



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

JPC is an entity of the City of Johannesburg, responsible for the enhancement of the CoJ's property portfolio by leveraging the properties and its employees to maximise the social, economic, and technological advancements to achieve CoJ's strategic priorities and service delivery objectives. JPC manages a diverse portfolio consisting of various classes of assets, i.e., residential, office, commercial, social (sports facilities and stadiums), and service delivery (clinics, fire stations, community centres) assets.

The following permanent vacancy exists within JPC:

SENIOR MANAGER: TALENT AND ORGANIZATIONAL DEVELOPMENT

Department:	Human Capital Management
Designation:	Senior Manager: Talent and Organizational Development
Reporting to:	General Manager: Human Capital Management
Reference Number:	SM: T&OD-01/2026
Remuneration	R 1 823 087 (All-inclusive Package per Annum)
Local:	Braam Park, 33 Hoofd Street, Braamfontein

Primary function:

To lead the development, implementation, and management of organizational-wide Talent Management and Organizational Development strategies that contribute to the overall JPC and HC strategy thus enabling JPC to attract, develop, and retain to ensure that capacity is created for the current and future needs of the business across all the levels. Develop lead practices and play a key role in nurturing talent, fostering a positive work culture, and promoting employee engagement.

Minimum requirements:

- Matric / Grade 12 plus National Diploma or Degree in Human Resources Management / Industrial Psychology / Business Management / Social Sciences or related qualification.
- Postgraduate in Human Capital, Business Management or Social Sciences.
- Eight to ten (8-10) years relevant working experience of which 7 years of professional Human Capital experience and 3-5 years spent at Middle Management level within the Human Capital environment as Centre of Expertise/ Excellence (COE) with experience in leading and implementing Talent Management and Organisational Development strategies.
- Knowledge of Labour Legislation (Skills Development Act; Employment Equity act and all relevant legislations.
- Project Management background.



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
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Key Performance Areas:

- Strategic Human Resource Management
- Talent Management
- Workforce Planning
- Learning & Development
- Competency & Benefits Management
- Performance Management
- Human Resource Management
- Change Management
- Organizational Development

Strategic Human Resource management

- Execute HR strategies that enhance the value of the human resources within JPC
- Manages projects and controls initiatives in support of the employment value proposition
- Supports the General Manager Human Capital Management in the measurement of sustainable people practices.
- Advises on the practical application / implementation of proactive people related business solutions.
- Aligns HR and people management practices within the governance, risk and compliance framework.

Talent Management

- Lead the strategy development and implementation plan of a robust integrated benchmarked talent management strategy. Ensure development of Career Paths and Learning Paths across JPC core operations and functional areas.
- Design effective processes for effective recruitment, selection, and placement processes to ensure the acquisition of the required skills in line with the business needs. Design effective Talent assessment tools, such as Stay Interviews, Exit Interviews to create positive and engaging process for management and potential candidate experiences to advance as an employer of choice.
- Partner with JPC leaders to drive successful talent review processes, create succession and development plans for their departments. Strategically monitor the development of key talent and ensure that development plans are in place and achieved while ensuring readiness for new assignment.

Strategic Workforce planning

- Assess the status of current workforce planning initiatives within JPC with the aim of creating one workforce planning framework that establishes long-term and short-term workforce goals.
- Develop and implement Strategic Workforce Planning (SWP) to ensure JPC has the workforce with the right size, shape, cost, and agility.
- Develop an Operational Staffing Plan that identifies short-term needs, 1-2 years.

Learning and Development

- Ensure the JPC competence profile / framework is developed and all learning programmes aligned to JPC needs. Design storyboard, curriculum design and facilitate workshops, key interventions for individual departments and employee groups as needed. Establish and manage external partnerships



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that support talent / learning and development and organizational effectiveness such as workshop facilitators, executive coaches, consultants, and other key service providers.

- Create a community of learning professionals with the appropriate organisation structures and governance and ensuring alignment of learning organisations and initiatives with organisational development and individual career development needs. Create platforms for employees sponsored through Bursary Programmes and all other Learning initiatives to share learning insights and develop a Return on Engagement / Investment tool to track impact of learning.
- Analysing employee development needs and consulting with line to formulate appropriate interventions.
- Ensuring that training and development initiatives are aligned to personal development plans where applicable.
- Initiating and leading strategic learning and development for the JPC in technical, functional and specialist areas including Management and Leadership training.
- Monitoring the efficiency and effectiveness of training and development programmes.

