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UNIT HEAD: OVERSIGHT AND MANAGEMENT SUPPORT (OMS)

DEPARTMENT: Environmental Infrastructure Services Department (EISD)
BRANCH: Oversight and Management Support
DESIGNATION: Unit Head: Oversight and Management Support (OMS)
REMUNERATION: R79 386,55 – R99 226,60 – R124 035,00 pm
 (basic salary, excluding benefits)
LOCATION: Traduna House, 118 Jorissen Street, Braamfontein

Minimum Requirements:

- Matric Certificate
- A Bachelor's Degree at NQF Level 7 in Public Administration / Governance / Business Management or any other related field
- Minimum of Code 8 Driver's License
- 10 years' experience, including 5 years of middle management experience in oversight management support/governance, finance, performance, and compliance of large public entities

Primary Function:

To lead, direct, and manage the strategic direction, coordination, and support for the effective oversight of Municipal-Owned Entities (MOEs) to ensure that Municipal-Owned Entities (MOEs) are strategically aligned, compliant, and effectively managed to meet their operational, governance, and mandated service delivery goals.

Key Performance Areas:

- Contribute to the development of the Directorate's strategic planning process
- Lead the Directorate's operational planning process
- Lead the Directorate's financial planning and budgeting processes
- Lead and facilitate the Directorate's Demand Planning process
- Lead and facilitate the Section's Performance Management planning process
- Lead and manage the development of the Section's Individual Learning Plans (ILPs) process
- Ensure effective and efficient Section functions, processes, procedures, systems, and policies
- Leading the Recruitment, Selection and Placement process for sourcing of suitably qualified staff for the Section
- Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory and policy framework
- Provide sound leadership for the achievement of the Directorate's objectives
- Manage the implementation of governance and compliance programs across Municipal-Owned Entities (MOEs), ensuring adherence to the applicable processes, policy, and procedures



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- Ensure effective control of the Directorate's Human Resources
- Ensure effective Directorate's Financial Resource control
- Ensure effective Directorate's Assets Management and Control
- Implement good governance and effective risk management systems
- Ensure proper management and monitoring of contracts linked to service delivery and governance
- Build and maintain positive relationships with internal and external stakeholders, including MOE Executives and Boards, Council, and regulatory bodies
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance

Leading Competencies:

- **Leadership and Management:** Ability to lead and manage teams, and to make informed decisions
- **Planning and Organising:** Proficiency in operational planning, resource allocation, and performance management
- **Communication:** Excellent verbal and written communication skills for effective stakeholder engagement and team management
- **Customer Service:** Strong customer service skills to ensure high levels of customer satisfaction
- **Financial Management:** Budgeting processes and financial management skills

Core Competencies:

- Knowledge of the local government environment
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied
- Knowledge on Financial and Contractual Management
- Corporate and Social Compliance
- Governance, Risk, and Performance Management
- 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."



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Please take note that only online applications will be considered. Please apply by using the link below:

<https://share.hsforms.com/19xqiYCouTBaillnnAb9L7Q469tI>

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

ENQUIRIES ONLY:

Contact Person: Sipiwe Khumalo

Tel No: 011 082 7997

CLOSING DATE: MONDAY, 30 MARCH 2026

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.