JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Deputy Director: Valuations**
- **Area Manager: Valuations**
- **Valuer**

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

085/2025

City of Johannesburg

Publication Date:
Friday, 11 July 2025

Closing Date:
Thursday, 24 July 2025

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

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DEPUTY DIRECTOR: VALUATIONS

Department: Group Finance
Branch: **Property Branch**
Designation: **Deputy Director: Valuations**
Remuneration: R60 978.62 pm (basic salary, excluding benefits)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 plus B. Degree/NQF level 7 or National Diploma in Real Estate; Property Valuation or a qualification recognized by the SA Council for the Property Valuers' Profession;
- 7 - 9 years' extended valuation experience in Property Valuation;
- 5 years of Managerial experience;
- Registered as Professional Associated Valuer or Professional Valuer without Restrictions at the SA Council for Property Valuers' Profession.

Primary Function:
Manage the Municipal valuations and Ad-hoc valuations to provide an efficient valuation service within the Directorate and to the clients of the City of Johannesburg. Assist the Municipal Valuer, as designated Assistant Municipal Valuer in the implementation of strategy and functions of the Municipal Valuer as contemplated in the Municipal Property Rates Act 6 of 2004 as amended.

Key Performance Areas:

- Identify and define the immediate short- and long-term plans and strategy for the Valuation Directorate;
- Direct organizational change and development of policies, procedures and systems;
- Direct and control adherence to relevant legislation and Council resolutions;
- Direct and control the key performance indicators and outcomes of personnel within the Valuations Directorate;
- Ensure sound financial management within the Directorate;
- Direct and control service delivery to City of Johannesburg and all its stakeholders;
- Disseminate functional and operational information on the immediate short- and long-term objectives and current development, problems and constraints;
- Manage and supervise the functioning of the Valuation Appeal Boards.

Leading Competencies:

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

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Core Competencies:

- In-depth understanding and knowledge of the Municipal Property Rates Act as amended;
- In-depth understanding and knowledge of the City's Rates policy;
- 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/1n_kvUbwbQFeUSB3hneYMMQew554

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

ENQUIRIES ONLY:
Contact Person: Pearl Fambe
Tel No: 011 021 3269

CLOSING DATE: THURSDAY, 24 JULY 2025

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- Credit Record,
- CV validation and
- Employment record verification,
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AREA MANAGER: VALUATIONS

DEPARTMENT: Group Finance
DIRECTORATE: **Property Branch (Valuation Services)**
DESIGNATION: **Area Manager: Valuations**
REMUNERATION: R47 405,13 pm (basic salary, excluding benefits
LOCATION: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma / NQF level 7 in Real Estate: Property Valuation or qualification recognized by the South African Council for the Property Valuers Profession (SACPVP);
- 5 – 7 years' Valuation experience;
- Computer literacy, preferably with spreadsheets and word processing;
- Supervisory experience;
- Valid registration as Professional Associated or Professional Valuer with SACPVP; and
- Must have a valid driver's license and own transport.

Primary Function:

Manage the valuations of all properties in the area of jurisdiction for the purpose of the compilation of the City of Johannesburg's General and supplementary Valuation Rolls in order to comply with all legislative requirements and responsibilities of the positions as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004, as amended.

Key Performance Areas:

- Manage technical operations of the Valuations Directorate;
- Interpret and coordinate specific tasks and guides the activities of personnel;
- Lead and monitor the research, field work interpretation and analysis of data, and motivation of value for the valuation of all the types of properties in the area of jurisdiction;
- Administrative support functions as stipulated by the MPRA;
- Manage and implement all the Valuation legal processes in the area of jurisdiction;
- Lead and monitor the performance of Parks Contributions valuation requests from Development Planning;
- Develop and execute operational plan for the Team;
- Manage and coach staff in the Valuation Unit to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements as well as resource constraints;
- Manage and monitor the record keeping system to ensure that a proper and functional filing and documentation retrieval system is implemented and adhered to;
- Manage and monitor the assets and resources of the Team;
- Control, consolidates, analyse and submit various reliable reports;
- Practice good governance and management of risk;
- Provide enhanced process optimisation, efficiency and continuous improvement in property valuation;
- Engage relevant stakeholders and represent the Valuations Division on property valuation matters.

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Leading Competencies:

- Report writing;
- Communication (verbal and written);
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality, organisational and planning skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Manage staff;
- Confidentiality, Integrity and Tenacity;
- Assertive and analytical thinking;
- 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.

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VALUER

Department: Group Finance
Branch: **Property Branch (Valuation Services)**
Designation: **Valuer**
Remuneration: R33 371.75 pm (basic salary, excluding benefits)
Location: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma / NQF level 6 in Real Estate: Property Valuation or a qualification recognised by the South African Council for the Property Valuers Profession (SACPVP);
- 3 - 4 years of Valuation experience;
- Computer literacy preferably with spreadsheet and word processing;
- Valid registration with SACPVP as a Candidate Valuer/Professional Associated Valuer; and
- Valid driver's license and access to a vehicle.

Primary Function:
Undertake specific tasks associated with all aspects of property valuations, including property market research and the physical attributes of property as well as fieldwork to be able to operate as a technical expert on property valuation matters for the compilation and maintenance of the City of Johannesburg's General and Supplementary Valuation Rolls in order to comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004, as amended.

Key Performance Areas:

- Undertake research and fieldwork for the valuation of all types of properties and collecting information in preparation for property valuation including identifying and inspecting both the subject and comparable properties;
- Correct application of market value principles;
- Partake in the preparation and maintenance of the general and supplementary valuation rolls in a manner that meets all legal requirements and Council policy;
- Perform administrative functions in line with the provisions of the MPRA;
- Perform ad hoc tasks as Parks Contributions as and when required;
- Develop and execute day-to-day operational plan;
- Provide enhanced process optimisation, efficiency, and continuous improvement in property valuation;
- Maintain and monitor the assets and resources allocated to the Valuer;
- Engage relevant stakeholders and represent the Valuations Division on property valuation matters;
- Practice good governance and management of risk;
- Compile and submit various reliable reports.

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Leading Competencies:

- Computer literacy including MS Office Applications, SAP and any other Accounting packages;
- Report writing;
- Communication (verbal and written);
- Planning, organizing, and time management;
- Ability to work under pressure;
- Confidentiality, integrity, and tenacity;
- Good judgment, assertiveness, and analytical thinking.

Core Competencies:

- Ability to process and understand complex and technical information;
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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