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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Manager: Revenue (Transport)**

**APPLICATION REQUIREMENTS**


- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
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**DISCLAIMER**

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## MANAGER: REVENUE

<b>DEPARTMENT:</b>	Transport
<b>BRANCH:</b>	Finance
<b>DESIGNATION:</b>	Manager: Revenue
<b>REMUNERATION:</b>	R42 403,58 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	75 Helen Joseph Street, Old Mutual Building, Johannesburg

### Minimum Requirements:

- Grade 12 plus a bachelor's degree in Commerce, Finance or any other related tertiary qualification (NQF level 7);
- 5 years experience in the revenue, inventory, and cash management environment, including 2 to 3 years supervisory/managerial experience in financial management as well as good people management experience.

### Primary Function:

**Manage and oversee the daily processes, cash and revenue management, and human resources in the Revenue Sub-directorate of the Transport Department in a timely, effective and efficient manner.**

### Key Performance Areas:

- Interpret and apply City of Joburg policies and legislation;
- Fairly report financial information to the City's Financial Statements;
- Ensure that fare media stock is managed properly and efficiently, and the process follows the City's policies and regulations;
- Ensure that the cash is properly banked, and all bank transactions are accounted for;
- Ensure the completeness of revenue generated and resolve any revenue leakages;
- Manage the revenue division's audit process and implement/improve internal controls to manage the department's audit risk;
- Manage the Transport Revenue Unit personnel;
- Adhere to the City Performance Management System.

### Leading Competencies:

- Computer literacy (incl. SAP);
- Good communication skills;
- Accuracy (arithmetical and calculations).

### Core Competencies:

- Relevant GRAP Standards and MFMA;
- Fare Collections Systems.



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**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Humphrey Mphahlele

**Tel No:** 011 022 8656


**CLOSING DATE: TUESDAY, 04 OCTOBER 2022**


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Deputy Director: Financial Management &  
Inter Modelling**

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## DEPUTY DIRECTOR: FINANCIAL MANAGEMENT & INTER MODELLING

<b>DEPARTMENT:</b>	Group Finance
<b>BRANCH:</b>	Treasury
<b>DESIGNATION:</b>	Deputy Director: Financial Management & Inter Modelling
<b>REMUNERATION:</b>	R54 544,98 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	66 Jorissen Place, Braamfontein

### Minimum Requirements:

- Grade 12 plus Post Graduate BSc Degree in Statistics, Advanced Mathematics or Finance or equivalent at NQF level 7 qualification in Finance or Economics;
- Must have a valid Code 8 driver's license;
- 7 – 9 years' experience in a socio-economic environment.

### Primary Function:

Direct and lead socio-economic modelling and property market research analysis that supports strategic planning to determine how limited resources can be best deployed to maximise the benefit to City of Johannesburg citizens, and provide robust economic planning assumptions. Conduct detailed market research and analytics to support the development of property market valuation reports and global property valuation parameters.

### Key Performance Areas:

- Identify and develop a socio-economic modelling plan for the City;
- Conduct valuation market research and analytics at Group and Department levels;
- Develop socio-economic modelling for special projects;
- Ensure statistical analysis and regression modelling;
- Ensure planning and development analysis;
- Manage and coach staff in the Treasury Unit to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements;
- Manage and monitor assets and resources of the Directorate;
- Control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk.

### Leading Competencies:

- Report writing;
- Computer literacy in SAP (Finance) and MS Office Applications (Word, Excel, and Powerpoint).



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### **Core Competencies:**

- Performance Management and Financial Reporting;
- 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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### **ENQUIRIES ONLY:**

**Contact Person:** Mkhuleko Shongwe  
**Tel No:** 011 021 2545

**CLOSING DATE: TUESDAY, 04 OCTOBER 2022**

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Director: Municipal Courts**  
**(Group Legal & Contracts)**

**APPLICATION REQUIREMENTS**

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## DIRECTOR: MUNICIPAL COURTS

<b><u>DEPARTMENT:</u></b>	Group Legal and Contracts
<b><u>BRANCH:</u></b>	<b>Municipal Courts</b>
<b><u>DESIGNATION:</u></b>	<b>Director: Municipal Courts</b>
<b><u>REMUNERATION:</u></b>	R67 622,85 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus a B Degree in law (LLB) NQF level 7;
- Must be an Admitted Attorney;
- 10 years' experience operating at a sector managerial or senior specialist level within a large organization, of which 5 years' experience should be at Managerial level;
- Valid Driver's license;
- No criminal record.

### **Primary Function:**

**Establish support, manage and coordinate an effective municipal courts system within each magisterial district of the City of Johannesburg for the prosecution of the by-law, and other municipal-related offences or as directed by law.**

### **Key Performance Areas:**

- Execution of the Group Legal and Contract Strategy with respect to service delivery and define, implement, and monitor the short-term plans/objectives for the Municipal Courts and Prosecutions Directorate. Coordinate specific administrative and reporting requirements associated with key performance and result indicators of the functionality;
- Improve the operational functions of all Municipal Courts to ensure quality service delivery in terms of Batho Pele principles;
- Direct and control outcomes associated with utilization, productivity, and performance of personnel in the Municipal Courts and Prosecutions;
- Interface with Directors of the relevant departments as well as Managers within Legal Services to support an effective law enforcement strategy to achieve the purpose of the municipal courts as stated above;
- Collect monthly reports/status on by-law contraventions and other relevant National Legislation to interact with the various departments such as Planning, Solid Waste, and other relevant departments;
- Implement Procedures, Systems, and Controls to regulate specific work sequences associated with the function;
- Prepare capital and operating estimates for the Directorate and monitor project-related expenditure against budget allocations.





