JOB OPPORTUNITY

VACANCY ALERT



WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Head: Asset Management and Insurance**
- **Head: Budgeting and Accounting**
- **Finance Support Specialist**

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

097/2025

City of Johannesburg

Publication Date:
Wednesday, 13 August 2025

Closing Date:
Tuesday, 26 August 2025

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

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HEAD: ASSET MANAGEMENT AND INSURANCE

Department: Office of the City Manager
Branch: **Strategic and Finance Support**
Designation: **Head: Asset Management and Insurance**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric /Grade 12 Certificate;
- BCom in Accounting or any finance related qualification at NQF Level 7;
- 7 - 9 years overall working experience of which 4 years must be at junior management level in Local Government/Public service or similar environment;
- Full knowledge and know-how of SAP R3 Finance;
- Ability to recommend methods to manage risks related to Asset and Insurance
- Extensive knowledge, interpretation of financial performance and reporting in line with Generally Recognized accounting practice, GAAP, GAMAP, MFMA and any other applicable legislation
- Compiling and managing Capex budgets for Office of the City manager departments
- Extensive knowledge in asset and insurance management;
- Ability to analyse and interpret financial information;
- Ability to improve business processes and systems;
- Lead the Asset team during physical verification process;
- Good communication, planning, analytical and problem-solving skills;
- Computer literate; and
- Must have a valid driver's license

Primary Function:
To lead, direct and control the Assets and Insurance Unit of the Office of the City Manager in order to ensure its financial position is reported accurately; the finance section runs efficiently and effectively and conforms to the requirements of the Municipal Finance Management Act and the City's financial strategies and policies .Establish strategic leadership, direction and control over the Assets and Insurance Unit of the Strategic and Financial Support section in the Office of the City Manager.

Key Performance Areas:

- Identify and define the short to medium term needs for the smooth functioning of the section;
- Assist in directing and managing the maintenance of the Computerised Asset Register in accordance to the laid down procedures;
- Redundant and obsolete movable assets due to various economic factors are scrapped as per the prescribed control procedures;
- Direct the implementation of the Asset Management Control procedures;
- Finalize the asset management functions as required in the year-end guidelines;

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- Control the key performance areas and critical outputs of human resources within the section;
- Render support and assistance to various stakeholders requesting Asset Management information;

Leading Competencies:

- Ability to analyse and interpret financial information;
- Problem solving;
- Analytical skills, Report Writing and Presentation skills
- Good leadership and communication skill;

Core Competencies:

- Extensive Knowledge in Asset and Insurance Management
- Knowledge of the local government environment;
- Sound knowledge of Audit principles and practices.

"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/1a9qPUdTcTAa85wIQ_B2JPQew554

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

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ENQUIRIES ONLY:
Contact Person: Pelisa Matsepe
Tel No: 011 407 6560

CLOSING DATE: TUESDAY, 26 AUGUST 2025

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

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HEAD: BUDGETING AND ACCOUNTING

Department: Office of the City Manager
Branch: **Strategic and Finance Support**
Designation: **Head: Budgeting and Accounting**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric /Grade 12 Certificate;
- BCom in Accounting or any Finance related qualification at NQF level 7;
- 7 - 9 years overall working experience of which 4 years must be at junior management level in Local Government/Public service or similar environment;
- Knowledge of GRAP and application thereof;
- Extensive knowledge in revenue, expenditure, asset and liabilities;
- Full knowledge and know-how of SAP R3 Finance;
- Knowledge and understanding of Medium-Term Budget cycle as well as the City Budget Management Policy
- Sound knowledge of audit principles and practices, Risk management and Accounting standards
- Extensive knowledge, interpretation of financial performance and reporting in line with Generally Recognized accounting practice, GAAP, GAMAP, MFMA and any other applicable legislation
- Financial management, report writing and computer literacy (strong analytical, negotiation and communication skills including Power-point, Excel, Word and Microsoft Outlook;
- communication skills including Power-point, Excel, Word and Microsoft Outlook;
- Good communication, planning, analytical and problem-solving skills;
- Computer literate; and
- Must have a valid driver's license.

Primary Function:
To manage the key performance and result indicators associated with the Finance Section functionality through the implementation of established policies and procedures regulating reporting and recording, contributing to the input that effects long term objectives and Financial Planning sequences and managing and executing and administrative procedure and process associated with, Budget and Accounting and Asset management. Establish strategic leadership, direction and control over the budget and Accounting functions of the Strategic and Financial Support section in the Office of the City Manager.

Key Performance Areas:

- Support the management of policies relevant to the City of Johannesburg;
- Ensure that the rendering function is organized effectively and efficiently;

- Assists the Section Head: Strategic and Financial Support to apply applications and sequences associated with Core budget control and adherence to prescribed guidelines and timeframes
- Assist in the identification and definition of short to medium objectives and priorities of the office of the City Manager / Executive Mayor;
- Manage the implementation of specific procedure, systems and control related to key functional areas embodied in the financial service structure;
- Control the key performance areas and critical outputs of human Resource within the section;
- Ensure compliance to Legislation / Accounting standards

Leading Competencies:

- Ability to analyse and interpret financial information;
- Problem solving;
- Analytical skills, Report Writing and Presentation skills
- Good leadership and communication skill;

Core Competencies:

- Extensive Knowledge in Revenue, Expenditure, Asset and Liabilities;
- Knowledge of the local government environment;
- Sound knowledge of Audit principles and practices.
- Knowledge of principle and practices of municipal administration and management of Personnel.

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ENQUIRIES ONLY:
Contact Person: Pelisa Matsepe
Tel No: 011 407 6560

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FIANCE SUPPORT SPECIALIST

Department: Office of the City Manager
Designation: **Finance Support Specialist**
Remuneration: R35 043.67 pm (basic salary, excluding benefits)
Location: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric/Grade 12;
- National Diploma or Advanced Certificate in Financial Accounting at NQF Level 6;
- 3-4 years' experience in finance environment;
- Knowledge of risk management principles;
- Good communication, planning, analytical and problem-solving skills;
- Knowledge of GAAP and IFRS;
- Computer literacy (MS Office)
- Perform Monthly and daily reconciliation of accounts, inter-related party transactions etc
- Ability to investigate exceptions,
- Prepare and process monthly Journal entries
- provide inputs on Quarterly and Monthly reports
- Procurement of activities; and
- Knowledge of the City's Procurement systems

Primary Function:
To co-ordinate, organise, support and control the full spectrum of financial support activities within the Office of the Executive Mayor in accordance with the functions' goals and objectives.

Key Performance Areas:

- Ensure effective maintenance of accounting records, payroll checking, and proper monitoring of expenditure patterns in the Office of the City Manager;
- Procurement and Expenditure Management
- Performance Management;
- Ensure that internal controls are consistently aligned with current legislative requirements and accounting standards to mitigate risks and ensure accurate financial reporting;
- Customer Liaison and Management Information;

Leading Competencies:

- Computer literacy (SAP Financial Package and Microsoft Office);
- Financial Skills;
- Financial Aptitude;
- Analytical Ability;
- Interpersonal Skills

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Core Competencies:

- Knowledge of MFMA, Municipal Structures Act, Municipal Systems Act and other legislative requirements;
- Knowledge of Risk Management Principles.
- Knowledge of GAAP and IFRS.

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ENQUIRIES ONLY:
Contact Person: Kelebogile Ramabi
Tel No: 011 407 6003

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