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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Director: Strategy Coordination and Management Support

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.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

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 acknowledgment 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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DIRECTOR: STRATEGY COORDINATION AND MANAGEMENT SUPPORT

Department: Office of the City Manager
Branch: Group Strategy, Policy Coordination and Relations
Designation: Director: Strategy Coordination and Management Support
Remuneration: R75 599.04 pm (basic salary, excluding benefits)
Location: Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12;
- Bachelor's Degree in Business Administration / Public Policy/ Public Administration / Public Management or Business Management at NQF level 7;
- 10 years or more relevant experience of strategic administrative leadership experience;
- Proven track record of providing a strategic support service to an executive at similar level;
- Experience in supervising multiple, diverse service functions; simultaneously with a strong supervisory and team leadership skills;
- Ability to work with various levels of personnel in a fast-paced environment;
- 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:

Direct and provide strategic leadership, analytical, human resource and business solution support and coordination of the core business unit functions' service delivery mandate. The position ensures the effective business continuity of the department by ensuring that strategic, business and performance planning and monitoring is carried out effectively. Furthermore, the position ensures that essential business and administrative support is provided to the Group Head and senior management. The position leads and directs the Policy Coordination function for the City in terms of the decision-making process, including peer review of major policy initiatives; and enabling effective policy alignment, integration, and planning for the City.

Key Performance Areas:

- Provide effective and efficient department Administration and articulate strategy to ensure alignment to the city's priorities;
- Effective and efficient project management;
- Planning, organising and Budgeting for department;
- Financial Management;
- Department Performance management and reporting;
- People management;
- Business and Contract Management of the unit;
- Executive project planning process to inform the business planning process;
- Ensure effective and efficient administration of the unit.



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Leading Competencies:

- Computer literate (Microsoft Word, PowerPoint and Excel);
- Analytical and conceptual skills;
- Problem Identification and problem solving;
- Creative thinking;
- Networking and negotiation skills;
- Good communication (written and verbal) skills;
- Leadership and people management skills;
- Attention to details;
- Agile and adaptive approach (flexibility);
- Ability to build inter-relationship between City and external stakeholders.

Core Competencies:

- Knowledge of local government;
- Knowledge and experience of principles and practices of Municipal budget preparation and administration;
- Principles and practices of administration and personnel management;
- Previous experience in National / Provincial / Local Government Policy / legislation and protocols;
- Experience of supervising, training and performance evaluation;
- Experience in compiling and managing skills.

“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/18rgX6sidRW6gQPI6G4Hf9Aew554>

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



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ENQUIRIES ONLY:

Contact Person: Sirelda de Klerk

Tel No: 011 407 7723

CLOSING DATE: WEDNESDAY, 07 MAY 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.