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DEPUTY DIRECTOR: MANAGEMENT SUPPORT

<u>DEPARTMENT:</u>	Citizen Relationship and Urban Management (CRUM)
<u>BRANCH:</u>	Regional Director's Office (Region B)
<u>DESIGNATION:</u>	Deputy Director: Management Support
<u>REMUNERATION:</u>	R60 077,46 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	35 Symons Road, ACA Krans Building, Auckland Park

Minimum Requirements:

- Bachelor's Degree in Business Administration/Public Administration/Business Leadership or Business Management or equivalent (NQF level 7);
- Postgraduate qualification in Public Administration/Business Administration/Business Leadership or related field is preferred;
- 7 – 9 years' experience at a Senior Management level in a large enterprise, of which 3 – 4 years at middle management;
- Proven track record of providing a strategic support service at an executive or similar level;
- Comprehensive understanding and involvement in the SDBIP processes;
- Experience in compiling strategies and managing budgets; and
- Previous experience in National/Provincial/Local Government Policy Legislation and protocols would be an added advantage;
- 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.

Primary Function:

To ensure the provision of services such as strategic/business planning, analytical assessment, financial management, human capital management, performance management, administrative support and transversal business solutions to enable the Regional Director and Deputy Directors to effectively and efficiently deliver on either mandate.

Key Performance Areas:

- Provide an effective administrative support service to the Regional Director;
- Lead and direct the Regional SDBIP;
- Manage the Region's Finances, Supply Chain, Risk Management, Audit and Expenditure;
- Provide strategic support to the regional administration;
- Manage and support the unit's Human Capital Management.

Leading Competencies:

- People Management and Leadership;
- Statistical analysis and attention to detail;
- Emotional intelligence;
- Financial management;



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- Political management;
- Risk, project and programme management;
- Presentation skills;
- Ability to work under pressure and produce accurate reports within limited timeframes;
- High degree of interpersonal skills to interact with all levels of staff and external stakeholders;
- Ability to produce documents of a high quality;
- 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:

- Knowledge of Government legislation, policies and procedures applicable to South Africa;
- In-depth knowledge of SDBIP and Business Planning;
- 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 and development;
- 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 document and briefing notes for the regional Director and Unit Managers on complex and sensitive issues;
- Knowledge of financial principles and practices;
- Must be capable of gathering and analysing information;
- Sound knowledge or risk management;
- Ability to maintain and ensure the confidentiality of employee personal files and content;
- 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.”



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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/1yxXSbueoTgSrtmPxqEWLoAew554>

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

ENQUIRIES ONLY:

Contact Person: Nthabiseng Monesa

Tel No: 011 022 9208

CLOSING DATE: FRIDAY, 03 JANUARY 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.