JOB OPPORTUNITY

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Deputy Director: Strategic Risk**
- **Deputy Director: Project and Contract Risk**
- **Deputy Director: Operational Risk**
- **Deputy Director: Internal Audit**
- **Senior Specialist: Internal Audit**
- **Senior Specialist: Operational Risk**
- **Senior Specialist: Strategic Risk**
- **Senior Specialist: Performance and Information Audit**
- **Specialist: Risk Finance**

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.

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.

VACANCY CIRCULAR

004/2025

City of Johannesburg

Publication Date:
Wednesday, 15 January 2025

Closing Date:
Tuesday, 28 January 2025

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

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DEPUTY DIRECTOR: STRATEGIC RISK

Department: **Group Risk and Assurance Service (GRAS)**
Branch: Office of the City Manager
Designation: **Deputy Director: Strategic Risk**
Remuneration: R60 077.46 pm (basic salary excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Appointment Requirements:

- Bachelor's degree / NQF level 7 in Risk Management or related field;
- 7 – 9 years enterprise Risk Management experience with at least 4 years at management level.

Primary Function:

Lead, direct and control the unit in the monitoring of strategies, policies and procedures to ensure procedures to ensure the embedding of risk management strategies throughout the city. Provide professional risk management services, strategy development and implementation through practising strategic and operational risk, in regard to underpin the COJs strategic objectives:

- **Conduct risk assessments;**
- **Provide advisories on the management of risks;**
- **Establish and maintain stakeholder relations;**
- **Secure robust strategic performance**
- **Maximise opportunities and minimise loss events.**

Key Performance Areas:

- Provide maximum support to the Director in the formulation and review of risk governance structure and processes;
- Implementation and awareness of risk management;
- Identification, evaluation and monitoring of risk;
- Disseminates guidance information on specific key performance areas and procedures;

Leading Competencies:

- Professional work ethics and integrity;
- Team Player;
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Good communication and interpersonal skills;
- Ability to prioritise effectively and to accept responsibility;
- Ability to work independently and to accept responsibility;
- Ability to work independently whilst producing and delivering results;
- Strong presentation skills;
- Report writing;
- Negotiation skills;
- Conflict management;

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- Time Management;
- Analytical skills;
- Numerical and accounting skills;
- Networking skills;
- Research and planning.

Core Competencies:

- Knowledge of Risk Management.
- Local government legislative (e.g. MSA MFMA);
- Finance and Business and business acumen;
- Resource availability and its management;
- Process evaluation;
- Knowledge of local government.

"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."

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https://share-eu1.hsforms.com/1eZRdhrRAQpCOTJA3SPCPugew554

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

ENQUIRIES ONLY:
Contact Person: Bongani Myeni
Tel No: 011 407 6562

CLOSING DATE: TUESDAY, 28 JANUARY 2024

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DEPUTY DIRECTOR: PROJECT AND CONTRACT RISK

Department: Group Risk and Assurance Service (GRAS)
Branch: **Office of the City Manager**
Designation: **Deputy Director: Project and Contract Risk**
Remuneration: R60 077.46 pm (basic salary excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Appointment Requirements:

- B Com degree / NQF level 7 preferably majoring in Risk Management / Auditing and Financial Accounting.
- A professional risk management qualification with recognised accredited institution;
- 7 - 9 years of Enterprise Risk management with at least 4 years in managerial positions;
- Must have a valid driver's license.

