JOB OPPORTUNITY

VACANCY ALERT

Joburg

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Specialist: Risk Finance**
- **Internal Auditor**

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 in 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 acknowledgement 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

139/2025

City of Johannesburg

Publication Date:
Thursday, 13 November 2025

Closing Date:
Wednesday, 26 November 2025

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

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SPECIALIST: RISK FINANCE

Department: **Group Risk and Assurance Services (GRAS)**
Branch: Office of the City Manager
Designation: **Specialist: Risk Finance (Insurance)**
Remuneration: R49 780.13 pm (basic salary, excluding benefits)
Location: 48 Ameshoff Street, Sappi Building, Braamfontein

Minimum Requirements:

- Degree/NQF level 7 in Risk Management/Insurance;
- 5 - 7 years' experience in enterprise risk management/insurance claims management;
- Knowledge and understanding of the legal requirements for insurance underwriting;
- Knowledge and understanding of the regulatory requirements on insurance and claim management;
- Excellent verbal & written communication, interpersonal, facilitation/presentation skills;
- Must have a valid driver's license.

Primary Function:

To implement the City-wide risk finance strategy underpinning the strategic objectives as defined by the professional standards to protect the City's assets and public image.

Key Performance Areas:

- Ensuring that the City's Assets and Liabilities are adequately insured.
- Ensure that the City's insured events are timeously reported to the insurers and within the acceptable timeframes in line with the policy documents.
- Ensure the fulfilment of risk finance commitment to the Unit's stakeholders.
- Implement both claim and underwriting management processes.
- Guide the City's risk champions on how to minimise losses from potential claims.

Leading Competencies:

- Business acumen;
- Customer Relationship Management;
- Fairness and transparency;
- Work independently;
- Assertive and accurate intellectual capacity.

Core Competencies:

- COJ values,
- Batho Pele principles,
- Ethics and Integrity,
- Confidentiality of staff personal information to be maintained at all times, and Loyalty,
- People management.

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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/19sCfgDkKQ4Wjl0DTgbMusQew554

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

ENQUIRIES ONLY:
Contact Person: Puleng Kgabane
Tel No: 011 407 6562

CLOSING DATE: WEDNESDAY, 26 NOVEMBER 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.

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INTERNAL AUDITOR

Department: Group Risk and Assurance Services (GRAS)
Branch: **Office of the City Manager**
Designation: **Internal Auditor**
Remuneration: R35 043,67 pm (basic salary excluding benefits)
Location: 48 Ameshoff Street, SAPPI Building, Braamfontein

Minimum Requirements:

- National Diploma in Accounting/Internal Auditing or related field (NQF level 6);
- Progress towards attainment of Certified Internal Auditing (CIA);
- 3 – 4 years' extended experience in the audit or accounting field, 2 years must be in a supervisory position in a performance auditing profession.
- Knowledge of Human Resources, Finance and Project Management.
- Knowledge of Information Management Systems, Internal Controls Networks and Internet, Standards for Professional Practice of Internal Auditing; and
- Valid driver's license and access to a vehicle are essential (post holder will be expected to visit the council's sites and meetings, often at short notice).

Primary Function:

To implement internal audit engagements within a certain portfolio, by:

- **Reviewing management measures to ensure effectiveness, value for money and/or efficiency within the municipality.**
- **Assessing the performance of municipality programmes, projects, and departments, including their efficiency, effectiveness, and economy, based on compliance with relevant legislation, best practices and other criteria.**
- **Assisting in developing recommendations for improvement and preparing components of the final report for various municipal oversight committees.**

Key Performance Areas:

- Lead, conduct and control audit activities on assigned projects
- Develop, execute and review work programmes with each project
- Evaluate the results of the audit and report thereon
- Direct and control audit activities economically, efficiently and effectively
- Supervise and coordinate staffing issues
- Close client interaction through communication and reporting

Leading Competencies:

- Demonstrated effectiveness in planning, managing and conducting complex performance audits and evaluating government programs and activities in accordance with Government auditing standards
- Outstanding analytical, writing and presentation skills
- Excellent interpersonal skills

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- Ability to work professionally and effectively with co-workers, audit clients, elected officials and other decision-makers
- Demonstrated ability to supervise others effectively, including goal setting, mentoring and conflict resolution, and to continuously improve team performance
- Sophisticated understanding of governance, policy, budget management and operations of local government programs

Core Competencies:

- Exceptional oral and written communication skills
- Sound judgement
- Enthusiasm and Integrity
- Confidentiality
- Taking proactive steps to improve knowledge
- Building and maintaining good interpersonal skills with colleagues, peers and clients
- Results and deadline-driven processes with a high level of integrity
- Strong understanding of internal audit standards, internal control, risk and business process improvement.

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