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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Specialist: Sustainable Services Cluster**
- **Operational Manager: Corporate Governance (Administration)**
- **Deputy Director: Corporate Governance**

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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- You will be requested to provide a brief description of your work experience relating to the vacancy.
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SPECIALIST: SUSTAINABLE SERVICES CLUSTER

<u>Department:</u>	Group Governance
<u>Branch:</u>	Governance and Reporting
<u>Designation:</u>	Specialist: Sustainable Services Cluster
<u>Remuneration:</u>	R49 989,72 pm (basic salary, excluding benefits)
<u>Location:</u>	33 Hoofd Street, Braampark, Braamfontein

Minimum Requirements:


- Bachelor of Commerce degree or postgraduate degree in the following areas: Commercial Law/Economics/Internal Audit/Informatics/Accounting or Finance and/or LLB (4-year Bachelor of Laws) degree (NQF level 7) and/or Bachelor of Science postgraduate degree in Physics/Chemistry/Environmental Management/Geoinformatics and/or Bachelor of Engineering (4-year degree);
- Minimum of 6 - 8 years' working experience in a role that required the candidate to undertake either: preparing annual financial statements or extensive legal and/or good governance experience in a legal environment or experience in gathering and analyzing information, and developing and communicating recommendations to clients and/or senior management;
- Valid driver's license.

Primary Function:

The specialist will be required to work independently with respect for their allocated cluster committees, whilst being required to operate as part of a team and share knowledge and expertise with other specialists in the unit and the broader Group Governance department. A very close working relationship is necessary with peers, the Deputy Director: Sustainable Services Cluster, the Deputy Director: Economic Growth Cluster, the Deputy Director: Good Governance Cluster, the Deputy Director: Human and Social Development Cluster, the Deputy Director: Governance and Reporting and with members of the department. On a day-to-day basis, there is interaction with senior management and staff at all levels in the Group as well as the cluster, to ensure administrative arrangements and effective support in relation to governance and reporting, and other meetings/events as required. The incumbent is required to monitor, evaluate, analyse and report on the performance results from Municipal Entities so that the Department is informed of the financial status and risks to each entity. Oversight must be provided on key performance indicators of municipal entities in line with sector plans to ensure attainment of service delivery objectives. The incumbent also be responsible to report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities. Oversight must be provided as a shareholder representative to the Board and Board Committees of the Municipal Entities by attending their respective meetings and communicating the deliberations of those meetings to the shareholder. To develop and direct enterprise governance systems and processes in the Municipal Entities to assist the City in monitoring and conducting an assessment of shareholder value derived from the Municipal Entities. Ultimately



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creating shareholder value through monitoring of service delivery performance and municipal legislative compliance.

Key Performance Areas:

- Monitor, evaluate, and report on the financial performance of service delivery performance, as well as assess and report on the financial position, and identify financial risk for municipal entities;
- Develop key performance indicators in line with sector plans;
- Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder value derived from the municipal entities.

Leading Competencies:

- Computer literacy with intermediates to advance Excel skills;
- Attention to detail and high levels of accuracy and excellent planning, organising, and time management skills;
- Analytical thinking;
- Resource and financial management skills;
- Excellent verbal, written, and communication skills;
- Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high-quality work standards;
- Ability to work independently with minimal supervision;
- Good communication and resources management;
- Business acumen.

Core Competencies:

- Strategic Management, People Management, Stakeholder Management, Conflict Management and Risk and Asset Management/Financial Management.

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ENQUIRIES ONLY:

Contact Person: Nthabiseng Makhele

Tel No: 011 021 6345

CLOSING DATE: TUESDAY, 28 NOVEMBER 2023

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OPERATIONAL MANAGER: CORPORATE GOVERNANCE (ADMINISTRATION)

<u>DEPARTMENT:</u>	Group Governance
<u>BRANCH:</u>	Shareholder Services
<u>DESIGNATION:</u>	Operational Manager: Corporate Governance (Administration)
<u>REMUNERATION:</u>	R31 462,75 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	33 Hoofd Street, Braampark Forum 1, Braamfontein

Minimum Requirements:

- Diploma in Office Management, Public Administration or Governance (NQF level 6);
- 3 – 4 years relevant experience in Administration;
- Relevant experience in Administration;
- Corporate Governance and Risk Management will be an added advantage;
- Computer literacy with intermediate to advanced Excel skills preferable;
- Valid driver's license.

