



VACANCY BULLETIN: STC 01/2026
METROPOLITAN TECH COMPANY
SHORT-TERM CONTRACT EMPLOYMENT - (STC)

Metropolitan Tech Company has the following short-term contract opportunities for a period NOT exceeding Twelve (12) months

<u>Department:</u>	Metropolitan Tech Company (MTC)
<u>Position:</u>	Assistant to the CEO
<u>Reporting Line:</u>	Reports administratively to the CEO
<u>Functional Reporting:</u>	Provides primary operational and executive support to the Chief Technology Officer
<u>Salary Range:</u>	Market-Related
<u>Division or Cluster:</u>	Office of the Chief Executive Officer (CEO)
<u>Workplace:</u>	25 Ameshoff street, Libridge Building

Educational Requirements and Experience

- Matric
- National Diploma in Management Assistant or equivalent NQF Level 6 qualification in Office Administration, Executive Secretariat or related field.
- 1-3 Years experience Management Assistant
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Sound knowledge of administrative systems, records management and document control processes.

Short Detailed Job Description:

- Provide comprehensive executive and administrative support to the Chief Executive Officer.
- Act as liaison between the CTO, the Office of the CEO, internal departments, service providers and external stakeholders to ensure professional communication, accountability, and adherence to governance standards.
- Coordinate and manage the flow of correspondence, strategic documentation, reports and submissions within the ICT portfolio, ensuring compliance with organisational policies and prescribed timeframes.
- Prepare, consolidate and quality-check executive reports, presentations, council submissions and briefing notes relating to ICT performance, fibre broadband infrastructure, system acquisition and governance matters.
- Record, monitor and track resolutions and action items arising from executive, committee and stakeholder meetings to ensure effective implementation and accountability.

Metropolitan Tech Company SOC Ltd
25 Ameshoff Street, Libridge Building, 13 Floor – West Wing



- Support the administration and record-keeping of Service Level Agreements (SLAs), ICT contracts, procurement documentation and budget-related submissions in line with approved policies and legislative requirements.
- Facilitate coordination of meetings and stakeholder engagements relating to ICT migration initiatives between MTC and the City of Johannesburg, infrastructure development projects and innovation proposals.
- Assist with the administration of ICT budget monitoring processes, expenditure tracking and documentation required for audit and governance purposes.
- Maintain secure and confidential information management systems for ICT strategy documents, infrastructure standards, contractor performance records and SMME development initiatives.

A comprehensive CV, certified Matric Certificate, Qualification(s) and certified ID copy should be emailed hr2@mtc.joburg.org.za

In terms of MTC's Talent Acquisition Policy, you are hereby consent to the following integrity checks should your application be shortlisted.

- Credit Record
- CV Validation and;
- Employment record verification
- Criminal check and;
- Identity document validation
- Qualification / Academic records

PUBLICATION DATE: 15 June 2026

CLOSING DATE: 29 June 2026

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

Enquiries only: hr@mtc.joburg.org.za

CELANI MATHENJWA

**CORPORATE STRATEGY AND REPORTING EXECUTIVE (ACTING)
METROPOLITAN TECH COMPANY**

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