JOB OPPORTUNITY

VACANCY ALERT



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests

PERMANENT POSITION:

Group Head: Communication and Marketing

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 to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

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.

VACANCY CIRCULAR
137/2025
City of Johannesburg

Publication Date:
Sunday, 09 November 2025

Closing Date:
Monday, 24 November 2025

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

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GROUP HEAD: COMMUNICATION AND MARKETING

Department: Office of the City Manager
Branch: **Group Communication and Marketing**
Designation: **Group Head: Communication and Marketing**
Remuneration: R 2 219 302 pa (all-inclusive, cost to company)
Location: Metro Centre, 158 Civic Boulevard, Braamfontein

Appointment requirements:

- Matric/Grade 12;
- Bachelor's Degree in Digital Marketing, Communications, Marketing and Public Relations or equivalent (NQF 7);
- 10 years of relevant working experience or more at a senior/ executive level in government marketing and/or communication or large corporate marketing and/or communication environment;
- Strong web content development and social media marketing expertise;
- Deep understanding of digital analytics and the ability to translate data into actionable insights; experience using analytics tools to communicate outcomes and ROI;
- Must be able to work extended hours and be on standby; and
- Has no criminal record (excluding previous conviction relating to political activities in the previous dispensation), and such a person shall undergo security vetting.

Primary Function:

The primary role of the position is to promote the vision and mission of the City of Johannesburg by creating communications and marketing strategies and plans, overseeing communication, marketing, and events team operations; and raising awareness of organisational initiatives and the mayoral priorities.

Key Performance Areas:

- Originate, develop, guide, implement and drive a Central Communication and Marketing Strategy in response to the overall strategy and communications, marketing, and events activities, and programmes of the organisation;
- Ensure effective financial management and control and corporate governance throughout the area of accountability;
- Create, enhance, and promote a positive image of the organisation;
- Take overall responsibility for reports generated within the department;
- Initiate and guide the management of communication and marketing-related qualitative and quantitative research (surveys and polling) to ensure sustainability and growth;
- Represent the City of Johannesburg and promote or build sound relationships and stakeholder confidence between the municipality and all internal and external stakeholders;
- Set the context, and performance standards, and give oversight on business processes, quality, policy, and/or guideline management.

Leading Competencies:

- Computer literacy (MS Office applications);
- Proficiency in at least 2 of the official languages (read, write, and speak);
- Solid management, human relations, interpersonal and communication skills;
- Interpersonal relationships to manage internal and external stakeholders;
- Solid presentation, facilitation, and public speaking skills;
- Proactive leadership capability and high level of responsibility/accountability;
- Sound judgment and decision-making;
- Highly creative, innovative, critical (analytical and tactical) thinker;
- Project management;
- Strategic financial planning and management;
- Performance management;
- Networking, persuasion, and conflict resolution skills;
- Change-capable leadership skills.

Core Competencies:

- Media / Public Relations and Communications, Marketing, Digital Communications, and Events Management;
- **Public Finances and Administration**: Knowledge of government policies specifically related to strategic and financial planning, organising, directing, and coordinating local government operations; Knowledge of risk management principles and the principles and practices of municipal budget preparation and administration;
- **Management of Personnel:** Knowledge of leadership techniques, principles, and practices/procedures used to delegate, manage/supervise, train, monitor, and evaluate the work of staff;
- **Customer Service:** General knowledge of principles and processes for providing customer services and meeting quality standards for services through the regular evaluation of customer satisfaction (e.g., surveys and polling);
- **Technology:** General knowledge of current trends and practices related to the use of technology in communications, marketing and events-related activities;
- **Project Management:** Basic knowledge of project management techniques and tools;
- **Change Management**: A strong foundational understanding of the principles and concepts around Change Management and change;

"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 following link below:

https://share-eu1.hsforms.com/1BEvboJujSVW6wKsraAc18Aew554

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

ENQUIRIES ONLY:
Contact Person: Pelisa Matsepe
Tel No: 011 407 6003

CLOSING DATE: MONDAY, 24 NOVEMBER 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.