JOB OPPORTUNITY

VACANCY ALERT



WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Section Head: Strategic & Financial Support**
- **Head: Asset Management and Insurance**
- **Finance Support Specialist**
- **Manager: Asset and Insurance**

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 acknowledgment 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

005/2025

City of Johannesburg

Publication Date:
Thursday, 16 January 2025

Closing Date:
Wednesday, 29 January 2025

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

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SECTION HEAD: STRATEGIC & FINANCIAL SUPPORT

Department: Office of the City Manager
Branch: Strategic Finance
Designation: **Section Head: Strategic & Financial Support (HOD Finance)**
Remuneration: R74 481.81 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric /Grade 12 Certificate.
- Bachelor's Degree in Accounting or related field at NQF level 7;
- Certificate: Municipal Financial Management Programme (MFMP);
- 10 years overall experience and at least 5 – 10 years managerial experience in Local Government Finance;
- Experience managing complex accounting and financial modelling within large organisation.
- Demonstrated experience in developing, implementing, and managing financial and accounting services.
- It is necessary that the successful applicant has management experience.
- It is necessary that the successful applicant has a thorough understanding of IT innovation in related industry / field and their potential application to Knowledge Areas
- Code 8 Driver's license

Primary function:

Ensures the provision of strategic analytical, financial management, human resource, administrative support, and transversal business solutions to enable the Executive Head: Executive Management Office and Chief Operations Officer to deliver on the City Manager's Department mandate effectively and efficiently.

Key Performance Areas:

- Ensure that appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders, and implemented so that strategic imperatives of the City are met;
- Provide input into the development, reviewing, and updating of policies, standard operating procedures and or service charter, pertaining to City Manager's Department to enable the achievement of the strategic objectives;
- Optimise crosscutting resources (finances, people, etc) to achieve given objectives in the most productive and cost-effective way. Manage people effectiveness and performance within the team, comply with all municipal staff regulations, policies and procedure and compiling reports on the status and performance of the department as required;
- Provide quality reports on the functions and performance of the departments which are factual, accurate and complete, timely and contributes to and support the overall reporting requirements of City Manager's Department;

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- To lead and direct all aspects of finance in the control of the Strategic Finance Section, including but not limited to, revenue, expenditure, assets, and liabilities, in accordance with the legislative framework as well as the City's policies and procedures;
- Plan and oversee the development and monitoring of the Department's annual operating and capital budget in accordance with the Local Government: Municipal Finance Management Act (MFMA, the Act), Act no 56 of 2003;

Leading Competencies:

- Computer Literacy (Microsoft Office);.
- Good management skills and interpersonal skills;
- People management skills;
- Time management skills;
- Project Management skills;
- Good Planning and Organising skills;
- Coordinating skills;
- Good communication Skills and report writing skills;
- Problem solving skills;
- Problem solving skills

Core Competencies:

- Knowledge of Municipal Systems Act 32 of 2000, Municipal Finance Management Act, 2004, Companies Act, 71 of 2008 as amended, Public Finance Management Act 1 of 1991, VAT Act 89 of 1991, Income Tax 58 of 1962 and GAAP.
- Principles and practices of municipal budget preparation and administration;
- Sound knowledge of audit principles and practices;
- Principles and practices of risk management;
- Knowledge of corporate governance policies and principles;
- Principles of supervision, training, and performance evaluation;
- Knowledge of City of Johannesburg Code of Ethics;
- Knowledge of Batho Pele Principles and King Reports

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Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/18jI7s8bTTxasIXHjOhHTPAew554

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ENQUIRIES ONLY:
Contact Person: Lereez Kamfer
Tel No: 011 407 6560

CLOSING DATE: WEDNESDAY, 29 JANUARY 2025

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- Credit Record,
- CV validation,
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HEAD: ASSET MANAGEMENT AND INSURANCE

Department: Office of the City Manager
Branch: **Strategic and Finance Support**
Designation: **Head: Asset Management and Insurance**
Remuneration: R60 077.46 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric /Grade 12 Certificate
- BCom in Accounting or related field at NQF level 7;
- 7 - 9 Years overall experience which 4 years should be at a management level
- Knowledge of GRAP and application thereof.
- Good communication, planning, analytical and problem solving skills.
- Computer literate.
- Report writing and presentation skills

Primary Function:

To lead, direct and control the Assets and Insurance Unit of the Office of the City Manager in order to ensure its financial position is reported accurately; the finance section runs efficiently and effectively and conforms to the requirements of the Municipal Finance Management Act and the City's financial strategies and policies.Establish strategic leadership, direction and control over the Assets and Insurance Unit of the Strategic and Financial Support section in the Office of the City Manager.