Primary Function:

Provide administrative support, coordination, and sequences associated with administrative activities in terms of Board of Director and Meeting Management.

Key Performance Areas:

- Ensure all logistics for the Annual General Meetings (AGMs) are held in accordance with legislation and best practice;
- Assist with Board Induction and ensuring that Assessment processes are taking place;
- Appointment/Retirement/Rotation of the NEDs/AICs for the MEs Boards;
- Provide full administration function for the Shareholder Services Unit;
- Submission of signed quarterly and Ad Hoc reports to be tabled at the Mayoral Committee meeting;
- Supply Chain Management Processes and Performance Management and Progress Reporting assistance.

Leading Competencies:


- Computer literacy with intermediates to advanced MS Word and Excel skills;
- Good Communicator;
- Good Office Administration;
- Strong interpersonal skills.


Core Competencies:

- Business Acumen;
- Resource management and good Corporate Governance.



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DEPUTY DIRECTOR: CORPORATE GOVERNANCE

<u>Department:</u>	Group Governance
<u>Branch:</u>	Shareholder Services
<u>Designation:</u>	Deputy Director: Corporate Governance
<u>Remuneration:</u>	R57 490,39 pm (basic salary, excluding benefits)
<u>Location:</u>	33 Hoofd Street, Braampark, Braamfontein

Minimum Requirements:

- Grade 12 plus Bachelor's Degree at NQF level 7 in a relevant field such as Commerce, Financial Management, Governance and Compliance;
- LLB (NQF level 8) with any of the above would be an advantage;
- 7 - 9 years' overall experience of which 5 years at middle to senior management and accountability (including leadership) with the relevant Corporate Governance fields in either the public or private sector;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- Experience with strategic, business and planning and reporting frameworks and requirements helpful;
- Experience with supervising and mentoring staff and supporting professional and leadership development;
- Must have a valid driver's license.

Primary Function:

Assist the Unit Head in overseeing and directing the central contract point of matters pertaining to management and reporting of corporate governance, compliance, planning, and related risk management issues.

Key Performance Areas:

- Support the department / Organisation with the corporate governance framework;
- Coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of Unit functions;
- Ensure Group Governance leads by example in striving to achieve best practice standards in meeting corporate governance and statutory compliance obligations;
- Ensure functional and secure record, document and information management within the Unit;
- Drafting of legal opinions on governance-related matters.

Leading Competencies:

- Computer literacy;
- Inculcate the culture of good corporate governance;
- Problem identification and solving skills;
- Communicate, clearly and concisely both orally and in writing;
- Maintain a strong professional and positive demeanor;
- Good Interpersonal skills.



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Core Competencies:

- Knowledge of Local Governance environment and programmes and project, knowledge of local government and all its functions;
- Extensive knowledge and understanding of corporate Governance (finance and performance management) principles and compliance;
- Extensive knowledge and understanding of and the ability to interpret Financial Statements and associated reports;
- Extensive knowledge and understanding of and ability to interpret the Standards of Generally Recognised Accounting Principles (GRAP);
- Ability to work with Executive and Senior Management of the City, its Municipal Entities, and other stakeholders;
- 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 the City's protocols, legislation, and standards.

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Assistant Director: Asset and Financial Tracking**
- **Assistant Director: Vetting Services**

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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ASSISTANT DIRECTOR: ASSET AND FINANCIAL TRACKING

<u>DEPARTMENT:</u>	Group Forensic & Investigation Services
<u>BRANCH:</u>	Forensic Information Management Centre
<u>DESIGNATION:</u>	Assistant Director: Asset and Financial Tracking
<u>REMUNERATION:</u>	R49 989,72 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 or Matric/National Senior Certificate plus a relevant tertiary qualification related to Information Technology/Financial Information Systems and/or Finance at NQF level 7;
- 6 – 8 years' relevant managerial experience in the financial environment with statement and/or report writing skills, experience in SAP, BAS, or relevant system reporting together with a full understanding of the City's Billing system environment. Statistical analysis techniques and advanced Excel/Access;
- In-depth understanding of Data Analysis and Fraud Risk will be an added advantage;
- Minimum of 4 years related to middle or operational management experience within public service or private sector;
- Valid driver's license.

