JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Deputy Director: Logistics and Outbound**
- **Deputy Director: Staff and Government Accounts**
- **Director: Credit Management**

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

076/2025

City of Johannesburg

Publication Date:
Wednesday, 25 June 2025

Closing Date:
Tuesday, 08 July 2025

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

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DEPUTY DIRECTOR: LOGISTICS AND OUTBOUND

Department: Group Finance
Branch: **Revenue Shared Services Centre (Credit Management)**
Designation: **Deputy Director: Logistics and Outbound**
Remuneration: R60 978,62 pm (basic salary, excluding benefits)
Location: Thuso House, 61 Jorissen Street, Braamfontein

Minimum Requirements:

- 4 years Professional Degree or B Tech or 3-year Degree (NQF level 7);
- 7 – 9 years' overall experience of which 4 years' experience at middle management level.

Primary Function:

Manage and assist in the development of credit management strategy and implementation, with regards to the provision and control of dunning processes pertaining to credit management.

Key Performance Areas:

- Provide input into the strategic plan for the Directorate that pertains to Credit Control that enhances the brand, credibility, reputation and image of the Directorate and RSSC, Group Finance and the City.
- Input into the development and updating of policies, standard operating procedures and by-laws, pertaining to RSSC and more specifically the Logistics, Outbound and MIS, to enable the achievement of the strategic objectives of RSSC.
- Optimise resources (finances, people, material, etc.) to achieve given objectives in the most productive and cost-effective way. Manage people's effectiveness and performance within the team, comply with all municipal regulations, policies and procedures and compile reports on the status and performance of the subdivision as required.
- Provide quality reports on the functions and performance of Logistics, Outbound and MIS, which are factual, accurate, complete, timely and contribute to the overall reporting requirements of RSSC.
- Build and maintain strong relations with internal business units, entities, key stakeholders and peers to ensure the correct focus and support around Logistics, Outbound and MIS.
- Oversee the development and monitoring of organisational and employee performance management systems in Logistics, Outbound and MIS to ensure achievement of performance targets within prescribed timelines.
- Manage the human resources within Credit management and more specifically, Logistics, Outbound and MIS to enable the achievement of the objectives of Logistics, Outbound and MIS and RSSC.
- Manage all aspects of finance in the control of Logistics, Outbound and MIS, including, but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as with the City's policies and procedures.

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Leading Competencies:

- Computer literacy (Microsoft word, Excel and PowerPoint);
- Good Management skills and Interpersonal skills;
- Ability to work without supervision.
- People management skills;
- Time management skills;
- Project management;
- Good Planning and Organisation skills;
- Coordinating skills;
- Good communication skills;
- Good writing skills;
- Problem-solving skills;
- Analytical skills.

Core Competencies:

- Knowledge of the local, provincial and national political and legislative framework and dynamics;
- Knowledge of related policies and legislation governing Logistics, Outbound and MIS functions;
- Understanding of various systems used within the City, such as SAP, data management systems, electronic document management systems, Outlook, etc.

"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/1mgU2dSH4SOqym_-h92nBqQew554

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

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City of Johannesburg

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ENQUIRIES ONLY:
Contact Person: Keabetswe Makola
Tel No: 011 064 0968

CLOSING DATE: TUESDAY, 08 JULY 2025

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- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.

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DEPUTY DIRECTOR: STAFF AND GOVERNMENT ACCOUNTS

Department: Group Finance
Branch: **Revenue Shared Services Centre (Credit Management)**
Designation: **Deputy Director: Staff and Government Accounts**
Remuneration: R60 978,62 pm (basic salary, excluding benefits)
Location: Thuso House, 61 Jorissen Street, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 plus a relevant 3-year Degree at NQF level 7;
- 7 – 9 years overall experience, with 4 years' experience at middle management level.

Primary Function:
Direct, lead and manage the development of Credit Management Strategy and Implementation with regard to the provision and control of Staff and Government sub-directorate actions pertaining to Credit Management.