Compensation and benefit management

- Displaying the ability to analyse roles to ensure that job descriptions and job evaluation accurately reflects task and responsibilities.
- Showing strong analytical reasoning.
- Understanding profiling and grading systems / tools for entry level posts.
- Implementing remuneration and benefits policies fairly and objectively.
- Displaying integrity and confidentiality in dealing with sensitive information.
- Displaying an awareness of the reward system, policy and / or procedure.
- Understanding and being able to apply profiling and grading systems / tools for entry level posts.
- demonstrating thorough knowledge of profiling and grading systems / tools for entry level posts.

Performance Management

- **Performance Management, EVP, & Employee Engagement** -Develop strategies for effective implementation of performance management and EVP thought leadership within JPC. Create JPC ambassadorship programme to enable positive employee engagement and productivity.
- Monitor and regularly review the performance management system and processes to ensure its effectiveness and efficacy are aligned to the business needs. Ensure JPC Toward Reward philosophy and principles are implemented and embedded as well as lead the design of the Recognition Programme. Lead the development of moderating committees, performance analysis in partnership with JPC strategy. Create matrixes to embed employee engagement and a high-performance culture in JPC.
- Ensuring that any unauthorized, irregular, or fruitless and wasteful expenditure and any other losses are prevented.

Organisational Design & Development

- Lead the design of the Organisational Effectiveness Framework and initiatives to design and optimize organizational structures, operating models, and roles to improve agility, productivity, and efficiency. Support the business in designing change plans, managing the business readiness to change and the existing and new strategic and cultural issues. Drive organizational norms and values and integrate the culture into employees' ways of work.



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Diversity and Inclusivity

- Ensure adherence to relevant legislative requirements on Transformation and Employment Equity. Ensure all talent and organizational practices promote a diverse, equitable, and inclusive workplace culture.

People Management

- Develop and manage employees within the Talent and OD department by instilling a high-performance culture amongst employees through the performance management system, culture change programmes to enhance the departmental performance objectives and individual development

Strategic Financial Management

- Ensuring that the budget process aligns the budget and related policies to the IDP and SDBIP within the Directorate and municipality.
- Directing the supply chain management function by applying knowledge and understanding of the legislative framework governing the supply chain management function (including the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act, 2000 etc.).
- Establishing the understanding of governance and ethics in financial management.
- Ensuring that the financial and other resources of the Directorate are utilised effectively, efficiently, economically, and transparently.

Leading Competencies:

- Computer literacy (Microsoft Word and Excel).
- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and in the presentation of results for the identification of best practices and to inform decision-making.
- Proficiency in using databases and statistical software is required as well as strong skills in Excel, Word, PowerPoint, and mobile technologies to report data.
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders.
- Coordination and Time Management Skills.
- People Management Skills

Core Competencies

- Knowledge of the local, provincial, and national political and legislative frameworks related to town planning and/or urban/spatial planning.
- Sound knowledge of the relevant legislation that governs employment practices.
- In-depth understanding of Government strategies and policies and how they can practically be applied.
- Considerable knowledge of modern policies and practices of public personnel administration.
- Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, and training.
- Principles of human resource administration and strategies
- Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.
- Knowledge of and analysis of the impact of labour market conditions and socio-economic issues.
- Understand and interpret policies and procedures and explain them to others



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- Understanding the stages of change, resistance to change and strategies for managing change effectively
- Knowledge of legal requirements related to hiring, compensation, performance management and other talent-related areas.
- Familiarity with various training and development techniques, including e-learning platforms, instructional design and facilitation
- Promoting diversity and inclusion in all aspects of talent management and organizational development.
- Knowledge and understanding of the application of the local government and talent management legislative frameworks (MFMA, MSR, LRA, SDA, EEA etc).

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the 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”.

APPLY ONLINE: www.jhbproperty.co.za Please take note that only online applications will be considered. Please apply by using the following link: <https://share.hsforms.com/1urH1eJ7wTe-9Yb8sdAIW9q469t!>

ENQUIRIES ONLY:

linda@masdp.co.za

069 533 8602

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at 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.

**Publication Date:
Monday 02 February 2026**

**This Vacancy is open to Employees of the
City of Johannesburg and External Candidates**

**Closing Date:
Friday: 13 February 2026**



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