JOB OPPORTUNITY

VACANCY ALERT

Joburg

a world class African city

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CityofJoburg



WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Bookkeeper**
- **Officer: Financial Administration**

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

053/2025

City of Johannesburg

Publication Date:
Friday, 09 May 2025

Closing Date:
Thursday, 22 May 2025

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

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BOOKKEEPER

DEPARTMENT: Social Development
BRANCH: **Finance**
DESIGNATION: **Bookkeeper**
REMUNERATION: R26 964,66 pm (basic salary, excluding benefits)
LOCATION: 66 Jorissen Street, Traduna Building, Braamfontein

Minimum Requirements:

- National Diploma in Finance or equivalent qualification at NQF level 6;
- National Treasury Certificate;
- 1 – 3 years of experience in Finance.

Primary Function:
To assist in ensuring the books of account within the Social Development Department are correctly complied with and that all spheres regarding the full bookkeeping spectrum are performed efficiently and effectively.

Key Performance Areas:

- Procurement;
- Expenditure and Reporting;
- Budget Preparation and maintenance;
- Communication;
- Office Administration.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Collaborative/Teamwork, Confidentiality, Values and Integrity, Attention to detail, and quality-focused;
- Must be able to make decisions independently;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and influence according to City's protocols, legislation and standards.

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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/1cuc9pngaQXOwB1bKzDM6pwew554

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

ENQUIRIES ONLY:
Contact Person: Tiyani Maringa
Tel No: 011 407 6514

CLOSING DATE: THURSDAY, 22 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

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OFFICER: FINANCIAL ADMINISTRATION

Department: Social Development
Branch: **Finance**
Designation: **Officer: Financial Administration**
Remuneration: R26 964,66 pm (basic salary, excluding benefits)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 plus National Diploma at NQF level 6 in Financial Administration or Accounting;
- 1 – 3 years' experience in Finance;
- Knowledge of accounting or budgets.

Primary function:

To ensure that the accounts within the Social Development department are correctly complied with and that all spheres regarding the full bookkeeping spectrum are performed efficiently and effectively.

Key Performance Areas:

- Budget and expenditure monitoring;
- Monthly reporting;
- Procurement;
- Communication;
- Office administration;
- Manage and monitor the unit's needs.

Leading Competencies:

- Basic Computer literacy, including MS Office Applications;
- Data Capturing, analytical and communication skills (verbal and written);
- High level of confidentiality and organisational skills;
- Time Management, ability to work independently and as part of a team and ability to prioritise;
- Accountability.

Core Competencies:

- Knowledge of Accounting and Budgets;
- Data Capturing skills;
- Basic Computer skills;
- Communication skills;
- Analytical skills.

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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Refilwe Mokgako
Tel No: 4907 7472

CLOSING DATE: THURSDAY, 22 MAY 2025

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