Primary Function:

Provide professional risk management services, strategy development and implementation through practising strategic operational, projects and contract risk management in regard to underpinning the CoJ strategic objectives:

- **Conduct risk assessments (Strategic operational, Projects and Contracts) with a focus on entities.**
- **Provide advisories on maintaining stakeholder relations.**
- **Secure robust strategic performance.**
- **Maximise opportunities and minimise loss events.**

Key Performance Areas:

- Provide maximum support to the Director in formulation and review of risk governance structure and process through;
- Implementation of risk and awareness of risk management;
- Identification, evaluation and monitoring of risk;
- Disseminates guidance information on specific key performance areas and procedures;

Leading Competencies:

- Professional work ethics and integrity;
- Team Player.
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Good communication and interpersonal skills;
- Ability to prioritise effectively and to accept responsibility;
- Ability to work independently and to accept responsibility;
- Ability to work independently whilst producing and delivering results;
- Strong presentation skills;
- Report writing;
- Negotiation skills;
- Conflict management;
- Time Management;

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- Analytical skills;
- Numerical and accounting skills;
- Networking skills;
- Research and planning.

Core Competencies:

- Knowledge of Risk Management.
- Local government legislative (e.g. MSA MFMA;
- Finance and Business and business acumen;
- Resource availability and its management;
- Process evaluation;
- Knowledge of local government

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

ENQUIRIES ONLY:
Contact Person: George Mphasi
Tel No: 011 407 6562

CLOSING DATE: TUESDAY, 28 JANUARY 2024

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DEPUTY DIRECTOR: OPERATIONAL RISK

Department: **Group Risk and Assurance Service (GRAS)**
Branch: Office of the City Manager
Designation: **Deputy Director: Operational Risk**
Remuneration: R60 077.46 pm (basic salary excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Appointment Requirements:

- B Com degree / NQF level 7 preferably majoring in Risk Management / Auditing and Financial Accounting.
- A professional risk management qualification with recognized accredited institution;
- 7 - 9 years Enterprise Risk management with at least 4 years in managerial positions
- Must have a valid driver's license.

Primary Function:

Lead direct, and control the unit in the monitoring of strategies, policies and procedures to ensure procedures to ensure the embedding of risk management strategies throughout the city.

- **Conduct risk assessments.**
- **Provide advisories on the management of risk;**
- **Secure robust strategic performance.**
- **Maximize opportunities and minimise loss events.**

Key Performance Areas:

- Provide maximum support to the Director in the formulation and review of risk governance structure and processes;
- Implementation of risk and awareness of risk management;
- Identification, evaluation and monitoring of risk;
- Disseminates guidance information on specific key performance areas and procedures;

Leading Competencies:

- Professional work ethics and integrity;
- Team Player.
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Good communication and interpersonal skills;
- Ability to prioritise effectively and to accept responsibility;
- Ability to work independently and to accept responsibility;
- Ability to work independently whilst producing and delivering results;
- Strong presentation skills;
- Report writing;
- Negotiation skills;
- Conflict management;
- Time Management;

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- Analytical skills;
- Numerical and accounting skills;
- Networking skills;
- Research and planning.

Core Competencies:

- Risk Management;
- Local Government Legislation (e.g. MSA, MFMA);
- Finance and Business acumen;
- Resource availability and its management;
- Process evaluation;
- Knowledge pf Local Government.

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ENQUIRIES ONLY:
Contact Person: George Mphasi
Tel No: 011 407 6562

CLOSING DATE: TUESDAY, 28 JANUARY 2024

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DEPUTY DIRECTOR: INTERNAL AUDIT

Department:	**Group Risk and Assurance Services (GRAS)**
Branch:	Office of the City Manager
Designation:	**Deputy Director: Internal Audit**
Remuneration:	R60 077.46 pm (basic salary excluding benefits)
Location:	SAPPI Building, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- BCom Degree/ or equivalent qualification NQF level 7;
- CA/CIA (Certificate Internal Auditor) certification will be an added advantage ;
- 8 years of extended experience and training in an Internal Auditing environment of which 5 years must be in a Senior/ Managerial position with experience in:
  - Management experience in Human Resources, Finance and Project Management;
  - Compliance / Process / Performance Audits;
  - Stakeholder Management;
  - Applying Standard for Professional Practice of Internal Auditing;
  - Change Management;
  - Process re-engineering
- Must have a valid driver's license.