Primary Function:

The Assistant Director: Financial and Assets Tracking reports to the Deputy Director: Information Management and he/she is responsible to perform forensic analysis and asset tracking for the City's financial environment to identify potential fraud and/or revenue loss or the misappropriation of its finances.

Key Performance Areas:

- Detect and identify potential financial fraud and/or revenue fraud within the financial sector of the City;
- Forensic financial data analysis, management and interpretation of financial information and/or reports;
- Training and research.

Leading Competencies:

- Computer literacy (All MS Programmes);
- Advanced SAP, BAS, Data Analytics Tools, and/or relevant system administration skills;
- Project management skills;
- Analytical and attention to detail.


Core Competencies:

- Knowledge of local government environment and understanding of the City's billing and revenue collection processes;



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- Knowledge of relevant policies and standards including the Municipal Finance Management Act (MFMA) and other statutory and regulatory framework within which the City's finance departments function;
- Understanding of various systems used within the City such as SAP, BAS or relevant systems, data management systems, electronic document management systems, Outlook, etc.

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ENQUIRIES ONLY:

Contact Person: Puleng Kgabane
Tel No: 011 407 6562

CLOSING DATE: TUESDAY, 28 NOVEMBER 2023

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ASSISTANT DIRECTOR: VETTING SERVICES

DEPARTMENT: Group Forensic & Investigation Services
BRANCH: Forensic Information Management Centre
DESIGNATION: Assistant Director: Vetting Services
REMUNERATION: R49 989,72 pm (basic salary, excluding benefits)
LOCATION: 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 plus Degree in Security Management, Policing, Social Science, Forensic Investigation or equivalent qualification at NQF Level 7;
- 6 – 8 years' experience in the MISS environment within public service or private sector of which 4 years relate to middle management experience in information security;
- Must have a valid security clearance.

Primary Function:

To conduct vetting investigations in line with the legislated prescripts.

Key Performance Areas:

- Contribute to the development of the Branch's strategic management and planning process;
- Conduct Vetting Investigations and security screening;
- Provide inputs for the development and implementation of policies, standards and procedures related to personnel security;
- Administer Personnel Security reports and files;
- Manage resources, projects and Vetting Field Investigations file;
- Conduct MISS awareness sessions;
- Risk management;
- Building and maintaining strong relations with internal and external business units, entities, key stakeholders and peers to ensure the correct focus and support;
- To efficiently and effectively manage the operational assets and resources of the Section cost-effectively in accordance with the legislative framework of the City's policies and procedures;
- To manage all aspects of the finance in the control of Administration Section, 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;
- Providing quality reports on the functions and performance of the Administration Section which are factual, accurate and complete, timely; and contributes to and support the overall reporting requirements;
- Manage and mitigate risk effectively.



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Leading Competencies:

- Good management and leadership skills;
- Strategic and operational planning skills;
- Policy development skills;
- Advanced mentoring and coaching skills;
- Advanced facilitation and influencing skills;
- Excellent interpersonal skills;
- Problem solving skills;
- Good organising skills;
- Advanced programme/project management skills;
- Excellent networking skills;
- Financial management skills;
- Conflict resolution and negotiation skills;
- Advanced verbal communication (including presentation and public speaking) skills;
- Strong written communication (MS Visio, MS PowerPoint, MS Word, MS Excel);
- Strong stakeholder management skills;
- Time management skills;
- Analytical skills;
- Meticulous planning and organisational skills;
- Strong project management skills;
- Research methodology;
- Administration skills;
- Investigation skills;
- Ability to testify in internal Disciplinary and Courts of Law.

