JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Deputy Director: ACA Training Office

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.1
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application

VACANCY CIRCULAR

032/2025

City of Johannesburg

Publication Date:
Wednesday, 26 March 2025

Closing Date:
Tuesday, 08 April 2025

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

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DEPUTY DIRECTOR: ACA TRAINING OFFICE

DEPARTMENT: Group Governance
BRANCH: **Academy for Chartered Accountants**
DESIGNATION: **Deputy Director: ACA Training Office**
REMUNERATION: R60 978.62 pm (basic salary, excluding benefits)
LOCATION: 33 Hoofd Street, Braampark, Forum 1, Braamfontein

Minimum Requirements:

- Post graduate diploma with CTA and must be qualified Charted Accountant -CA (SA);
- Accredited Assessors by SAICA will be an added advantage;
- 7 – 9 years' experience of which 4 should be in a management level;
- Must be flexible, independent and have self-management skills; and
- Training and Development experience.

Primary Function:

Develop propose and advise on strategies and policies to ensure efficient and effective performance management and support to the academy of Chartered Accountants Training programme and management of the Training Office.

Key Performance Areas:

- Ensure effective information technology capability to satisfy the programme requirements and alignment of critical documentation;
- Departmental planning and Budget coordination;
- Fulfill the evaluation and assessor role for Trainee Accountants;
- Ensure effective and efficient project management function;
- Personnel and performance Management;
- Financial controls and risk management;
- Management of administration function for the ACA Training Office;

Leading Competencies:

- Excellent working skills in MS Office packages and/or good knowledge of computer applications (specifically Excel, and Word);
- Good management;
- Strong project management skills;
- People, Stakeholder, and Conflict management;
- Business acumen;
- Fairness and transparency;
- Assertive and accurate intellectual capacity;
- Intermediate Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;

Core Competencies:

- Knowledge of research methodology and good skills in quantative analysis;

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- Knowledge of national development priorities especially relating to the CA (SA) programme ;
- Ability to identify and analyse relevant data and present findings;
- Ability to deliver concise, well written reports to tight deadlines;
- Competency in monitoring, evaluation and assessment of organisational performance;
- 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/1DWeill5sREG2r1ZMZh7jWgew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za
ENQUIRIES ONLY:
Contact Person: Mark Sanderson
Tel No: 011 021 0393

CLOSING DATE: TUESDAY, 08 APRIL 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.