Primary Function:

Responsible and accountable for directing, planning, organising, supervising and controlling, and formally reporting on the activities of the audit projects in order to ensure that it is managed to achieve the functional business objectives and that audit work conforms to the International Standards for Professional Practice of Internal Practice of Internal Auditing, Information Systems Audits and control Association and any other standards set by Joburg Risk and Audit Services.

Key Performance Areas:

- To Strategically direct and monitor the development and implementation of the section's coverage plans and timing;
- To lead, organize, direct and control the activities of the process Audit section;
- Strategically lead, direct and manage Audit activities economically efficient and effectively;
- Strategically manage staffing issues;
- Close client interaction to ensure effective communication;
- Residual or unspecified duties;
- Position Challenges.

Leading Competencies:

- Professional work ethics and integrity;
- Team Player.
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Good communication and interpersonal skills;

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- Ability to prioritise effectively and to accept responsibility;
- Ability to work independently and to accept responsibility;
- Ability to work independently whilst producing and delivering results;
- Strong presentation skills;
- Report writing;
- Negotiation skills;
- Conflict management;
- Time Management;
- Analytical skills;
- Numerical and accounting skills;
- Networking skills;
- Research and planning.

Core Competencies:

- Risk Management;
- Local Government Legislation (e.g. MSA, MFMA);
- Finance and Business acumen;
- Resource availability and its management;
- Process evaluation;
- Knowledge of Local Government.

"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."

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ENQUIRIES ONLY:
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Tel No: 011 407 6562

CLOSING DATE: TUESDAY, 28 JANUARY 2024

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SENIOR SPECIALIST: INTERNAL AUDIT

Department:	**Group Risk and Assurance Services (GRAS)**
Branch:	Office of the City Manager
Designation:	**Senior Specialist: Internal Audit**
Remuneration:	R52 239.26 pm (basic salary excluding benefits)
Location:	SAPPI Building, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- B Com Degree / NQF level 7 In Accounting or related field;
- Progress towards the attainment of Certified Internal Auditing (CIA);
- Preferred – Certified Internal Auditor (CIA);
- 6 - 8 years extended experience or CIA in the Audit or Accounting field of which at least 3 years must be in a managerial position in a performance auditing profession;
- Experience in Human Resource, Finance and project management; Information Systems Management; Internal Control; Networks and Internet; Standard for Professional Practice of Internal auditing;
- Must have a valid driver's license

Primary Function:

Responsible and accountable for directing, planning, organising, supervising and reporting on the activities of the assurance service audit projects in order to ensure that it is managed to achieve the functional business objectives and that audit work conforms to the International Standards for Professional Practice of Internal Auditing, Information Systems Audits and Control Association and any other standards set by Group Risk & Assurance Services - Group Internal Audit Services.

Key Performance Areas:

- Assist in the development and implementation of the section's coverage plans, budgets and timing;
- Plan, organise and control activities of the relevant section;
- Director and control audit activities economically, efficiently and effectively;
- Supervise and coordinate staffing issues;
- Close client interaction;
- Residual or unspecified duties.

Leading Competencies:

- Demonstrated effectiveness in planning, managing and conducting complex performance audits and evaluating government programs and activities in accordance with Government auditing standards for at least 4 years;
- Outstanding analytical, writing and presentation skills
- Excellent interpersonal skills
- Ability to work professionally and effectively with co-workers, audit clients, elected officials and other decision-makers

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- Demonstrated ability to effectively supervise others including goal setting, mentoring and conflict resolution and continuously improving team performance;
- Sophisticated understanding of governance, policy, budget management and operations of local government programs

Core Competencies:

- Exceptional oral and written communication skills
- Sound judgement
- Enthusiasm and Integrity
- Confidentiality
- Taking proactive steps to improve knowledge
- Building and maintaining good interpersonal skills with colleagues, peers and clients
- Results and deadline driven, processes high level of integrity
- Strong understanding of internal audit standards, internal control, risk and business process improvement.

