JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Section Head: Strategic & Financial Support

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

040/2025

City of Johannesburg

Publication Date:
Tuesday, 15 April 2025

Closing Date:
Wednesday, 23 April 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: R75 599,04 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, Public Finance Management and other finance related Programmes will be an added advantage;
- 10 years overall working experience of which 5 – 10 years must be at a managerial level in a public sector environment;
- Local Government Finance experience will be an added advantage;
- Experience managing complex accounting and financial modelling within large organization;
- 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; and
- Code 8 Driver's license

Primary function:

Ensure the provision of strategic analytical, financial management, human resources, 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;

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.

"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/1kuOweKD3QnC1RbQeIjgA3Aew554

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

This it is a re-advertisement of Circular 005/2025 and applicants who applied before are encouraged to re-apply

VACANCY CIRCULAR 040/2025

City of Johannesburg

Publication Date: Tuesday, 15 April 2025

Closing Date: Wednesday, 23 April 2025

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

CLOSING DATE: WEDNESDAY, 23 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,
- Employment record verification,
- Criminal check,
- Identity validation.