Key Performance Areas:

- Identify and define the short to medium-term needs for the smooth functioning of the section;
- Assist in directing and managing the maintenance of the Computerised Asset Register in accordance to the laid down procedures;
- Redundant and obsolete movable assets due to various economic factors are scrapped as per the prescribed control procedures;
- Direct the implementation of the Asset Management Control procedures;
- Finalize the asset management functions as required in the year-end guidelines;
- Control the key performance areas and critical outputs of human resources within the section;
- Render support and assistance to various stakeholders requesting Asset Management information;

Leading Competencies:

- Ability to analyse and interpret financial information;
- Problem solving;

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- Analytical skills, Report Writing and Presentation skills
- Good leadership and communication skill;

Core Competencies:

- Extensive Knowledge in Asset and Insurance Management
- Knowledge of the local government environment;
- Sound knowledge of Audit principles and practices.

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ENQUIRIES ONLY:
Contact Person: Lereez Kamfer
Tel No: 011 407 6560

CLOSING DATE: WEDNESDAY, 29 JANUARY 2025

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MANAGER: ASSET AND INSURANCE

Department: Office of the City Manager
Branch: **Strategic and Finance Support**
Designation: **Manager: Asset and Insurance**
Remuneration: R46 704.56 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Bachelor's Degree in Asset Management or Business Management or related tertiary qualification in Financial Accounting or Business Management at NQF level 7;
- 5 years relevant experience in asset management, which 2 should be at management level.

Primary Function:

Effective Management of movable and immovable assets under control of the office of the city manager as prescribed by the city's asset management policy, in line with relevant legislative authority.

Key Performance Areas:

- Facilitate operational planning process and input into the Head: Asset management functional strategy;
- Facilitate the development of an effective and efficient directorate organisational structure and optimal utilisation of the resources for the accomplishment of directorate and sub-directorate's objectives;
- Manage the recruitment, selection, and placement process for sourcing of suitable qualified staff for the directorate;
- Provide sound leadership to the department,
- Manage the process of acquiring movable assets in line with supply chain management policy and in accordance with MFMA;
- Physical verification of movable and immovable assets in the asset register and asset under construction;
- Disposal and Transfer of Immovable and Movable Assets.

Leading Competencies:

- Good leadership and communication skills;
- Proficiency in problem-solving;
- Proactive, Flexibility, Integrity;
- Professionalism;
- Work under Pressure
- Work Independently; and
- Confidentiality.

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Core Competencies:

- Extensive knowledge in Business Management, Asset Management and local governance Finance.
- Ability to analyse and interpret property, plant and equipment and other financial management information, communications (verbal and non verbal;
- Problem-solving abilities; report writing abilities;
- Organisational awareness alignment;
- SAP system;
- Experience in MS Office application and Excel;
- Understand the application of the MFMA Act, SCM Policy and Procedures.

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ENQUIRIES ONLY:
Contact Person: Nothando Msimanga
Tel No: 011 407 6003

CLOSING DATE: WEDNESDAY, 29 JANUARY 2025

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FINANCE SUPPORT SPECIALIST

Department: Office of the City Manager
Branch: **Strategic and Finance Support**
Designation: **Finance Support Specialist**
Remuneration: R32 878.57 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- Diploma or Advanced Certificate in Financial Accounting at NQF Level 6;
- 3 + years' Experience in Finance environment

Primary Function:

To co-ordinate, organise, support and control the full spectrum of financial support activities within the Office of the Executive Mayor in accordance with the functions' goals and objectives.

Key Performance Areas:

- Ensure effective maintenance of accounting records, payroll checking, and proper monitoring of expenditure patterns in the Office of the City Manager;
- Procurement and Expenditure Management
- Performance Management;
- Ensure that internal controls are consistently aligned with current legislative requirements and accounting standards to mitigate risks and ensure accurate financial reporting;
- Customer Liaison and Management Information;

Leading Competencies:

- Computer literacy (SAP Financial Package and Microsoft Office);
- Financial Skills;
- Financial Aptitude;
- Analytical Ability;
- Interpersonal Skills

Core Competencies:

- Knowledge of MFMA, Municipal Structures Act, Municipal Systems Act and other legislative requirements;
- Knowledge of Risk Management Principles.
- Knowledge of GAAP and IFRS.

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