JOB OPPORTUNITY

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Deputy Director: Valuations**
- **Senior Manager: Valuation Services**
- **Valuer**

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

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: VALUATIONS

Department:	Group Finance
Branch:	**Property Branch**
Designation:	**Deputy Director: Valuations**
Remuneration:	R60 978.62 pm (basic salary, excluding benefits)
Location:	66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 plus B. Degree/NQF level 7 in Real Estate; Property Valuation or a qualification recognized by the SA Council for the Property Valuers' Profession;
- 7 - 9 years' extended valuation experience in Property Valuation;
- 5 years of Managerial experience;
- Registered as Professional Associated Valuer or Professional Valuer without Restrictions at the SA Council for Property Valuers' Profession.

Primary Function:

Manage the Municipal valuations and Ad-hoc valuations to provide an efficient valuation service within the Directorate and to the clients of the City of Johannesburg. Assist the Municipal Valuer, as designated Assistant Municipal Valuer in the implementation of strategy and functions of the Municipal Valuer as contemplated in the Municipal Property Rates Act 6 of 2004 as amended.

Key Performance Areas:

- Identify and define the immediate short- and long-term plans and strategy for the Valuation Directorate;
- Direct organizational change and development of policies, procedures and systems;
- Direct and control adherence to relevant legislation and Council resolutions;
- Direct and control the key performance indicators and outcomes of personnel within the Valuations Directorate;
- Ensure sound financial management within the Directorate;
- Direct and control service delivery to City of Johannesburg and all its stakeholders;
- Disseminate functional and operational information on the immediate short- and long-term objectives and current development, problems and constraints;
- Manage and supervise the functioning of the Valuation Appeal Boards.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and ability to prioritise.

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Core Competencies:

- In-depth understanding and knowledge of the Municipal Property Rates Act as amended;
- In-depth understanding and knowledge of the City's Rates policy;
- 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/1uXQJa1dlQMitE9H4ug2NlQew554

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

ENQUIRIES ONLY:
Contact Person: Pearl Fambe
Tel No: 011 021 3269

CLOSING DATE: TUESDAY, 08 APRIL 2025

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- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
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SENIOR MANAGER: VALUATION SERVICES

Department:	Group Finance
Branch:	**Valuation Services**
Designation:	**Senior Manager: Valuation Services**
Remuneration:	R53 022.85 pm (basic salary, excluding benefits)
Location:	66 Jorissen Place, Braamfonten

Minimum Requirements:

- Grade 12 plus Degree/NQF level 7 in Real Estate: Property Valuation or a qualification recognised by the South African Council for the Property Valuers Profession (SACPVP);
- 6 – 8 years' experience in Valuation of which 3 years should be at Managerial level;
- Broad experience and understanding of Legislative and developmental aspects of property in a Municipal environment;
- Demonstrated experience in project development and management;
- Registration as Professional Valuer/Professional Associated Valuer with the South African Council for the Property Valuers Profession (SACPVP), Computer literacy, is preferable, with experience in spreadsheets and word processing;
- Must have a valid driver's license and own transport.

Primary Function:
Lead, direct, plan, develop and manage Property Valuations in the designated regions within the City of Johannesburg with regard to the compilation and maintenance of Valuation Rolls to fulfill the objectives of the City's IDP, policies, programs, and all legislative requirements in order to comply with all legislative requirements and responsibilities of the position as delegated by the Municipal Valuer in terms of the Municipal Property Rates Act 6 of 2004 as amended.

Key Performance Areas:

- Develop, lead and manage the technical, professional, and operations outcomes associated with the functions of the Valuations directorate;
- Effective service delivery to the City of Johannesburg and all its stakeholders and manage adherence to relevant legislation and Council Resolutions;
- Direct, lead and manage the performance of Parks Contributions valuation requests from Development Planning;
- Develop and execute an operational plan for Division;
- Lead and direct staff in the Valuation Department to ensure that all staff meet the department's goals in line with organizational objectives and requirements as well as resources constraints;
- Develop a record-keeping system to ensure that a proper and functional filing and document retrieval system is implemented and adhered to;
- Manage and monitor the assets and resources of the Team;
- Manage and control the financial processes within the area of jurisdiction;
- Lead control consolidate analyse and submit various reliable reports;

- Practice good governance and management of risk;
- Provide enhanced process optimisation, and effective and continuous improvements in property valuation;
- Engage relevant stakeholders and represent the valuations Division on property valuation matters.

Leading Competencies:

- Report writing;
- Communication (verbal and written);
- Planning, organizing and time management;
- Integrity and tenacity;
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Have extensive experience in property valuation/negotiations of a complex nature;
- Ability to work under pressure and manage staff;
- Confidentiality;
- assertive and analytical thinking;
- 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.

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VALUER

Department: Group Finance
Branch: **Property Branch (Valuation Services)**
Designation: **Valuer**
Remuneration: R33 371.75 pm (basic salary, excluding benefits)
Location: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma / NQF level 6 in Real Estate: Property Valuation or a qualification recognised by the South African Council for the Property Valuers Profession (SACPVP);
- 3 - 4 years of Valuation experience;
- Computer literacy preferably with spreadsheet and word processing;
- Valid registration with SACPVP as a Candidate Valuer/Professional Associated Valuer; and
- Valid driver's license and access to a vehicle.

Primary Function:
Undertake specific tasks associated with all aspects of property valuations, including property market research and the physical attributes of property as well as fieldwork to be able to operate as a technical expert on property valuation matters for the compilation and maintenance of the City of Johannesburg's General and Supplementary Valuation Rolls in order to comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004, as amended.

Key Performance Areas:

- Undertake research and fieldwork for the valuation of all types of properties and collecting information in preparation for property valuation including identifying and inspecting both the subject and comparable properties;
- Correct application of market value principles;
- Partake in the preparation and maintenance of the general and supplementary valuation rolls in a manner that meets all legal requirements and Council policy;
- Perform administrative functions in line with the provisions of the MPRA;
- Perform ad hoc tasks as Parks Contributions as and when required;
- Develop and execute day-to-day operational plan;
- Provide enhanced process optimisation, efficiency, and continuous improvement in property valuation;
- Maintain and monitor the assets and resources allocated to the Valuer;
- Engage relevant stakeholders and represent the Valuations Division on property valuation matters;
- Practice good governance and management of risk;
- Compile and submit various reliable reports.

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Leading Competencies:

- Computer literacy including MS Office Applications, SAP and any other Accounting packages;
- Report writing;
- Communication (verbal and written);
- Planning, organizing, and time management;
- Ability to work under pressure;
- Confidentiality, integrity, and tenacity;
- Good judgment, assertiveness, and analytical thinking.

Core Competencies:

- Ability to process and understand complex and technical information;
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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City of Johannesburg

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