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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

# PERMANENT POSITION

# Deputy Director: Revenue

## 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**

**048/2025**

**City of Johannesburg**

**Publication Date:**
**Wednesday, 30 April 2025**

**Closing Date:**
**Wednesday, 14 May 2025**

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

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# DEPUTY DIRECTOR: REVENUE

**DEPARTMENT:** Transport
**BRANCH:** **Finance**
**DESIGNATION:** **Deputy Director: Revenue**
**REMUNERATION:** R60 978.62 pm (basic salary, excluding benefits)
**LOCATION:** 75 Helen Joseph Street, Old Mutual Building, Johannesburg

**Minimum Requirements:**

- Grade 12 plus a B Degree in Commerce or related Finance degree (NQF level 7);
- Code 8 Driver's license;
- 7 – 9 years' working experience in the financial field;
- 5 year's managerial experience in a diverse financial management environment;
- Practical experience in the revenue and/or cash management environment.

**Primary Function**:
**Lead, manage, and direct all matters within the Transport Department's Revenue Sub-directorate to ensure effective and efficient reporting of financial information within the Unit.**

**Key Performance Areas:**

- Lead the development, management, and implementation of relevant financial, legislation, policies, regulations, procedures, systems, and controls associated with key deliverables embodied in the Municipality;
- Fairly report financial information to the City's Financial Statements;
- Develop, establish, and monitor policy and operational direction for the Revenue Division by providing processes and procedures in compliance with the relevant and applicable legislation;
- Develop strategies both manual and systems-related, processes and procedures to ensure completeness of cash and minimization of cash losses;
- Properly manage bank accounts to ensure that all the City's cash is fully banked and accounted for accurately to the correct account;
- Manage the Revenue Division's audit process;
- Perform budget monitoring to ensure revenue and related expenditure is in line with the approved budget;
- Manage the Transport Revenue Division in terms of Human Resources and Training;
- Develop, implement, and maintain internal controls to ensure completeness of revenue and address any revenue leakages.

**Leading Competencies:**

- Good people management skills;
- Good communication, negotiation, and influencing skills;

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

**Core Competencies:**

- Relevant GRAP/GAAP/IFRS Standards and MFMA knowledge;
- Knowledge of Revenue, or Cash Collection System;
- 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/1cevLo8kcT5mK1YpYzpp1BAew554

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

**ENQUIRIES ONLY:**
**Contact Person**: Rutana de Klerk
**Tel No**: 011 022 8691

**CLOSING DATE: WEDNESDAY, 14 MAY 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, and
- Identity validation.