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## UNIT HEAD: SPORTS & RECREATION

**DEPARTMENT:** Community Development  
**BRANCH:** Sports & Recreation  
**DESIGNATION:** Unit Head: Sports & Recreation  
**REMUNERATION:** R75 599,04 pm (basic salary, excluding benefits)  
**LOCATION:** 2 Helen Joseph, Arts & Culture Building, Newtown

### Minimum Requirements:

- Grade 12/NQF level 4
- Bachelor's Degree in Sport and Recreation Management, Public Administration/Business Management, or a related field at NQF level 7
- 10 years overall working experience, of which 5 years must be at the middle management level in local government or public sector within the sports or recreation field
- Minimum of a Code 8 Driver's License

### Primary Function:

To provide strategic leadership, policy direction, and operational oversight for the planning, development, and implementation of sports, recreation, and aquatics programs and infrastructure in the City of Johannesburg. The role aims to promote active lifestyles, social cohesion, and talent development through inclusive and sustainable community-based initiatives.

### Key Performance Areas:

- Contribute to the development of the Department's strategic planning process
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process
- Ensure sound Financial Planning and Budgeting processes for the Directorate
- Lead and facilitate the Directorate's Demand Planning process
- Lead and facilitate the Directorate Performance Management planning process
- Lead and manage the development of the Directorate's Individual Learning Plans (ILPs) process
- Ensure effective and efficient Directorate functions, processes, procedures, systems, and policies
- Leading the Recruitment, Selection & Placement process for the sourcing of suitably qualified staff for the Directorate
- 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
- Direct the development and implementation of sports, recreation, and aquatics programmes
- Implement good governance and effective risk management systems
- Ensure effective control of the Directorate's Human Resource



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- Ensure effective Financial Management control
- Ensure effective Directorate Assets Management and Control
- Establish, develop, and manage relationships with key stakeholders to ensure that the interests of communities, political leaders, and sports bodies are reflected in sport and recreation policies and procedures
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance

#### **Leading Competencies:**

- Excellent strategic thinking, planning, and execution skills, including the ability to anticipate the talent and organisation implications and identify strategic challenges and priorities
- Demonstrated ability to lead through major changes and maintain momentum with the ability to inspire continuous focus on key business
- Strategic planning and policy development
- Budgeting and financial oversight
- Performance monitoring and evaluation
- Possess excellent interpersonal, written, and oral communication skills
- Possess an exceptional level of intellectual, professional, and interpersonal agility and flexibility, combined with strong analytical and problem-solving skills
- Good verbal communication (including presentation and public speaking) skills
- Good written communication (MS Visio, MS PowerPoint, MS Word, MS Excel)

#### **Core Competencies:**

- Knowledge on the local government environment
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks
- Sport Development Frameworks: Deep understanding of the National Sport and Recreation Plan (NSRP), transformation charters, and aquatic safety standards
- Aquatics Expertise: Knowledge of aquatic programming, safety protocols, and facility standards
- Knowledge on Corporate Governance
- Knowledge of principles and practices of municipal organization, administration, and personnel management
- 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 link below:**

<https://share-eu1.hsforms.com/12So5FVQUQKilFKz8O9mtOAew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Nthabiseng Majara  
**Tel No:** 011 407 6553

**CLOSING DATE: WEDNESDAY, 23 JULY 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.