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SENIOR SPECIALIST: OPERATIONAL RISK

Department: **Group Risk and Assurance Services (GRAS)**
Branch: Office of the City Manager
Designation: **Senior Specialist: Operational Risk**
Remuneration: R52 239.26 pm (basic salary excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein)

Minimum Requirements:

- Degree in Risk Management / Internal Auditing / Financial Accounting or any related qualification at NQF level 7.
- A certificate in Business Continuity Management will be an added advantage;
- Must be registered with a professional body e.g. IRMSA;
- 6 - 8 years' experience in Enterprise Risk Management of which 3 years must be in business continuity management;
- Knowledge of local government legislation and Risk management.
- Must have a valid driver's license.

Primary Function:

To plan, manage, organise, control and evaluate the activities and functional business objectives of risk management processes throughout the City's departments and entities.

Key Performance Areas:

- Provide maximum support to the Director in the formulation and review of risk governance structure and processes;
- Draft and oversee the implementation of an effective risk management programme plan to identify potential exposure;
- Identify, track, monitor and report risks impacting on the attainment of the City's objectives;
- Assist the Deputy Director to manage staff within the risk unit;
- Establish and maintain stakeholder relations.

Leading Competencies:

- Good communication and interpersonal skills,
- Strong presentation skills,
- Report writing skills,
- Negotiating skills,
- Conflict management,
- Time management,
- Analytical skills,
- Numerical and accounting skills,
- Networking skills and research and planning,
- Resources availability and its management.

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Core Competencies:

- Professional work ethic and integrity;
- Team player;
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Ability to prioritise effectively and to accept responsibility; and
- Ability to work independently whilst producing and delivering results.

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SENIOR SPECIALIST: STRATEGIC RISK

Department: **Group Risk and Assurance Services (GRAS)**
Branch: Office of the City Manager
Designation: **Senior Specialist: Strategic Risk**
Remuneration: R52 239.26 pm (basic salary excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Degree preferably in Risk Management / Internal Auditing / Financial Accounting or any related qualification (NQF level 7).
- A certification in Business Continuity Management will be an added advantage;
- Must be registered with a professional body e.g. IRMSA
- 6 – 8 years' experience in Enterprise Risk Management of which 3 years must be at management level;
- Must have a valid driver's license.

Primary Function:

Manage, plan, organize and control the activities of the risk and projects in order to ensure the functional business objectives of risk and audit conform to the International Standards for Professional Practice of Risk and Auditing within the Department.

Key Performance Areas:

- Provide maximum support to the Director in the formulation and review of risk governance structure and processes;
- Implement Enterprise Risk Management Framework, Policies and Procedures;
- Considering risks impacting the attainment of the City's objectives,
- Assist the Deputy Director to manage staff within the risk unit;
- Administration;
- Establish and maintain stakeholder relations;

Leading Competencies:

- Professional work ethics and integrity;
- Team Player;
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Good communication and interpersonal skills;
- Ability to prioritise effectively and to accept responsibility;
- Ability to work independently and to accept responsibility;
- Ability to work independently whilst producing and delivering results;
- Strong presentation skills;
- Report writing;
- Negotiation skills;

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- Conflict management;
- Time Management;
- Analytical skills;
- Numerical and accounting skills;
- Networking skills;
- Research and planning.
- Strong Presentation skills;
- Negotiation skills;

Core Competencies:

- Knowledge of Risk Management;
- Local Government legislation;
- Resources availability and its management;
- Finance and business acumen.

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SENIOR SPECIALIST: PERFORMANCE AND INFORMATION AUDIT

Department: **Group Risk and Assurance Services (GRAS)**
Branch: Office of the City Manager
Designation: **Senior Specialist: Performance and Information Audit**
Remuneration: R52 239.26 pm (basic salary excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Degree in Accounting / Internal Auditing (NQF level 7).
- Progress towards the attainment of Certified Internal Auditors (CIA);
- Preferred – Certified Internal Auditor (CIA);
- Be a member of the Institute of Internal Auditor South Africa (IIASA);
- 6 – 8 years' extended performance audit experience of which at least 3 years must be in a managerial position in a performance auditing profession.
- Experience with project management is an advantage;
- Must have a valid driver's license.

