





a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

AN EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE-BASED CONTRACT
(Linked to Political Term of Office)
Director: Leader of Executive Business

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 acknowledgement 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

DIRECTOR: LEADER OF EXECUTIVE BUSINESS

<u>Department:</u>	Private Office of the Executive Mayor (POEM)
<u>Branch:</u>	Leader of Executive Business (LOEB)
<u>Designation:</u>	Director: Leader of Executive Business
<u>Remuneration:</u>	R1 420 176,72 pa (all-inclusive cost to company)
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Bachelor's Degree in Business Administration, Public Administration, Business Management/NQF level 7;
- At least 8 years of managerial/leadership experience;
- Proven track record of providing strategic support to an executive at a similar level;
- Experience in supervising multiple, diverse service functions simultaneously with strong supervisory and team leadership skills;
- The ability to work with various levels of personnel in a fast-paced environment;
- Experience compiling and managing budgets;
- Excellent verbal and written communication skills;
- Previous experience in National/Provincial /Local Government Policy, Legislation and protocols;
- Business administration, public administration, or closely related field and fiscal management experience involving payroll, purchasing, and budgeting and supervisory experience, or an equivalent combination of education and experience;
- Knowledge of Government legislation policies and procedures applicable to South Africa;
- Demonstrated ability to strategically manage and provide administrative support services within a multidisciplinary environment, including demonstrated ability to provide professional supervision, development;
- A valid driver's license.

Primary Function:

Direct and lead the effective functioning of the support function to the Member of the Mayoral Committee (MMC) Leader of Executive Business by providing high level strategic (and political) advice and counsel to the MMC by coordinating the implementation of the executive policy, developing and managing the implementation of communications strategy (action plans) and managing key personnel in order to ensure the advancement of the MMCs political programmes and strategy.

Key Performance Areas:

- Manage and provide strategic (political) policy support and advice to the MMC;
- Enable and manage the implementation of the Executive Mayor's Communication Strategy in respect of the MMC's functions;
- Direct and control the outcomes associated with utilisation, productivity and performance of personnel within the MMC support function;
- Plan, monitor and control the function's annual operating and capital budget so that spending is in line with the Municipal requirements and/or MFMA;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Manage, direct and drive processes and policies that support the effective and efficient operation of key functional areas in the support function of the MMC;
- Manage and lead the work of staff in the Office of the MMC in their execution of the government blueprint, as determined by the MMC;
- Direct and manage the execution of the project and assignment as determined by the MMC.

Leading Competencies:

- Ability to work under pressure;
- Creativity;
- Able to network and interact on all levels with a multitude of organisational stakeholders;
- Strategic thinker.
- Strategic Direction and Leadership;
- People Management;
- Financial Management;
- Change Leadership;
- Project Management;
- Performance and Risk Management and Batho Pele;
- Excellent oral and written communication skills with an innate attention to detail;
- Goal orientation;
- Handling of confidential matters;
- Coordinating skills;
- Excellent interpersonal and teamwork skills;
- Networking and negotiation;
- Emotional intelligence;
- Change Management;
- Integrity;
- Conflict management;
- Project management.

Core Competencies:

- Knowledge of Government legislation, policies, and procedures applicable to South Africa;
- Demonstrated ability to strategically manage an administrative support service within a multidisciplinary environment, including demonstrated ability to provide professional supervision and development;
- Excellent ability in the use of email, electronic diaries, teleconferencing, videoconferencing, City systems and MS Applications, i.e. Word, Excel, Access and PowerPoint;
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the MMC with senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the MMC and on complex and sensitive issues;
- Must be capable of gathering and analysing information;
- Sound knowledge of risk management;



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

- Financial management;
- People Management and Empowerment;
- Project and Programme Management;
- Organisational Awareness/Political Impact;
- Knowledge Management;
- Planning and Organising;
- Policy Conceptualisation

“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.hsforms.com/1w2Zhuq7UTD-hMiJqOB96dg469tl>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Wisani Mabunda

Tel No: 011 407 6835

CLOSING DATE: TUESDAY, 17 FEBRUARY 2026

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,



a world class African city

- Criminal check, and Identity validation.

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 