Core Competencies:

- Determine the MISS investigation scope;
- Ability to execute fieldwork and prepare working papers;
- Determine appropriate MISS procedures;
- Conduct audits;
- Disciplinary processes;
- Interpretation of the applicable legislation;
- Knowledge on the local government environment;
- Knowledge of City's strategies (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques & tools and how they can be practically applied;
- Knowledge on Corporate Governance. Knowledge of principles and practices of municipal organisation, administration and personnel management.



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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Director: Public Housing Programme

APPLICATION REQUIREMENTS

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DIRECTOR: PUBLIC HOUSING PROGRAMME

<u>DEPARTMENT:</u>	Human Settlements
<u>BRANCH:</u>	Public Housing Programme
<u>DESIGNATION:</u>	Director: Public Housing Programme
<u>REMUNERATION:</u>	R71 274,46 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	222 Smit Street, Braamfontein

Minimum Requirements:

- Matric plus a Professional Degree in Engineering or Building Environment (NQF level 7);
- Qualification in Project Management.
- 10 years' experience in middle and senior management as well as 5 years knowledge in the Built environment industry.

Primary Function:

Taking overall charge of the Delivery of Housing implementation that are provided to the residents of the City of Johannesburg in order to ensure security of tenure in the City of Johannesburg. Strategic oversight and stewardship of housing programs through promotion of learning and collaboration. Taking overall charge of development and management of the implementation of housing projects with the jurisdiction of City of Johannesburg. Ensure collaboration with Public Housing Program about initiated projects, implementation and monitoring of integrated housing programs in a way that ensures that projects perform within the set time frames, according to allocated budgets and in accordance with the National Housing Act and NHBC Principles.

Key Performance Areas:

- Oversee and manage the implementation of projects in order to ensure adequate Housing Delivery for the City of Johannesburg;
- Ensure that all administrative matters are dealt with or on a strategic level;
- Project Implementation;
- Negotiating future developments;
- Strategically manage the budgets and assets of the Unit.

Leading Competencies:


- Intermediate Computer Literacy (Microsoft Office package).

Core Competencies:

- Comprehensive knowledge of all Housing Legislation;
- Knowledge of By-law Management, labour laws and Council policies and procedures;
- Ability to make sound judgments/decisions pertaining to day-to-day responsibilities;
- Work independently and under pressure;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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ENQUIRIES ONLY:

Contact Person: Tshifhiwa Ndou

Tel No: 011 021 7975/8100 / 011 061 3170


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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Deputy Director: Environmental Planning**
- **Deputy Director: Human Settlement Project Packaging**
- **Deputy Director: Procurement**

APPLICATION REQUIREMENTS

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- 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.



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DEPUTY DIRECTOR: ENVIRONMENTAL PLANNING

<u>DEPARTMENT:</u>	Human Settlements
<u>BRANCH:</u>	Public Housing Programme Support
<u>DESIGNATION:</u>	Deputy Director: Environmental Planning
<u>REMUNERATION:</u>	R57 490,39 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	222 Smit Street, Braamfontein

Minimum Requirements:

- Matric Certificate plus Bachelor's Degree in Environment Planning/Environmental Management Development Studies at NQF level 7;
- 7 - 8 years' overall experience in Housing environment of which 4 years' experience at middle management level;
- Experience of managing teams of people that have delivered high quality outputs on time and according to set criteria and budgets;
- Extensive and proven experience in the field of physical development;
- Experience using digital design and geographic information systems statistical software;
- Experience of teamwork and team leadership in a developmental context;
- Experience in managing finances, and planning work from both financial and human resources perspective;
- Interpretation of Developmental and Environment legislation required;
- Knowledge of housing legislation, local government and community development issues;
- Strong theoretical experience and exposure in the field of housing is essential;
- Strong command in the package of plans approach to development.

Primary Function:


Direct, lead and manage the environmental performance of all private, public and voluntary Human Settlements projects in the City.

