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## WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

### PERMANENT POSITIONS:

- **Specialist: Strategic Urban Planner (Urban Design & Architecture)**
- **Senior Specialist: Strategic Urban Planner**

### APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
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## SPECIALIST STRATEGIC URBAN PLANNER (URBAN DESIGN & ARCHITECTURE)

<b>Department:</b>	Development Planning
<b>Branch:</b>	<b>City Transformation &amp; Spatial Planning</b>
<b>Designation:</b>	<b>Specialist Strategic Urban Planner (Design &amp; Architecture)</b>
<b>Remuneration:</b>	R29 850.81 pm (basic salary excluding benefits)
<b>Location:</b>	Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Degree (or equivalent)/NQF Level 7 in Town Planning/Architecture;
- At least 3 years' experience in Planning, Spatial Planning experience would be an added advantage.

### **Primary Function:**

**Provide a comprehensive urban design service at both a strategic city-wide level and detail precinct and site levels. Develop city-wide urban design strategies, principles, policies and guidelines. Design, oversight and management of strategic urban design projects from the conceptual through to the implementation phase. Provide specialized urban design guidance and inputs to a variety of strategic projects and programmes in the City to enable the creation of new quality spaces and places and high-quality urban environments. Ensure that Land Use Management and Building Control processes results in quality urban environments.**

### **Key Performance Areas:**

- Generate general urban design principles, policies and guidelines in support of City Development Plans;
- Formulate urban design frameworks for strategic development areas and programmes;
- Provide specialist planning, design, and project management services and coordination to the packaging of large scale or complex, strategic local area development initiatives;
- Undertake the design and implementation of the capital programmes and projects for the City emanating from the planning process;
- Provide specialist urban design advice and guidance to strategic city wide initiatives;
- Coordinate Area Based processes;
- Provide urban design guidance to development land use management and building control processes by assessing and monitoring compliance of urban development proposals to urban design guidelines and policies;
- Facilitate participation of relevant stakeholders in the identification, development and adoption of urban design strategies, policies, guidelines and urban design policies and programmes;
- Manage multi-disciplinary project teams/tasks/consultant teams in the conceptualization and implementation of projects;
- Manage own workflow and office administration.



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### **Leading Competencies:**

- Sound organizational and interpersonal skills;
- Ability to resolve conflict and undertake complex negotiations;
- Computer literacy and excellent verbal and written skills;
- Project management skills;
- Collaborate/Teamwork & Accountability;
- Advice and guidance;
- Strategic and lateral thinking;
- Problem solving;
- Resource management and networking skills.

### **Core Competencies:**

- Attention to detail;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.

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<https://share-eu1.hsforms.com/17fIYvLOJQPyJcHaxWdrT8Qew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

### **ENQUIRIES ONLY:**

**Contact Person:** Hilda Cooper  
**Tel No:** 011 407 6579

**CLOSING DATE: TUESDAY, 25 JULY 2023**



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## SENIOR SPECIALIST: STRATEGIC URBAN PLANNER

<b><u>Department:</u></b>	Development Planning
<b><u>Branch:</u></b>	<b>City Transformation &amp; Spatial Planning</b>
<b><u>Designation:</u></b>	<b>Senior Specialist: Strategic Urban Planner</b>
<b><u>Remuneration:</u></b>	R42 403.58 pm (basic salary excluding benefits)
<b><u>Location:</u></b>	Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Bachelor's degree (or equivalent)/NQF level 7 in Town and Regional Planning or Urban Development Studies;
- At least 5 years' experience planning experience, with at least 2 - 3 years' experience in spatial planning strategy formulation and policy development;
- Sound organisational and interpersonal skills;
- Ability to resolve conflict and undertake complex negotiations;
- Computer literacy and excellent verbal and written skills; and
- Project management skills.

