**Deputy Director: Internal Audit**

**Salary:** R967 011 per annum (All-inclusive package) (Salary level 11) (Ret. GPW 19/04) • Pretoria

**Requirements:**
- At least 5 years' experience or equivalent qualification (MBA level) specifying in internal audit.
- A degree in Business Administration (BCom or equivalent) with major in Accountancy.
- Professional qualifications (CA SA, CIA, Certified Internal Auditor (CIA) or equivalent national qualification)
- Experience in internal audit, management and/or risk.
- Excellent verbal and written communication skills.
- Ability to work independently with minimal supervision.
- Experience in working within a highly-regulated industry environment.
- A sound knowledge of laws and regulations governing public administration.
- A commitment to meeting high quality work standards.

Responsibilities:
- Assurance audit activities covering the financial statements of the City and related entities.
- Ensure that an effective internal audit function is maintained.
- Provide support and guidance to the City's management.
- Manage the full audit cycle for the City.
- Provide advice to management on internal control and risk management systems.
- Manage the audit and audit support teams.
- Facilitate the continuous enhancement of the internal audit function.

**DEPUTY DIRECTOR-GENERAL: TRANSPORT**

**Closing Date:** 05 February 2019

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

**Email:** [your_email@cityofjohannesburg.org.za](mailto:your_email@cityofjohannesburg.org.za)

**Tel No:** (011) 407 6588.

**Note:** The post was previously advertised as Internal audit Specialist and all interested candidates may re-apply.

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**Assistant Curator: Exhibitions**

**Salary:** R101 040.63 per annum (basic salary excluding benefits)

**Appointment requirements:**
- A degree in Museum Studies, Visual Arts, Art History, History, Architecture, Building or a relevant field.
- At least 4 years' experience in the field of exhibitions and museum management.
- Experience in managing temporary exhibitions and educational programmes within a museum.
- Ability to work with high quality work standards. Ability to work independently with minimal supervision.
- Strong customer service skills. Ability to provide excellent customer service.
- High level of fitness to lift and also play a role in bringing together internal and external stakeholders to facilitate the implementation of exhibitions and operations conducted in the exhibition spaces.
- Experience in managing high pressure situations. Ability to deliver high quality results.

**Responsibilities:**
- To manage the operations in the Office.
- To manage the exhibition spaces.
- To manage the administration of the Office.
- To provide support to the Director and the Assistant Director.
- To manage the budget and finance of the Office.
- To provide support to the Assistant Director.
- To manage the budget and finance of the Office.

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**Assistant Director: National Building Regulations**

**Salary Range:** R601 000.24 per annum (basic salary excluding benefits)

**Appointment requirements:**
- A degree in Engineering or equivalent qualification.
- At least 4 years' experience in the field of building permit processing, building planning, building development, building management, packing and crating, insurance and museum loan procedures.
- Ability to deliver high quality results.
- Ability to work independently with minimal supervision.
- Ability to work in a highly-intensive customer service and public interface environment with continued pressure to deliver.
- Good negotiation and conflict management skills.
- Good problem solving skills and ability to work effectively in a team.

**Responsibilities:**
- To manage the operations in the Office.
- To manage the exhibition spaces.
- To manage the administration of the Office.
- To provide support to the Director and the Assistant Director.
- To manage the budget and finance of the Office.
- To provide support to the Assistant Director.
- To manage the budget and finance of the Office.

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**Assistant Director: Outdoor**

**Salary Range:** R601 000.24 per annum (basic salary excluding benefits)

**Appointment requirements:**
- A degree in engineering or equivalent qualification.
- At least 4 years' experience in the field of building permit processing, building planning, building development, building management, packing and crating, insurance and museum loan procedures.
- Ability to deliver high quality results.
- Ability to work independently with minimal supervision.
- Ability to work in a highly-intensive customer service and public interface environment with continued pressure to deliver.
- Good negotiation and conflict management skills.
- Good problem solving skills and ability to work effectively in a team.

**Responsibilities:**
- To manage the operations in the Office.
- To manage the exhibition spaces.
- To manage the administration of the Office.
- To provide support to the Director and the Assistant Director.
- To manage the budget and finance of the Office.
- To provide support to the Assistant Director.
- To manage the budget and finance of the Office.

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**Assistant Director: Building Management**

**Salary Range:** R601 000.24 per annum (basic salary excluding benefits)

**Appointment requirements:**
- A degree in Building Management or equivalent qualification.
- At least 4 years' experience in the field of building permit processing, building planning, building development, building management, packing and crating, insurance and museum loan procedures.
- Ability to deliver high quality results.
- Ability to work independently with minimal supervision.
- Ability to work in a highly-intensive customer service and public interface environment with continued pressure to deliver.
- Good negotiation and conflict management skills.
- Good problem solving skills and ability to work effectively in a team.

**Responsibilities:**
- To manage the operations in the Office.
- To manage the exhibition spaces.
- To manage the administration of the Office.
- To provide support to the Director and the Assistant Director.
- To manage the budget and finance of the Office.
- To provide support to the Assistant Director.
- To manage the budget and finance of the Office.

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**Assistant Curator: Exhibitions**

**Salary:** R101 040.63 per annum (basic salary excluding benefits)

**Appointment requirements:**
- A degree in Museum Studies, Visual Arts, Art History, History, Architecture, Building or a relevant field.
- At least 4 years' experience in the field of exhibitions and museum management.
- Experience in managing temporary exhibitions and educational programmes within a museum.
- Ability to work with high quality work standards. Ability to work independently with minimal supervision.
- Strong customer service skills. Ability to provide excellent customer service.
- High level of fitness to lift and also play a role in bringing together internal and external stakeholders to facilitate the implementation of exhibitions and operations conducted in the exhibition spaces.
- Experience in managing high pressure situations. Ability to deliver high quality results.

**Responsibilities:**
- To manage the operations in the Office.
- To manage the exhibition spaces.
- To manage the administration of the Office.
- To provide support to the Director and the Assistant Director.
- To manage the budget and finance of the Office.
- To provide support to the Assistant Director.
- To manage the budget and finance of the Office.

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**Assistant Director: National Building Regulations**

**Salary Range:** R601 000.24 per annum (basic salary excluding benefits)

**Appointment requirements:**
- A degree in Engineering or equivalent qualification.
- At least 4 years' experience in the field of building permit processing, building planning, building development, building management, packing and crating, insurance and museum loan procedures.
- Ability to deliver high quality results.
- Ability to work independently with minimal supervision.
- Ability to work in a highly-intensive customer service and public interface environment with continued pressure to deliver.
- Good negotiation and conflict management skills.
- Good problem solving skills and ability to work effectively in a team.

**Responsibilities:**
- To manage the operations in the Office.
- To manage the exhibition spaces.
- To manage the administration of the Office.
- To provide support to the Director and the Assistant Director.
- To manage the budget and finance of the Office.
- To provide support to the Assistant Director.
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