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### **Leading Competencies:**

- Computer literacy including MS Office Applications, Internet and SAP;
- Report writing, project management and negotiation skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

### **Core Competencies:**

- Knowledge of Municipal By-Laws, Legislation and Court Processes;
- 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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### **ENQUIRIES ONLY:**

Contact Person: Lerato Mathiane  
Tel No: 011 407 6740/6311


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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Director: Pro-Active Services (Public Safety)**

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## DIRECTOR: PRO-ACTIVE SERVICES

**DEPARTMENT:** Public Safety  
**BRANCH:** Pro-Active Services  
**DESIGNATION:** Director: Pro-Active Services  
**REMUNERATION:** R67 622,85 pm (basic salary excluding benefits)  
**LOCATION:** Martindale

### Minimum Requirements:

- Degree in Fire Technology or B Tech in Fire Technology at NQF level 7;
- 10 years' experience in Proactive Services/Fire Safety Management environment, of which 5 years at senior management level in fire safety;
- Must have a valid driver license;
- No criminal record.

### Primary Function:

To take overall charge of the proactive services that will be provided to the citizens of the City of Johannesburg, including, but not limited to Code Application, Code Enforcement, Events, PIER Administration in order to maximise the effects of proactive fire and life safety interventions throughout the City.

### Key Performance Areas:

- Ensure Proactive service rendering according to the approved service level agreement with council;
- Implement plans developed to ensure that service delivery is understood and implemented in line with the service level agreement;
- Implement plans developed to ensure service delivery is understood and implemented in line with the service level agreement;
- Establish good communication with well-directed messages to the target audience (community, political, senior/executive management, SAPS, etc.);
- Execute strategic management of and continued improvement of staff with the Unit;
- Strategically manage the budget and assets for the Unit;
- Launch a comprehensive proactive engagement with the people of the City of Johannesburg through education, legislation and contingency planning accessible to all;
- Proactive Good Governance and Risk within the Unit.

### Leading Competencies:

- Report writing, analysis of reports;
- Submission of statistics;
- Conducting research in terms of best practice;



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- Strategic Direction and Leadership;
- People, Stakeholder and Conflict Management;
- Change Leadership;
- Financial Management;
- Good communication (verbal and written) skills;
- Coordinating skills.

#### **Core Competencies:**

- Knowledge of City policies;
- Ability to apply relevant directive skills;
- Knowledge of MFMA, Municipal Systems Act, SCM policy of the City of Johannesburg, CoJ PMS policy;
- Knowledge of EMS and Fire Safety legislation and regulations, EMS By-Law Management, Labour legislation, Council policies and procedures, Budgeting;
- Computer Literacy (Microsoft Word and Excel);
- Planning and organizing.

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#### **ENQUIRIES ONLY:**

**Contact Person:** David Moleele  
**Tel No:** 011 222 8085

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**PERMANENT POSITION**  
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**(Group Corporate & Shared Services)**

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## MANAGER: FINANCE

<b>DEPARTMENT:</b>	Group Corporate & Shared Services
<b>BRANCH:</b>	<b>Group Human Capital Management (Management Support)</b>
<b>DESIGNATION:</b>	<b>Manager: Finance</b>
<b>REMUNERATION:</b>	R 42 403,58 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 plus degree/BTech in Accounting/Financial Accounting/Finance (NQF level 7);
- 5 - 7 years' experience in Financial Accounting and/or Finance. This experience should include the following areas:
  - 2 years finance support within a large enterprise;
  - 2 years' experience in Budget processes;
  - Managing finance;
  - SAP Finance;
  - Financial experience in a municipal environment would be an advantage
- In-depth and strong knowledge and competencies in financial accounting and/or financial management.

### Primary Function:

**Lead and manage the key performance and result indicator associated with Finance within Group Human Capital Management (GHCM) through the implementation of laid down policies and procedure. Oversee financial reporting requirements. Providing input into long-term objectives of the Directorate. Set financial planning sequences, manage, and execute accounting procedures and processes.**

### Key Performance Areas:

- Manage and lead the Management Strategic Support (MSS) Finance Section in terms of compliance and service provided;
- Manage GHCM compliance to the City's Supply Chain Management policies and procedures;
- Represent GHCM in various finance forums and structures where financial management issues are discussed;
- Develop an operation plan for the finance function.
- Manage staff and constraints in the finance function;
- Manage GHCM compliance with the City's Asset Management policies and procedures.
- Governance and risk management for the finance function with GHCM;

### Leading Competencies:

- Excellent computer skills in Microsoft Excel, Microsoft Word, SAP and any other Accounting package;
- Excellent verbal and written communication skills at all levels including report writing;
- Excellent planning, organising and time management skills;



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### **Core Competencies:**

- Attention to detail;
- Ability to maintain strict confidentiality and withhold confidentiality information;
- Ability to use sound judgement and make decisions pertaining to day-to-day responsibilities;
- Ability to work independently and where necessary take key decisions in complex situations with the associated responsibility and accountability;
- Ability to multitask and deliver according to deadlines;
- Excellent ability to effectively manage staff and other resources;
- Building and maintaining effective working relationships;
- Ability to work under pressure.

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### **ENQUIRIES ONLY:**

**Contact Person:** Regina Hartley

**Tel No:** 011 407 7191

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