JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Assistant Director: Skills 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 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

096/2025

City of Johannesburg

Publication Date:
Monday, 11 August 2025

Closing Date:
Friday, 22 August 2025

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

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ASSISTANT DIRECTOR: SKILLS DEVELOPMENT

DEPARTMENT:	Group Corporate & Shared Services
BRANCH:	**Group Human Capital Management (GHCM) (Employee Relations & Development)**
DESIGNATION:	**Assistant Director: Skills Development**
REMUNERATION:	R55 679.29 pm (basic salary, excluding benefits)
LOCATION:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF Level 4 plus
- Degree in Human Resources Management (HRM) / Human Resources Development (HRD) / Public Administration / Business Administration/ Public Management/Business Management / Education degree / related degree at NQF level 7.
- Certification in Occupationally Directed Education, Training and Development Practitioner (ODETDP) at NQF Level 5 will be an added advantage
- Minimum of Code 8 Driver's License
- 6-8 years' experience in human resource management/human resource development, of which 3 years must be at management level or above.

Primary Function:

To lead, manage, and oversee the tactical planning, implementation, and evaluation of skills development programs within the City of Johannesburg, ensuring alignment with the municipality's Integrated Development Plan (IDP), strategic objectives, and relevant legislative regulatory and policy frameworks, and cultivating a skilled workforce to support the City's long-term goals and development agenda.

Key Performance Areas:

- Contribute and lead the development of the organisations operational and strategic planning process.
- Develop the structure, execution and evaluation of training and development within the organisation.
- Provide sound leadership for the achievement of the skills development's objectives.
- Manage the planning and implementation and evaluation of the skills development operations in line with applicable legislation, policy, processes, and procedures.
- Build and maintain positive relationships with internal and external stakeholders, including government bodies, training providers, and employees, to promote skills development initiatives.
- Ensure effective and efficient procurement management in line with supply chain management processes, legislative, regulatory and policy framework.
- Manage administrative and reporting requirements associated with the section's operations.
- Lead the section's financial/demand planning/ budgeting processes and expenditure.
- Lead and facilitate the section's performance management processes.

- Leading the recruitment, selection and placement process for sourcing of suitably qualified staff for the section.
- Implement good governance and effective risk management systems.
- Ensure effective management of specific administrative and reporting requirements associated with the directorate performance.
- Ensure effective control of the section's human resources/assets.

Leading Competencies:

- **Leadership and Management**: Ability to lead and manage teams, and to make informed decisions.
- **Planning and Organising**: 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 on the local government environment.
- Knowledge of 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 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/1_n09eJBATY-XP2gC6pxkwwew554

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

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ENQUIRIES ONLY:
Contact Person: Boitumelo Makgoba
Tel No: 011 407 7139

CLOSING DATE: FRIDAY, 22 AUGUST 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.