JOB OPPORTUNITY

VACANCY ALERT

Joburg

a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Deputy Director: Staff Office

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 111/2025

City of Johannesburg

Publication Date: Wednesday, 03 September 2025

Closing Date: Tuesday, 16 September 2025

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

JOB OPPORTUNITY

VACANCY ALERT

a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

DEPUTY DIRECTOR: STAFF OFFICE

DEPARTMENT:	Public Safety: **Emergency Management Services (EMS)**
BRANCH:	**Office of the Chief**
DESIGNATION:	**Deputy Director: Staff Office**
REMUNERATION:	R64 033,65 pm (basic salary, excluding benefits)
LOCATION:	Martindale

Minimum Requirements:

- Grade 12 plus a Bachelors Degree or B Tech qualification in Public Administration, Business Administration (NQF level 7);
- Driver's license;
- 8 years or more experience in the relevant field required, of which 3 years must be at Supervisory/Managerial level;
- Computer literacy: MS Office

Primary Function:

Provide support in the Office of the Chief: Emergency Management Services, pursuant to the strategic objectives of the EMS Directorate, within the Public Safety Department through the management of all support functions, including but not limited to administrative, office management, and financial support.

Key Performance Areas:

- Provide business, technical, and financial analysis and support to the Office of the Chief: EMS;
- Manage finances of Projects in the Office of the Chief: EMS;
- Support the Chief of EMS with procurement services to ensure the timely, cost-effective and compliance acquisition of goods and services that support EMS operations;
- Ensure the smooth, efficient, and secure functioning of the Office of the Chief EMS work environment. It supports the core business by maintaining the physical and technological infrastructure employees need to work effectively;
- Coordination of the Performance Management requirements for the Office of the Executive Director;
- Ensure efficient, accurate and secure handling of information within the Office of the Chief EMS.

Leading Competencies:

- Good communication skills, writing skills;
- Project management and reporting skills;
- Good financial management skills;

JOB OPPORTUNITY

VACANCY ALERT

a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

- Ability to manage staff;
- Strategic thinking;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Knowledge of Performance Management in the City, MFMA, SCM, Municipal Systems Act, and Policies of the City;
- Project/Programme Management;
- Knowledge of Local Government and all its functions, the Local Government environment, programmes, and projects;
- Extensive knowledge and understanding of Corporate Governance principles and compliance monitoring;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- 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 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/1-bYlvtWARAaY8gUSyTxnlwew554

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

ENQUIRIES ONLY:
Contact Person: Shumani Maano
Tel No: 011 674 0046

CLOSING DATE: TUESDAY, 16 SEPTEMBER 2025

JOB OPPORTUNITY

VACANCY ALERT

a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

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.