Key Performance Areas:

- Develop and implement human settlement specific strategies and action plans that ensure sustainable housing development;
- Administration;
- Ensure effective of the sub directorate Human Resources;
- Maximise the productivity of the environmental planning sub-directorate by optimizing the effectiveness in order to enable achievement of objectives of the sub-directorate and manage the human resources thereof;
- Manage all aspects of the finance in the control of the environmental planning project sub directorate including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative as well as the with City's policies and procedures;
- Provide quality reports on the functions and performance oof the environmental planning projects sub directorate which are factual, accurate and complete, timely and contribute to and support the overall reporting requirements;



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- To efficiently and effectively manage the operational assets and resources of the directorate cost effectively in accordance with the legislative framework of the City's policies and procedure;
- Comply with all relevant legislative framework including City's Code ethics manage and mitigate risk effectively;
- Building and maintaining strong relation with internal and external business units, entities, key stakeholder and peers to ensure the correct focus and support around housing.

Leading Competencies:

- Advance skill in verbal and written communication;
- Proven ability to deliver packaged housing development projects;
- Proven ability to create and lead a strategic vision;
- Proven ability to manage a team to secure significant funding;
- Proven ability to develop internal and external collaborations with strategic partners;
- Track record of representing and organization at a senior level and working closely with senior colleagues;
- Demonstrated understanding of the role of human settlement development and how to achieve impact;
- Demonstratable capacity to successfully motivate, manage and lead teams of different disciplines and multiple cultures to deliver on the research outputs and development outcomes described above;
- Ability to analyse processes and implement continuous improvements;
- Ability to work with stakeholders at different management levels;
- Ability to work as a member of a team and work closely with other built environment disciplines;
- Evidence of developmental skills and conceptual thinking;
- Ability to mentor colleagues and continuously build capacity within the organisation.

Core Competencies:

- Knowledgeable in various environmental research and testing methodologies;
- Comprehensive knowledge of all Environmental legislation, By-law management, Labour laws and Council policies and procedures;
- Knowledge of the City's strategic business planning and performance management processes;
- Knowledge of sub-directorates processes and procedures;
- Understanding of various systems used within the City such as SAP, data management systems, electronic document management systems, Outlook, etc.;
- Knowledge of City of Johannesburg Council rules and procedures.

“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.”



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<https://share-eu1.hsforms.com/1Q3HH2FljTXCDGdCK42JDDQew554>

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

ENQUIRIES ONLY:

Contact Person: Tshifhiwa Ndou
Tel No: 011 021 8100/7975/8021


CLOSING DATE: TUESDAY, 28 NOVEMBER 2023

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DEPUTY DIRECTOR: HUMAN SETTLEMENT PROJECT PACKAGING

DEPARTMENT:	Human Settlements
BRANCH:	Public Housing Programme Support
DESIGNATION:	Deputy Director: Human Settlement Project Packaging
REMUNERATION:	R57 490,39 pm (basic salary, excluding benefits)
LOCATION:	222 Smit Street, Braamfontein

Minimum Requirements:

- Matric Certificate/Grade 12 plus a Bachelor's Degree in Development Studies/Urban Design/Town Planning/Civil Engineer (Built Environment Discipline) at NQF level 7;
- 7 - 8 years' overall experience in Housing environment of which 4 years' experience at middle management level;
- Experience of managing teams of people that have delivered high quality outputs on time and according to set criteria and budgets;
- Extensive and proven experience in the field of physical development;
- Experience using digital design and geographic information systems statistical software;
- Experience of teamwork and team leadership in a developmental context;
- Experience in managing finances, and planning work from both financial and human resources perspective;
- Interpretation of Developmental and Environment legislation required;
- Knowledge of housing legislation, local government and community development issues;
- Strong theoretical experience and exposure in the field of housing is essential;
- Strong command in the package of plans approach to development.

Primary Function:

Lead and direct progressive poverty alleviation, inter and intra settlement integration, urban restructuring and renewal, densification, tenure diversification of the built environment (Project Packaging).

