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## WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

*Appointment in this position will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.*

### **PERMANENT POSITION:** **Executive Director: Community Development**

#### **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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## EXECUTIVE DIRECTOR: COMMUNITY DEVELOPMENT

**Department:** Office of the City Manager  
**Branch:** Community Development  
**Designation:** Executive Director: Community Development  
**Remuneration:** R 2 148 405 pa (all-inclusive, cost to company)  
**Location:** Metro Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12/ Matric;
- B degree in Social Sciences, Public Administration or related field at (NQF level 7);
- Comprehensive understanding of Community Development in local government;
- 10 years' extensive experience related to Community Development and within a public sector organization or in local government;
- 5 years' senior management experience and 3 years at middle management;
- Understanding of Council operations and delegations of powers as well as parks and recreation management;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000);
- The incumbent should meet the standards set out in the Core Competency Requirements as per Regulations.
- Valid driver's license

### **Primary Function:**

To ensure the availability and maintenance of community services in the City. Development, maintenance and upgrading of the City's sports, arts, culture, recreation, heritage, libraries and conservation services and facilities for the benefit of the communities of Joburg. To leverage and enhance the richness, quality, diversity, quantity and sustainability of the various offerings of the City. To actively contribute to the positioning of the City of Johannesburg as a competitor among the leading and preferred cities in the world, but with a distinguishing African culture, offering sport and leisure opportunities and to promote and improve the unity and nation building of people in local communities.

### **Key Performance Areas:**

- Provision and management of Arts, Culture and Heritage services;
- Provision and Management of Libraries and Information services;
- Provision and Management of Sports and recreation services;
- Provision of strategic leadership, Direction and management;



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### **Leading Competencies:**

- Strategic direction and leadership;
- People management;
- Program and project management;
- Financial management;
- Change management;
- Change leadership;
- Governance leadership strong business acumen;
- Good verbal communication (including presentation and public speaking) skills;

### **Core Competencies:**

- Knowledge of legislation governing local government and the two spheres in relation to libraries and information; arts, culture, museum and heritage as well as sports recreation;
- Knowledge of principle and practice of good governance, administration and personnel management;
- Knowledge and understanding of internal audit processes and procedures;
- Knowledge of PFMA and MFMA and Treasury regulations;
- Knowledge and understanding of monitoring and evaluation
- Knowledge and understanding of project management systems and processes.

***“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/1eu2B9SyAQAWSYXaDCsBtlQew554>

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

### **ENQUIRIES ONLY:**

**Contact Person:** Pelisa Sindelo

**Tel No:** 011 407 6560



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**CLOSING DATE: MONDAY, 11 MARCH 2024**

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.