

## Exciting and challenging position

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

## Chief Financial Officer

All-inclusive package: R1 488 388 per annum

**Purpose of position:** The successful candidate will direct and manage the effective functioning of the Finance Department and support functions so that the JDA can fulfill its objectives effectively and efficiently. He/she will lead and take responsibility for overall management of finance, budget and procurement functions of the JDA, as well as ensure that all activities are undertaken in strict compliance with the budget to the required financial governance standards. He/she will also be expected to develop and implement crosscutting systems and procedures that are aligned to best practice and good corporate governance principles, including adherence to the MFMA, Supply Chain Management Regulations, GRAP, Companies Act and all other relevant and applicable legislation.

**Key responsibilities:** • Provide leadership and management support to all the departments of the entity with regards to financial matters • Lead and manage client and stakeholder relationships • Lead, implement and monitor performance management system for the Finance Department • Develop, manage and monitor the JDA's multi-year expenditure and revenue budget • Review, implement and monitor effective and efficient financial management systems in line with applicable Local Financial Management Instruments • Lead general compliance with financial management and reporting standards throughout the entity • Lead the implementation of a proper, ethical fair and transparent supply chain management process in the JDA • Develop compliant financial report to the Board, Shareholder and Auditor-General • Liaise with Auditor-General to ensure that all issues raised by the Auditor-General are resolved to qualify the JDA to obtain a clean audit opinion • Serve as a member of the JDA Executive Committee and the Chairperson of the Bid Adjudication Committee • Hire, train and evaluate staff, and take corrective actions to address performance problems • Ensure that best practice development principles are applied to all JDA developments.

**Education and experience required:** • An Honours in Accounting (CASA) will be an added advantage • 10 years' experience in managing finances of medium to large entities • A record of success at senior level in achievement of operations and delivery of programmes • Demonstrable knowledge of and/or experience in financial management protocols in local government.

Please e-mail a detailed CV in MS Word format to: [CFORecruitment@jda.org.za](mailto:CFORecruitment@jda.org.za)

## Executive Manager: Corporate Services

All-inclusive package: R1 356 528 per annum

**Purpose of position:** The successful candidate will provide leadership and direction and oversee the Risk and Compliance, Human Resources, IT, Legal and Facilities Management Departments. He/she will also oversee the organisation of the corporate office and the development and maintenance of company business practices, policies and procedures. The incumbent will be an advocate for the company and will work closely with other members of the Executive Staff to achieve and maintain the excellence standards set forth by the company.

**Key responsibilities:** • Conceptualise and design a corporate services strategy for the JDA that provides a framework for corporate services in the business in order to ensure that the entity has effective and systematic processes, to support efficient and effective service delivery • Report to Board Committees such as HR and Remco, Risk, Social and Ethics Act as a member of the Executive Committee of the JDA • Work closely with executive team to develop and implement strategic plans and company goals and initiatives, and create associated policies and procedures • Develop and ensure that the Risk Management System is aligned with the Strategic Corporate Plan • Set risk performance objectives for each division • Integrate the Risk Management System into existing management processes, including business plan • Manage the strategic implementation of the Human Resources function and exercise management oversight of the HR function to meet the JDA's operational requirements • Oversee the strategic corporate Information Technology and Systems operations • Ensure quality control and customer service • Provide professional legal advice to the JDA to ensure that all its activities are legally compliant • Ensure compliance with all reporting requirements of the entity to the parent municipality (Quarterly Report, Mid-year Reviews and Annual Reports) to meet legal agreements • Oversee the management of JDA facilities and ensure that planned maintenance and all repairs are carried out • Oversee the management of all service providers and all tenants within the building and ensure that all aspects of the facility are functional at all times.

**Education and experience required:** • Postgraduate qualification • 3-5 years' Senior Management experience • Demonstrate initiative to solve operational issues • Proven ability to deliver high-quality customer service • Ability to develop and implement operations, policies and procedures • Excellent written and verbal communication skills • Knowledge of labour legislation and requirements • Professional, enthusiastic attitude • Team player • Ability to handle multiple simultaneous tasks and function well under pressure.

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## Executive Manager: Marketing and Communications

All-inclusive package: R1 158 506 per annum

**Purpose of position:** The successful candidate will direct and manage the effective functioning of the Marketing and Communications department and provide strategic advisory services on corporate communications, corporate social investment, media management, stakeholder engagement and community participation, marketing and branding matters. Furthermore, it is to ensure that JDA achieves its planned targets and goals by providing a strategic communication, marketing and stakeholder engagement direction. And lastly he/she will develop and monitor the implementation of the marketing and communications strategy, the stakeholder engagement strategy, communications policies and procedures, including communications business plans.

**Key responsibilities:** • Provide leadership and management support to all the departments of the entity with regards to marketing and communications matters • Direct and control all outcomes associated with the utility, productivity and performance of personnel within the Marketing and Communication department • Manage, develop and monitor the annual budget of Marketing and Communications department in order to ensure accurate estimates are prepared in relation to requirements enabling the section/unit to contribute positively towards meeting objectives and sustaining the quality and standards of service delivery and that fruitless and wasteful expenditure are avoided • Identify and define immediate, short- and long-term objectives associated with the Marketing and Communication services and processes in order to ensure critical performance indicators are identified, objectives aligned and appropriate procedures developed and implemented on approval to guide and direct the implementation of Marketing and Communications objectives • Develop, monitor, implement and review the marketing and communications strategy and policy which drives integrated communications for the JDA. This includes researching and applying communications best practices • Oversee the optimisation and enhancement of the JDA brand, as well as develop and integrate the functional requirements and enhancements of communications tools which ensure an integrated communications approach • Develop, manage, and implement a communications strategy to support the launch of projects linked the Corridors of Freedom • Create platforms for JDA to communicate with external stakeholders about portfolios developments • Oversee the development and roll-out of a stakeholders' engagements, as well as compilation and consolidation of feedback report • Oversee the provision of communications and marketing reports to ensure it meets the required standards, including submitting a bi-annual brand performance report based on media reports to ensure the promoting of a positive image of the JDA • Oversee the overall performance of the stakeholder engagement by adding value to the public's experience of JDA developments • Manage outsourced contracts with service providers (such as the website management services, PR agencies, and media agencies) so that service providers provide contracted services as per signed service contracts/service level agreements, and within the quality and budgetary requirements of the contract • Liaise with consultants, contractors and suppliers contracted by the unit in order to ensure that services and goods are delivered to agreed quality, standards and price • Produce management reports as and when required to update management team of the operations of the marketing and communications unit on an ongoing basis.

**Education and experience required:** • Postgraduate tertiary qualification (Business Management and Marketing) • 10 years' relevant experience, including management experience and understanding the COJ strategies • Driver's licence • Record of success at senior level in achievement of operations and delivery of programmes • Demonstrable knowledge of and/or experience in marketing and communications management protocols in local government.

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These are 5-year fixed-term performance-based contracts. JDA offers a market-related salary commensurate with qualifications and experience.

**Closing date:** 22 July 2017 (unless otherwise stated)

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

**The Johannesburg Development Agency is an equal opportunity employer and the position will be filled in line with its EE targets.**

