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DEPUTY DIRECTOR: EMPOWERMENT & STAKEHOLDER RELATIONS SERVICES

Department: Office of the City Manager
Branch: Military Veterans
Designation: Deputy Director: Empowerment & Stakeholder Relations Services
Remuneration: R60 077.46 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's Degree in Management Sciences, Public Administration, Governance, Financial Management, LLB or equivalent qualification at NQF level 7;
- 7 - 8 years' experience in the discipline/in the area of strategic, business planning, performance monitoring, financial management and corporate governance processes of which 4 years must be at middle management level;
- Experience in Financial Reporting/Analysis;
- Experience in aspects related to Corporate Governance, and Monitoring and Evaluation (M&E);
- Sound understanding of government policies, MFMA and other related policies;
- General knowledge of local government mandate and an interest in internal processes;
- Sound communication skills (read, write, and speak); and
- Other languages within Nguni and Sotho category will be an advantage.

Primary Function:

To lead, direct and improve the quality of life for military veterans and that of their dependents, recognise, honour military veterans in life and memorialise them in death for their sacrifices, empowering them in business, job opportunities and educational training.


Key Performance Areas:


- Facilitate the development of the Office of the Sub-Directorate strategy;
- Lead the development of the Sub-Directorate's Business Planning process;
- Lead and facilitate the Sub-Directorate's Performance Management planning process;
- Organise both human and non-human resources for effective implementation of the Sub-Directorate organisational structure;
- Leading the recruitment, selection and placement process for sourcing of suitably qualified staff for the Sub-Directorate;
- Provide sound leadership to the Sub-Directorate;
- Monitor the implementation of Military Veterans programmes and projects;
- Ensure effective control of the Sub-Directorate's Human Resources;
- Ensure effective control of Financial Resources of the Sub-Directorate;
- Ensure effective Assets Management and control of the Sub-Directorate;
- Ensure effective control of the Sub-Directorate's Human Resources;



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- Manage specific administrative and reporting requirements associated with the Sub-Directorate and individual performance;
- Direct organisational Military Veteran's Transformation.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Good communication and presentation skills;
- Good listening and communication skills;
- Proven written skills and a team player;
- Good facilitation and influencing skills;
- Coordinating skills;
- Customer Care skills;
- Problem solving skills;
- Critical thinking skills;
- Excellent written and verbal communication skills and good management skills;
- Good management skills.

Core Competencies:

- Understanding of relevant applicable laws, procedures and processes;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- In-depth knowledge of function principles, techniques and tools and how they can be practically applied;
- Knowledge of Corporate Governance;
- Knowledge of principles and practices of municipal organisation, administration, and personnel management.

“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 following link below:

<https://share-eu1.hsforms.com/1PS51EJyET5Svq9aH8n3FIQew554>

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



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ENQUIRIES ONLY:

Contact Person: Nonthando Msimanga

Tel No: 011 407 6003

CLOSING DATE: THURSDAY, 23 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,
- Identity validation.