JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Director: Operations Coordinator

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
097/2025
City of Johannesburg

Publication Date:
Wednesday, 13 August 2025

Closing Date:
Tuesday, 26 August 2025

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

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DIRECTOR: OPERATIONS COORDINATOR

DEPARTMENT:	Office of the City Manager
BRANCH:	**Office of the Chief Operations Officer (COO)**
DESIGNATION:	**Director: Operations Coordinator**
REMUNERATION:	R79 386, 55 pm (basic salary, excluding benefits)
LOCATION:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4;
- Bachelor's degree in Business Administration, Public Administration, Business Management or equivalent qualification at NQF level 7;
- Post Graduate qualification in Public Administration or related field will be an added advantage;
- 10 years' overall working experience, of which 5 years must be at middle management level in Local Government/Public service or similar environment;
- Knowledge of Local Government and its functions, including sound understanding of the legislative framework regulating local government;
- Ability to work with various levels of personnel in a fast paced environment;
- Excellent verbal and written communication skills; and
- Must have a valid driver's lincense

Primary Function:

To provide leadership in strengthening and implementing effective executive management support services, functions and systems, human resources and administrative support to enable the Chief Operations Office to efficiently fulfil its strategic objectives.

Key Performance Areas:

- Provide strategic support to the COO to ensure effective functioning of all operations in the City of Johannesburg core and its entities;
- Organise and direct (1) cluster-based and (2) City priority-based strategic planning processes from inception to program development and to monitor, evaluate and report on program performance against pre-determined indicators and targets;
- Perform oversight over the oversight committees, including the MPAC, GPAC, GRC, Section 79 on Governance as well to assist the COO in coordinating issues pertaining to the following: EMT meetings, informal Traders' Task Teams, Productivity Surveys etc. (These may also be part of the Special Projects undertaken by the COO and delegated by the CM);
- Guide and support the PMT so that they are able to achieve the objectives set for them. Analysing and adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements;
- Manage strategic projects

Leading Competencies:

- Knowledge of Government legislation, policies and procedures applicable to South Africa;
- Proven ability to effectively manage the office of an executive in a complex and demanding environment and guidance to administrative support staff;
- Demonstrated ability to strategically manage an administrative support service within a multidisciplinary environment, including demonstrated ability to provide professional supervision, development;
- High level ability in the use of e-mail, electronic diaries, tele-conferencing, video-conferencing, City systems and Microsoft Office applications, i.e. Word, Excel, Access and PowerPoint;
- Demonstrated expertise in complaint handling processes and of ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment;
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the HOD with senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the HOD and Unit Heads on complex and sensitive issues;
- Knowledge of financial principles and practices;
- Knowledge of administrative and clerical procedures and systems such as filing and record management systems, and other office procedures and terminology;
- Must be capable of gathering and analysing information;
- Sound knowledge of risk management;
- Ability to supervise subordinate employees to include establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline, interpreting and implementing instructions by management;
- Ability to maintain and ensure the confidentiality of employee personnel files and contents.

Core Competencies:

- At least 5 years of experience at middle management level in local government or a large enterprise.
- Proven track record of providing a strategic support service to an executive at a similar level.
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills
- The ability to work with various levels of personnel in a fast paced environment
- Excellent verbal and written communication skills
- Previous experience in National/ Provincial/ Local Government Policy, Legislation and protocols
- Business administration, public administration, or a closely related field and fiscal management experience involving payroll, purchasing, and budgeting and supervisory experience, or an equivalent combination of education and experience;
- 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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"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/1WpP4gbsyRSyekXGY2jcM5gew554

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

ENQUIRIES ONLY:
Contact Person: Pelisa Matsepe
Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 26 UAGUST 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.