Key Performance Areas:

- Provide leadership and management for the Sub directorate and achievements of integrated sustainable Human Settlements;
- Administration of sub directorate;
- Maximize the productivity of the Human Settlement Project Packaging sub directorate by optimizing the effectiveness of its employees in order to enable achievement of objective of the sub-directorate and manage the human resources thereof;
- Manage all aspects of the finance in the control of the Human Settlement Project Packaging sub directorate including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative as well as the with City's policies and procedures;



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- Provide quality reports on the functions and performance of the Human Settlement Project Packaging sub directorate which are factual, accurate and complete, timely and contribute to and support the overall reporting requirements;
- To efficiently and effectively manage the operational assets and resources of the directorate cost effectively in accordance with legislative framework of the City's policies and procedure;
- Comply with all relevant legislative framework including City's Code Ethics manage and mitigate risk effectively;
- Building and maintaining strong relation with internal and external business units, entities, key stakeholder and peers to ensure the correct focus and support around Housing.

Leading Competencies:

- Advance skill in verbal and written communication;
- Proven ability to deliver packaged housing development projects;
- Proven ability to create and lead a strategic vision;
- Proven ability to manage a team to secure significant funding;
- Proven ability to develop internal and external collaborations with strategic partners;
- Track record of representing and organization at a senior level and working closely with senior colleagues;
- Demonstrated understanding of the role of human settlement development and how to achieve impact;
- Demonstrable capacity to successfully motivate, manage and lead teams of different disciplines and multiple cultures to deliver on the research outputs and development outcomes described above;
- Ability to analyse processes and implement continuous improvements;
- Ability to work with stakeholders at different management levels;
- Ability to work as a member of a team and work closely with other built environment disciplines;
- Evidence of developmental skills and conceptual thinking;
- Ability to mentor colleagues and continuously build capacity within the organisation.

Core Competencies:

- Knowledgeable in various environmental research and testing methodologies;
- Comprehensive knowledge of all Environmental legislation, By-law management, Labour laws and Council policies and procedures;
- Knowledge of the City's strategic business planning and performance management processes;
- Knowledge of sub-directorates processes and procedures;
- Understanding of various systems used within the City such as SAP, data management systems, electronic document management systems, Outlook, etc.;
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DEPUTY DIRECTOR: PROCUREMENT

DEPARTMENT:	Human Settlements
BRANCH:	Finance
DESIGNATION:	Deputy Director: Procurement
REMUNERATION:	R57 490,39 pm (basic salary, excluding benefits)
LOCATION:	222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12/Matric;
- Bachelor's Degree in Business, Logistics, Financial, Economics, Supply Chain Management or related field at NQF level 7;
- 7 - 9 years' experience in supply chain management/procurement of which 4 years' experience at middle management level.

Primary Function:

Lead, direct, and manage the budget process and financial planning, revenue management, expenditure management, assets and liability management, and procurement process in terms of the Municipal Finance Management Act, Treasury Regulations, and other related Finance policies.

Key Performance Areas:

- Provide strategic input into the financial planning and budgeting of the Human Settlements Department;
- Lead and facilitate the Sub Directorate's Procurement process;
- Participate in procurement processes for service delivery in compliance to the Regulatory Framework;
- Build and maintain strong relations with internal and external business units, entities, key stakeholders, and peers to ensure the correct focus and support around Human Settlements;
- Maximize productivity by optimizing the effectiveness of its employees in order to enable achievement of objectives of the Procurement Sub-Directorate;
- Financial management and control of the Sub-Directorate;
- Provide monitoring and reporting and governance and risk for the Sub-Directorate;
- Governance and risk management associated with operation in line with legal framework or policies and procedures of the City.

Leading Competencies:

- Computer literacy (MS Word, Excel, and PowerPoint);
- Good facilitation and influencing skills;
- Good listening and communication skills;
- Coordinating and Customer Care skills;
- Problem-solving and critical thinking skills;



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- Excellent verbal and written communication skills;
- Experience in developing and managing procurement staff.

Core Competencies:

- Knowledge of the local government environment and procurement principles;
- Knowledge of the City's strategy (IDP), prescribed Methodologies, Legislative, Policy and Regulatory Frameworks;
- In-depth knowledge of function principles, techniques, and tools and how they can be practically applied;
- Professionalism, Value and Integrity;
- Batho Pele Principles and goal-oriented;
- Dealing with tight deadlines and pressure.

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