### **Primary Function:**

**Provide strategic planning and development services. Formulate and implement frameworks, policies, precinct plans and develop strategies of high complexity and the initiation of development projects and programmes. Provide development direction, integration with IDP and associated strategies and plans. Management and input into Development processes, projects, and programmes. Direct interface and recommendations to political level, senior officials and public. Coordinate the planning, development, and management of infrastructure within the City of Johannesburg and to ensure alignment with IDP and associated strategies. Facilitation of development processes and projects for implementation.**

### **Key Performance Areas:**

- Provide strategic direction/guidance for spatial planning and City development;
- Formulate policies to address and find solutions for urban and developmental issues;
- Formulate precinct plans and business plans for incorporation into budget processes;
- Assess precinct plans and frameworks by other departments or external parties (Private developers, communities and Provincial Government);
- Coordinate area-based processes; Capital infrastructure investment coordination;
- Facilitation of community and stakeholder participation;
- Coordination of development and implementation efforts with internal and external development agencies and stakeholders;
- Provide strategic advice and support on development to all stakeholders and interested parties; Management of multi-disciplinary projects teams/tasks/consultant teams in the formulation and implementation of plans and policies;
- Compliance monitoring of policies/development applications;
- Policy research on Urban and/or Development issues;
- Chair meetings and facilitate workshops; Office administration.



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### **Leading Competencies:**

- Collaborative/Teamwork & Accountability;
- Advice and guidance;
- Information gathering;
- Change management;
- Problem solving;
- Resource management and networking skills.

### **Core Competencies:**

- Attention to detail;
- Knowledge of local government policies, protocol and procedures;
- Batho Pele Principles.

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### **ENQUIRIES ONLY:**

**Contact Person:** Tiyani Maringa

**Tel No:** 011 407 6514

**CLOSING DATE: TUESDAY, 25 JULY 2023**

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Officer: Contract Management and  
Performance Monitoring**

**APPLICATION REQUIREMENTS**

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## OFFICER: CONTRACT MANAGEMENT & PERFORMANCE MONITORING

**DEPARTMENT:** Group Finance  
**BRANCH:** Group Strategic Supply Chain Management  
**DESIGNATION:** Officer: Contract Management and Performance Monitoring  
**REMUNERATION:** R24 119,71 pm (basic salary, excluding benefits)  
**LOCATION:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 plus a National Diploma (NQF Level 6) in Finance/Supply Chain Management/Business Administration/Public Administration;
- 1 - 3 years' experience within Supply Chain Management environment;
- Training in SAP will be an added advantage.

### Primary Function:

Render efficient and effective specialized administration function necessary for effective Office Management.

### Key Performance Areas:

- General Operations - Contract Management;
- Ensure that proper record-keeping systems are in place;
- Provide accurate monitoring and quality reports for the sub-unit;
- Stakeholder Relations and Communications;
- Monitoring and Reporting;
- Assets and Resource (Materials and Tools) Management.

### Leading Competencies:

- Financial Management skills;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise.


### Core Competencies:


- Knowledge of Municipal Supply Chain Management, Municipal Finance Management Act, and all applicable circulars and practice notes in local government;
- 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.





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**ENQUIRIES ONLY:**

**Contact Person:** Mmaphuti Dikgomo

**Tel No:** 011 021 2570


**CLOSING DATE: TUESDAY, 25 JULY 2023**


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION** **Manager: Assets and Insurance**

### **APPLICATION REQUIREMENTS**

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## MANAGER: ASSETS AND INSURANCE

<b><u>DEPARTMENT:</u></b>	Community Development
<b><u>BRANCH:</u></b>	Finance
<b><u>DESIGNATION:</u></b>	<b>Manager: Assets and Insurance</b>
<b><u>REMUNERATION:</u></b>	R42 403,58 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus Tertiary qualification/degree, i.e. B Com Finance Management/or degree in Finance (NQF level 7);
- 5 – 7 years' experience as well as considerable supervisory management experience in the financial field.

