, political leaders, and sports bodies are reflected in sport and recreation policies and procedures
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance

Leading Competencies:

- Excellent strategic thinking, planning, and execution skills, including the ability to anticipate the talent and organisation implications and identify strategic challenges and priorities
- Demonstrated ability to lead through major changes and maintain momentum with the ability to inspire continuous focus on key business
- Strategic planning and policy development
- Budgeting and financial oversight
- Performance monitoring and evaluation
- Possess excellent interpersonal, written, and oral communication skills
- Possess an exceptional level of intellectual, professional, and interpersonal agility and flexibility, combined with strong analytical and problem-solving skills
- Good verbal communication (including presentation and public speaking) skills
- Good written communication (MS Visio, MS PowerPoint, MS Word, MS Excel)

Core Competencies:

- Knowledge on the local government environment
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks
- Sport Development Frameworks: Deep understanding of the National Sport and Recreation Plan (NSRP), transformation charters, and aquatic safety standards
- Aquatics Expertise: Knowledge of aquatic programming, safety protocols, and facility standards
- Knowledge on Corporate Governance
- Knowledge of principles and practices of municipal organization, administration, and personnel management
- 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.

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