JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Assistant Director: Technical Advisory Services

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.

VACANCY CIRCULAR

134/2025

City of Johannesburg

Publication Date:
Wednesday, 29 October 2025

Closing Date:
Tuesday, 11 November 2025

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

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ASSISTANT DIRECTOR: TECHNICAL ADVISORY SERVICES

DEPARTMENT:	Group Finance
BRANCH:	**Group Accounting**
DESIGNATION:	**Assistant Director: Technical Advisory Services**
REMUNERATION:	R55 679.29 pm (basic salary, excluding benefits)
LOCATION:	66 Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus BCompt/BCom (Accounting Science) degree with completed articles plus 3 - 4 years post articles;
- 6 - 8 years' experience in the compilation, analysis and interpretation of financial statements And or relevant experience in accounting and financial reporting in either public or private sector;
- 2 – 3 years /managerial experience in the compilation and BCompt (Honours), or BCom Honours degree in Accounting Science, CA (SA), AGA (SA) ACCA, CIMA, professional Accounting / finance qualification will be preferred;
- Experience in Financial reporting software/system;
- Must have a valid driver's license.

Primary Function:

Provide technical advisory services and oversight to the municipality and municipal entities on accounting and financial reporting matters including analysis of the City's consolidated financial information that promote compliance with the provisions of MFMA and related norms and standards.

Key Performance Areas:

- Technical Advisory services;
- Management functions policies and procedures such as year end and interim consolidated reporting processes;
- Ensure that consolidated annual financial statements are produced and reported;
- Ensure that monthly management accounts are produced and reported;
- Ensure that all inter/intra company transaction and balances are confirmed on a monthly basis;
- Management of the years end audit process;
- Administration management;
- Liaise with other internal departments and entities within COJ other tiers of government regulating bodies and external consultants;
- Control, consolidate, analyses and submit various reliable reports;
- Manage all aspects of finance in the control of the Legal Sub Directorate, including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as the with the City's polices procedures;
- Comply with all relevant legislative framework including the City's code of Ethics manage and mitigate risk effectively.

Leading Competencies:

- Computer literacy on SAP (Finance);
- MS Office applications (Word, Excel, PowerPoint);
- Report writing skills;
- Communication (verbal and written), presentation, interpersonal and management skills;
- Ability to analyze and interpret financial information;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Understanding of International Financial Reporting Standards (IFRS) Generally Recognized Accounting Practice (GRAP);
- Understanding of Municipal Finance Management Act and other National Treasury regulations;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

"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-eu1.hsforms.com/1bD6gNU4rQQiqgoAI_LIpzQew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

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ENQUIRIES ONLY:
Contact Person: Onkarabile Montsho
Tel No: 011 021 2545

CLOSING DATE: TUESDAY, 11 NOVEMBER 2025

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,
- Criminal check, and
- Identity validation.