JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Director: Finance

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

071/2025

City of Johannesburg

Publication Date:
Wednesday, 18 June 2025

Closing Date:
Tuesday, 01 July 2025

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

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DIRECTOR: FINANCE

Department: Human Settlements
Branch: **Finance**
Designation: **Director: Finance**
Remuneration: R75 599.44 pm (basic salary, excluding benefits)
Location: 222 Smit Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus degree in Accounting / BCom or any financial related qualification on NQF level 7;
- 10 years' experience of which 5 years inn middle management;
- 7 - 8 years managerial experience in the compilation analysis and interpretation of financial management reports and balance sheets analysis;
- 5 years' experience in Public Sector Finance (MMFA or PMFA);
- Preference will be given to experience in financial management within the Local Government sphere and public sector sphere;
- Experience in budgeting, income and expenditure;
- Management and assets management;
- Experience in the MS Office application and access database;
- Project Management, risk management and Auditing will be an added advantage.

Primary Function:
Lead, direct and control the financial activities within the Department of Human Settlements (DoHS) through the development and implementation of strategies, policies procedures within the appropriate legislative frameworks.

Key Performance Areas:

- Develop strategies, police and procedures to be implemented by respective directorate within the department of Human Settlements;
- Direct, monitor and control procurement for all directorates within department of Human Settlements;
- To provide efficient and effective asset resources (materials and tools) management, monitoring and control within the Department of Human Settlements;
- Directing and leading the development of financial planning and strategy in the department of Human Settlements;
- Compile and consolidate reports prepared for the Head of departments for submission to the Group Financial Officer and other stakeholders;
- Dissemination of Financial information on policies, procedures, legislation and guidelines to all relevant stakeholders;
- Direct controls outcomes associated with utilisation, productivity and performance of people and to implement sound relations within the directorate;
- Provide effecting risk management and governance oversight in the directorate;

Leading Competencies:

- Organizational awareness alignment;
- Lateral thinking;
- Coordinating skills;
- Ana understanding of the application of the Municipal Finance Management Act;
- Strong financial and Risk Management analytical skills;
- Advanced report writing;
- Strong Presentation skills;
- Problem-solving;
- 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:

- Extensive knowledge of Local Government Finance;
- Ability to analyse and interpret financial information;
- Ability to communicate verbally and writing;
- Problem activity abilities;
- Report writing presentation skills;
- Strategic orientation;
- National Treasury Legislation and related legislation;
- Sound knowledge of audit principles and practices;
- Business acumen;
- 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/1F1J52Q_oT4OgltChmcmY2Aew554

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

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ENQUIRIES ONLY:
Contact Person: Johanna Fashi
Tel No: 011 021 7975/8021

CLOSING DATE: TUESDAY, 01 JULY 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.