Primary Function:

This position will take prime responsibility for managing the planning and delivery of performance audits and performance information audits to contribute to the wider internal audit function. Responsible for assisting the Deputy Director in reviewing management control measures to ensure effectiveness, value for money and /or efficiency within the city.

Key Performance Areas:

- Provide to the Deputy Director weekly, monthly and quarterly reports on progress against key indicators to be agreed in advance with the Deputy Director;
- Assist the Deputy Director with the development and implementation of a Performance Audit and performance information Manuals and complaints with applicable performance audit standards and guidelines;
- Develop and deliver a forward programme of performance audits and performance information with the recommendation to improve economic efficiency and effectiveness of public resources in the City.
- Assist the Deputy Director with the development and delivery of a practical training programme for performance audit staff to put the developed manuals into practice.
- The Assistant Director matrix management of a performance audit team of more than four audit staff and reports directly to the Deputy Director.

Leading Competencies:

- Professional work ethics and integrity;
- Team Player.
- Ability to apply your mind to multiple industries;
- Ability to deal effectively with officials at all levels;
- Good communication and interpersonal skills;

VACANCY CIRCULAR 004/2025
City of Johannesburg

Publication Date: Wednesday, 15 January 2025
Closing Date: Tuesday, 28 January 2025

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

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- Ability to prioritise effectively and to accept responsibility;
- Ability to work independently and to accept responsibility;
- Ability to work independently whilst producing and delivering results;
- Strong presentation skills;
- Report writing;
- Negotiation skills;
- Conflict management;
- Time Management;
- Analytical skills;
- Numerical and accounting skills;
- Networking skills;
- Research and planning.
- Strong Presentation skills;
- Negotiation skills;

Core Competencies:

- Knowledge of local government is an added advantage;
- Knowledge of Group integrated Assurance Framework;
- Knowledge of combined assurance model;
- Knowledge of integrated Internal Control Framework;
- Knowledge of Human resource and Finance management.

"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/18GT8G2niS_Os7pQO9qaiXgew554

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

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ENQUIRIES ONLY:
Contact Person: George Mphasi
Tel No: 011 407 6562

CLOSING DATE: TUESDAY, 28 JANUARY 2024

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.

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SPECIALIST: RISK FINANCE

Department: **Group Risk and Assurance Services (GRAS)**
Branch: Office of the City Manager
Designation: **Specialist: Risk Finance**
Remuneration: R46 704.56 pm (basic salary, excluding benefits)
Location: Sappi Building, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Degree/NQF level 7 in Risk Management/Insurance;
- 5 - 7 years' experience in enterprise risk management/claims management;
- Knowledge and understanding of the legal requirements for insurance underwriting;
- Knowledge and understanding of the regulatory requirements on insurance and claim management;
- Excellent verbal & written communication, interpersonal, facilitation/presentation skills;
- Must have a valid driver's license.

Primary Function:

To implement the City-wide risk finance strategy underpinning the strategic objectives as defined by the professional standards in order to protect the City's assets and public image.

Key Performance Areas:

- Ensuring that the City's Assets and Liabilities are adequately insured.
- Ensure that the City's insured events are timeously reported to the insurers and within the acceptable timeframes in line with the policy documents.
- Ensure the fulfilment of risk finance commitment to the Unit's stakeholders.
- Implement both claim and underwriting management processes.
- Guide the City's risk champions on how to minimize losses from potential claims.

Leading Competencies:

- Business acumen,
- Customer Relationship Management;
- Fairness and transparency,
- Work independently;
- Assertive and accurate intellectual capacity.

Core Competencies:

- COJ values,
- Batho Pele principles,
- Ethics and Integrity,
- Confidentiality of staff personal information to be maintained all times and Loyalty,
- People management.

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