Key Performance Areas:

- Provide input into the strategic plan for RSSC that pertains to Credit Management that enhances the brand, credibility, reputation and image of RSSC, Group Finance and the City;
- Providing input into the development, reviewing and updating of policies, standard operating procedures and bylaws pertaining to RSSC and, more specifically, the Credit Management Office Sub-directorate function, to enable the achievement of the strategic objectives of RSSC;
- Optimise resources (finance, people, material etc) to achieve given objectives in the most productive and cost-effective way. Manage people's effectiveness and performance within the team, comply with all municipal regulations, policies and procedures and compile reports on the status and performance of the sub-directorate as required;
- Provide a quality report on the functions and performance of Credit Management /Staff sub directorate with are factual, accurate and complete, timely, and contributes to and supports the overall reporting requirements of RSSC;
- Building and maintaining strong relations with stakeholders of CoJ, namely, Internal Business units, entities, key stakeholders and peers to ensure the correct focus and support around sub-directorate;
- Oversee the development and monitoring of the organisation and employee performance management system in the sub-directorate to ensure achievement of performance targets within prescribed timelines.
- To maximise the productivity of Credit Management /Staff & Government by optimising the effectiveness of its employees in order to enable the achievement of the objectives of the Sub-directorate and manage the human resources thereof;
- To manage all aspects of the finance in the control of Credit Management /Staff & Government, 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;

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- To efficiently and effectively manage the operational assets and resources of the Sub-directorate in a cost-effective way in accordance with the legislative framework of the City's policies and procedures;
- To comply with all relevant legislative framework, including the City's Code of Ethics, manage and mitigate risk effectively;

Leading Competencies:

- Computer literacy (Microsoft Word, Excel, PowerPoint)
- Good management and interpersonal skills;
- People Management;
- Time Management;
- Project Management;
- Good planning and Organising;
- Good communication;
- Problem solving;

Core Competencies:

- Knowledge of the local, provincial and national political and legislative framework and dynamics;
- Knowledge of related policies and legislation governing Credit Management, Billing, Billing Back Office or Customer Interface Sub-Directorates;
- Understanding of various systems used with the City, such as SAP, data management systems, electronic document management systems, Outlook, etc;

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ENQUIRIES ONLY:
Contact Person: Keabetswe Makola
Tel No: 011 022 0389

CLOSING DATE: TUESDAY, 08 JULY 2025

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DIRECTOR: CREDIT MANAGEMENT

Department: Group Finance
Branch: **Revenue Shared Services Centre (Credit Management)**
Designation: **Director: Credit Management**
Remuneration: R75 599,04 pm (basic salary, excluding benefits)
Location: Thuso House, 61 Jorissen Street, Braamfontein

Minimum Requirements:

- Degree in Business Management/Credit Management/Financial Accounting with postgraduate qualification at NQF level 8;
- 10 years' financial and management experience in the credit of revenue management or related fields;
- Expertise should cover all areas of management, including but not limited to human resource management, internal controls, reporting as well as business process management and should be commensurate to the function at the level of a Director;
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.

Primary Function:

Design, implement and enforce policies and procedures to enable the achievement of the strategic objectives of the Revenue Shared Services Centre (RSSC) and the City, which includes the maximisation of revenue and; minimisation of losses. This includes determining, planning, managing and controlling all activities of the Credit Management Directorate in order to improve the validity, accuracy and completeness of revenue.

Key Performance Areas:

- Take responsibility for strategic planning management within Credit Management Directorate that enhances the brand, credibility, reputation and image of the Directorate and the RSSC, Group Finance and the City;
- Take responsibility for developing, reviewing and updating policies, standard operating procedures and by-laws pertaining to RSSC and, more specifically Credit Management Directorate, to enable the achievement of the strategic objectives of RSSC are achieved;
- Plan, direct and manage Credit management Directorate operations, on a daily basis in order to enable the RSSC to meet the strategic objectives and the City's service level standards;
- Provide quality reports on the functions and performance of the Credit Management Directorate, which are factual, accurate and complete; timely; and contribute to and support the overall reporting requirements of the RSSC;
- Building and maintaining strong relations with internal business units, entities, key stakeholders and peers to ensure the correct focus and support around Credit Management;

- Oversee the development and monitoring of organisational and employee performance management systems in the Directorate to ensure the achievement of performance targets within prescribed timelines;
- Manage the human resources within the RSSC and more specifically, Credit Management, to enable the achievement of the objectives of Credit Management and RSSC;
- Manage all aspects of the finance, including, but not limited to, revenue, expenditure, assets and liabilities, in accordance to the legislative framework as well as with the City's policies and procedures.

Leading Competencies:

- Computer literacy (Microsoft Word, Excel, PowerPoint)
- Good management and interpersonal skills;
- Ability to work without supervision;
- People Management;
- Time Management;
- Project Management;
- Good planning and Organising skills;
- Coordination skills;
- Good communication;
- Good writing skills;
- Problem solving;
- Analytical skills.

Core Competencies:

- Knowledge of the local, provincial and national political and legislative framework and dynamics;
- Knowledge of related policies and legislation governing the billing management functions;
- Accounting and Generally Accepted Accounting Standards (GRAP) standards applicable to finance, more especially revenue.

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