### **Primary Function:**

**Manage and monitor all the Administration and Financial aspects on Assets and Insurance for the Department.**

### **Key Performance Areas:**

- Adhere to the short to medium-term objectives and priorities of the Unit;
- Manage the key performance indicators and outcomes of personnel within the Unit;
- Manage, and monitor procedures, systems, and controls associated with key functional areas embodied in the Community Development Directorates;
- Manage and monitor applications and sequences associated with recording, authorisation, and execution of expenditure transactions;
- Manage specific accounting procedures associated with asset acquisition and disposal.

### **Leading Competencies:**


- 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:**

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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**APPLICANTS WHO APPLIED BEFORE ARE ENCOURAGED TO RE-APPLY**

**ENQUIRIES ONLY:**

Contact Person: HR Community Development  
Tel No: 011 407 6553


**CLOSING DATE: TUESDAY, 25 JULY 2023**


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **PERMANENT POSITION** **Manager: Human Resources**

### **APPLICATION REQUIREMENTS**

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## MANAGER: HUMAN RESOURCES

<b><u>DEPARTMENT:</u></b>	Group Corporate & Shared Services
<b><u>BRANCH:</u></b>	Group Human Capital Management
<b><u>DESIGNATION:</u></b>	Manager: Human Resources
<b><u>REMUNERATION:</u></b>	R44 643,36 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4 plus Degree in Human Resources Management (HRM)/Human Resources Development (HRD) or related tertiary qualification in the HRM at NQF level 7;
- 5 – 7 years' experience in Human Resources Management field value chain, with a strong emphasis on Recruitment and Selection and Skills and Development in the public sector;
- Good knowledge of Formulation of vision and strategy; HR policies and processes, Public Service Environment, Skills Development Act/Skills Development Levies Act; Employment Equity Act; Municipal Finance Management Act; Municipal Systems Act; Administrative Procedures; Labour Legislation (LLA, BCEA).

### **Primary Function:**

Provide generalist HR services through the implementation of Group Human Capital Management policies and practices that will assist in creating a competent workforce in a positive climate to support business imperatives and enhance service delivery. The incumbent will have to understand and identify the client's business needs in order to develop an HR plan, develop an HR implementation plan, comply to the agreed SLA and OLA requirements, provide support for the recruitment process, implement onboarding and induction of new and transferred staff and generate HR reports, implement a performance management system, monitor and implementation of training and development, coordinate diversity and assist to develop and implement their succession and talent management plans.

### **Key Performance Areas:**

- Coordinate managerial requirements associated with the Human Resource functionality;
- Manage specific sequences associated with the employment of personnel;
- Collate and prepare qualitative and quantitative information for inclusion in specific statutory reports;
- Manage and control procedures and processes associated with maintaining employment relations and industrial peace;
- Coordinate all training and development;
- Retain and optimize talented employees within the City of Johannesburg;
- Assist in providing guidance to business units regarding the implementation of overall organisation strategy;



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- Instrumental in change management to ensure practices are linked to the overall organizational strategy, in line with people proposition, and to attract, reward, and retain top talent;
- Develop performance to ensure that the climate is conducive to promoting and sustaining motivational levels, productivity, and performance and improve the quality of work life;
- General Human Resource, Risk, and Data Management.

#### **Leading Competencies:**

- Computer literacy including MS Office Applications;
- Accountability;
- Good communication (verbal and written);
- Coordinating skills;
- Presentation and Facilitation skills;
- High level of confidentiality, planning, and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

#### **Core Competencies:**

- Good Knowledge of:
  - Formulation of Vision and Strategy
  - HR Policies and Processes
  - Public Service Environment
  - Skills Development Act/Skills Development Levies Act
  - Employment Equity Act
  - Municipal Finance Management Act
  - Municipal System Act
  - Administration Procedures
  - Labor Legislation (LLA, BCEA)
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Moral Competence, Professionalism, and People Management;
- Impact and Influence according to City's protocols, legislation, and standards.

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### ENQUIRIES ONLY:

Contact Person: Regina Hartley  
Tel No: 011 407 7191

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