



**RE-ADVERT
PERMANENT POSITION**

This vacancy is open to external applicants and employees of the City of Johannesburg

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre.

Department : Governance

Branch: Joburg Theatre

Designation: General Manager: Strategic Relations and Projects (Ref No: GMSRP/05/23)

Salary Range: R54,544.98 – R74,197.69 (basic salary excluding benefits)

Key responsibilities will include, but not be limited

Develop and lead the implementation of the fundraising / sponsorship strategy for projects including developing a risk mitigation plan • Formulate, in consultation with Management and the Board, short term, medium term and long term objectives and goals, in line with the vision and mission of JCT • Help to identify, scope and plan opportunities for new or improved services • Develop / improve organizational resilience in response to the evolving coronavirus pandemic • Draft strategic documents, presentations and funding/sponsorship applications • Deliver presentations or pitches e.g. at speaking or network events, meetings, etc. • Implement strategies for the delivery of results on a day to day, quarter to quarter basis ensuring that required tools, resources, business process, policies are developed, communicated and implemented. • Project Management for additional Special Projects / festivals / events managed by the company • Provide management support in a team that sources, conceptualizes, plans, coordinates and efficiently executes internal and external events in line with the company vision • Reporting – submit weekly, monthly, quarterly and annual integrated reports for EXCO, the Board and Shareholder • Ensure delivery of services and facilitate operational support by managing contractual obligations • Build and maintain strong working relationships with all project stakeholders • Ensure project communications are targeted and at the level and frequency required • Provide an effective and comprehensive operational support service to the CEO and COO

Appointment Requirements:

Grade 12 plus relevant Bachelor's Degree / NQF Level 7 • 7 years' experience with 5 years is in management / strategic level in a similar environment • Demonstrable experience of scoping, planning and delivering projects (festivals, events, etc.) • Substantial experience of relationship building and collaborative partnership • Demonstrate ability to write persuasive applications, proposals and presentations that have successful results • Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skills • Experience in compiling and managing budgets • Good verbal and written communication skills • Computer literacy.

Interested persons are requested to send their cover letter, detailed CV, certified copies of their qualifications and Identity document, quoting the relevant reference number to Nastassia via email to: nastassiap@pinpointone.co.za

Enquiries: Lucia Mabasa at 011 325 5101

PUBLICATION DATE: 14 MAY 2023

CLOSING DATE: 31 MAY 2023

All suitably qualified candidates are encouraged to apply and will be considered. Joburg City Theatres (JCT) applies the principles of employment equity as per the National Legislation and policy guidelines and will consider designated groups in line with these requirements. This is an employment targeted position and preference will be given to designated groups including people with disabilities.

PLEASE NOTE: By submitting your application for a position at JCT, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process. JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Late submissions and/or applications will not be considered. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.