JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Director: Municipal Courts and Prosecutions

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 104/2025

City of Johannesburg

Publication Date:
Tuesday, 26 August 2025

Closing Date:
Monday, 08 September 2025

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

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DIRECTOR: MUNICIPAL COURTS & PROSECUTIONS

DEPARTMENT:	Group Legal and Contracts
BRANCH:	**Municipal Court Prosecutions**
DESIGNATION:	**Director: Municipal Courts and Prosecutions**
REMUNERATION:	R79 386,55 pm (basic salary, excluding benefits)
LOCATION:	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus a B Degree in Law (LLB) NQF level 7;
- Must be an Admitted Attorney;
- 10 years' overall experience, of which 5 years' experience should be at middle management within a legal environment;
- Valid Driver's license;
- No criminal record.

Primary Function:

Establish, support, manage and coordinate an effective municipal court system within each magisterial district of the City of Johannesburg for the prosecution of by-law, and other municipal-related offences or as directed by law.

Key Performance Areas:

- Execution of the Group Legal and Contracts Strategy with respect to service delivery and define, implement, and monitor the short-term plans/objectives for the Municipal Courts and Prosecutions Directorate;
- Coordinate specific administrative and reporting requirements associated with key performance and result indicators of the functionality;
- Improve the operational functions of all Municipal Courts to ensure quality service delivery in terms of Batho Pele principles;
- Direct and control outcomes associated with utilization, productivity, and performance of personnel in the Municipal Courts and Prosecutions;
- Interface with Directors of the relevant departments as well as Managers within Legal Services to support an effective law enforcement strategy to achieve the purpose of the Municipal courts as stated above;
- Compile monthly reports/status on by-law contraventions and other relevant National Legislation to interact with the various departments such as Planning, Environmental Health, and other relevant departments;
- Implement Procedures, Systems, and Controls to regulate specific work sequences associated with the function;
- Prepare capital and operating estimates for the Directorate and monitor project-related expenditure against budget allocations.

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Leading Competencies:

- Good communication skills (written and verbal);
- Computer literacy including MS Office Applications, Internet, and SAP;
- Report writing, project management, and negotiation skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Knowledge of Municipal By-Laws, Legislation and Court Processes;
- 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.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English, and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.

Core Competencies:

- 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."

Please take note that only online applications will be considered. Please apply by using the link below:

https://share-eu1.hsforms.com/1hbsGWxGpQLyQ5XWUKgjJKwew554

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

ENQUIRIES ONLY:
Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

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CLOSING DATE: MONDAY, 08 SEPTEMBER 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.