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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

## PERMANENT POSITIONS

- **Director: Corporate Geo Informatics**
- **Director: Spatial Transformation Projects**

### 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: CORPORATE GEO INFORMATICS

<b>Department:</b>	Development Planning
<b>Branch:</b>	<b>Corporate Geo Informatics</b>
<b>Designation:</b>	<b>Director: Corporate Geo Informatics</b>
<b>Remuneration:</b>	R71 274.46 pm (basic salary, excluding benefits)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein)

### Minimum Requirements:

- Grade 12/equivalent NQF level 4 plus bachelor's degree in Geo-Informatics, Geography, Mathematics or Information Technology. (NQF level 7);
- Minimum 10 years' relevant experience in Geo-Informatics within the public/private sector;
- 8 - 10 years' experience preferred in leadership position, of which 5 years must be at middle/senior management level;
- Knowledge of Local Government environment and programmes and projects, knowledge of Local Government and all its functions, application of Municipal Finance principles and practices of municipal budget preparation and administration
- Minimum of Code 8 Driver's License.

### Primary Function:

**The Director: Corporate Geo-Informatics is responsible for strategic planning, leading, directing and monitoring the implementation of an effective and efficient enterprise spatial information service that meets the standards of a World-class African City, aligned to the City's vision, mission and strategic priorities. It includes the provision of a corporate Geographical Information System (GIS) available for Municipal Entities, Central and Regional Administrations and an integrated geographic (spatial) information framework in compliance with legislation and policy, avoiding duplication and maximising the utilisation of scarce resources.**

### Key Performance Areas:

- Contribute to the development of the Department and Directorate'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 (ILP's) process;
- Ensure effective and efficient Directorate functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for 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;



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- Direct the delivery of the Corporate Geo-Information functions;
- Implement good governance and effective risk management systems;
- Ensure effective control of the Directorate's Human Resource;
- Ensure effective Financial Resource control;
- Ensure effective Directorate Assets Management and Control;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance;
- Perform function of Building Plans Application received;
- Perform electronic record keeping functions;
- Perform tasks associated with the provision of general office support and a reception/telephonic service;
- May be required to perform various ad-hoc duties delegated by the Team Leader from time to time.

#### **Leading Competencies:**

- Computer literacy on basic Microsoft and GIS software
- Good verbal communication (including presentation and public speaking) skills.
- Strong decision making;
- Analytical thinking and problem solving ability;
- Ability to use mathematical reasoning.
- Ability to perform highly detailed work on multiple, concurrent tasks.
- Excellent interpersonal, written and oral communication skills – report writing & presentations.
- Project Management;
- Negotiation Skills
- Good written communication

#### **Core Competencies:**

- Knowledge on the local government environment;
- Knowledge of City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks.
- Data governance, Enterprise Information Management;
- Spatial Data Infrastructure Act (Act 54 of 2003) application and implementation;
- Spatial Information Standards.

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

[https://share-eu1.hsforms.com/1\\_hMz-z46RKGJOe3SvAUc-gew554](https://share-eu1.hsforms.com/1_hMz-z46RKGJOe3SvAUc-gew554)

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

**ENQUIRIES ONLY:**

**Contact Person:** Thuli Mazibuko

**Tel No:** 011 063 0075

**CLOSING DATE: THURSDAY, 21 DECEMBER 2023**

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.



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## DIRECTOR: SPATIAL TRANSFORMATION PROJECTS

<b>Department:</b>	Development Planning
<b>Branch:</b>	<b>Corporate Geo Informatics</b>
<b>Designation:</b>	<b>Director: Spatial Transformation Projects</b>
<b>Remuneration:</b>	R71 274.46 pm (basic salary, excluding benefits)
<b>Location:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein)

### Minimum Requirements:

- Grade 12/equivalent NQF level 4 plus Degree in built environment or other such as, town and regional planning, architecture, engineering, quantity surveying, programme and/or project management, infrastructure finance. (NQF Level 7);
- 10 years relevant experience within the public/private sector, of which 5 years should be at Middle/Senior Management level, working and collaborating complex multidisciplinary technical programmes and projects, including budget preparation, project management, funding acquisition and lobbying.;
- Minimum of Code 8 Driver's License.

### Primary Function:

**The Unit Head: Spatial Transformation Projects will oversee programme and project management and contract administration of selected Spatial Projects within the department of Development Planning. The purpose is to manage complex and multi-disciplinary programme and projects from inception to implementation and close-out. Additionally, the purpose is to identify new spatial projects, engage with domestic and international funding agencies, spheres of government, agencies, and the private sector to secure and implement spatial projects. One of the key projects current underway includes the Development Bank of Southern Africa (DBSA); United Nations Environment Programme (UNEP) and Global Environment Facility (GEF) funding co-operation by actively driving the technical, administration, contractual, financial framework, and closeout. This includes the daily responsibility to manage, coordinate and supervise the implementation of the programme to ensure delivery of results in accordance with the signed agreement and agreed work plans. The incumbent will provide strategic programme and project management for key additional projects:**

- **The Lanseria SMART City Project**
- **The Frankenwald Development Project**
- **Catalytic Projects identified by the department and the City**

**The position will oversee and direct these programmes and will provide overall technical, tactical, and operational management for the successful execution and implementation of the projects.**



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### Key Performance Areas:

- Ensure that appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that strategic imperatives of the Municipality are met;
- Plan, direct, monitor and control the Department's annual operating and capital budget so that this is in line with the Municipal requirements and/or Municipal Financial Management Act;
- Direct the Department's and Projects risk management plan and manage, maintain, and safeguard the assets and equipment in the Department;
- Develop appropriate reporting templates for and rating performance of the funded programmes against prescribed frameworks, policies, and legislation;
- Understanding the programme outcomes and facilitating and managing the project components to deliver on set objectives;
- Effectively manage, inspire, and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Providing and directing a vision for the unit, inspire and deploy others to deliver on the strategic institutional mandate.

### Leading Competencies:

- Computer Literacy (Advanced) – including project management applications.
- Strong interpersonal and communication skills coupled with ability to work effectively with a wide range of communities and teams;
- Ability to interpret, adapt and apply guidelines and procedures;
- Organisation and planning skills;
- Exceptional attention to detail and report writing.

### Core Competencies:

- Knowledge of Local Government functions and operations.
- Knowledge of legislation affecting Local Government and legislation applicable to other spheres of government.
- Technical knowledge related to resilience, adaptation to climate change, programme and project management, infrastructure financing and sustainable development.

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