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## EXECUTIVE HEAD: SOCIAL DEVELOPMENT

**DEPARTMENT:** Office of the City Manager  
**BRANCH:** Social Development  
**DESIGNATION:** Executive Head: Social Development  
**REMUNERATION:** R 2 219 302 pa (all-inclusive, cost to company)  
**LOCATION:** Metro Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Matric/Grade 12;
- Bachelor's Degree in Social Science, Social work or related field at NQF level 7;
- 10 years' working experience in the discipline, of which 5 years' senior management experience and 3 years at middle management level;
- A valid driver's license; and
- Must have no criminal record.

### Primary Function:

Guide the development and implementation of human and social development interventions through a targeted focus on poverty reduction, food security, community self-sustainable programmes, social inclusivity, literacy and skills programmes. This will be done by ensuring that appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that Social Development strategic imperatives of the City are met. The job also entails building strategic relationships and engagements (within the City) and other stakeholders (including national, provincial government and other local authorities) so that an understanding is created of their requirements and these are incorporated into the policy and strategic planning process of the Department.

### Key Performance Areas:

- Ensure compliance with National Legislation through reviewing, drafting, recommending and implementing relevant policies and strategies so that effective regulatory mechanisms are in place for Social Development within the City.
- To plan, manage, monitor, govern and control the department's operating and capital budget so that spending is in line with the Council's requirements in order to ensure that the developed Strategic Plans, guidelines and policies are accurate, workable, client and project-compliant within the set Long Term GDS 2040, IDP's and or predetermined Strategic Departmental and City objectives and accommodate change from time to time;



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- Lead, direct and control the Departmental strategy that permits administration and related functions which support the service delivery components of the department in order to enable sustainable and integrated systems and processes that will contribute to good administration and governance, legislative compliance and further administrative excellence in terms of giving effect to service delivery outcomes and to prevent administrative risks;
- Provide research and development and policy reviews that identify programme gaps and new initiatives required for implementation in the Social Development Department;
- Lead research and development to enhance the knowledge base and sharing for ongoing local, provincial, national and global action to ensure that the Social Development Department is at the forefront of socioeconomic development;
- Support training and strengthening of the capacity of managers and operational staff in relation to social development programmes by the department;
- Lead, support and control the financial management, budgeting and forecasting in order to ensure that all the social development programmes are positioned to capably attend to expenditure requirements associated with normal, critical operational and ad hoc deliverables identified as priority in the IDP/LIDP/SDP of the City of Johannesburg;
- Establish a suitable departmental structure and lead, direct and control staff within the Department to achieve the set objectives by defining/adjusting the role boundaries, workflow processes and job design/job evaluation/job rotation against laid down service delivery requirements in order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained by implementing legislation, conditions of service, actions that will enable the Department to contribute positively to the COJ's service level objectives and outcomes from a human capital management perspective;
- Community and citizen mobilisation (transversal), in order to ensure the development of strategies that encourage communities to participate in decisions that affect their lives, improve the quality of services and optimal service delivery.

#### Leading Competencies:

- **Strategic Planning and Strategy Formulation** - Ability to understand the process of strategic planning and contribute effectively to IDP formulation.
- **Strategic Direction and Leadership** - Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate.
- **People Management** - Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- **Financial Management** - Ability to compile, plan and manage budgets, control cash flow, institute financial risk management, and administer procurement processes in accordance with recognised financial practices. Further, to ensure that all financial transactions are managed in an ethical manner
- **Program and Project Management** - Ability to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.



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- **Change Leadership** - Ability to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.
- **Governance Leadership** - Ability to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships
- **Moral Competence** - Ability to identify moral triggers, apply reasoning that promotes honesty and integrity, and consistently display behaviour that reflects the principles of good governance.

#### **Core Competencies:**

- Knowledge of the Local Government environment, general management principles, socioeconomic challenges and trends affecting poverty, vulnerability and inequality, social policy research, policy development and strategy development;
- Strategic planning, research, communication, networking, policy development, data management, financial management, project 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/1ysOh1n3DSmGvG4emY-LI0Aew554>

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Pelisa Matsepe

**Tel No:** 011 407 6003

**CLOSING DATE: SATURDAY, 13 SEPTEMBER 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 and Employment record verification, Criminal check, and
- Identity validation.