



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

CITY OF JOHANNESBURG

CIRCULAR: 049/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 21 JULY 2021

CLOSING DATE: TUESDAY, 03 AUGUST 2021

PUBLICATION DATE: 21 JULY 2021

CLOSING DATE: 03 AUGUST 2021

VACANCY CIRCULAR: 049/2021

PERMANENT POSITIONS

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Health
Branch: Environmental Health
Designation: Environmental Health Practitioner
Salary Range: R27 864.81 pm (basic salary excluding benefits)

Appointment Requirements:

- National Diploma in Environmental Health (NQF level 6).
- Registered with Health Professional Council of South Africa.
- 1 – 3 Years relevant experience in an Environmental Health environment.
- Must have a valid code 8 driver's license.

Primary Function Coordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impacts in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

Key Performance Areas: Conduct inspections and investigations of residential, commercial or other occupied premises and / or open spaces and or public facilities to determine compliance to by – law and statutory legislation. Enforce specific procedures and measures on residents, commercial and industrial business. Participate in the initiation, planning and identifying projects role players and target group in the provisions of awareness and educational programmes on environment approaches and healthy living to the community. Coordinate specific administrative and reporting requirement associated with key performance areas and results indicators.

Leading Competencies: Accountability. Must be able to work under pressure,

Core Competencies: Computer literacy, strong decision, time management, communication, conflict management and analytical thinking skills required.

This is an employment equity targeted position and preference will be given to Indian Males, Indian Females, White Males and White Females, including People with Disabilities.

Contact Person: Sam Ndou
Tel No: (011) 407 7062
Workplace: Jabulani Civic Centre (Region D)

All applications will be through the website using this link:

https://share.hsforms.com/1w3VjG_4tT8WJ3wnFSB9pvw469tl

Or visit www.joburg.org.za and click on Vacancies.

PUBLICATION DATE: 21 JULY 2021

CLOSING DATE: 03 AUGUST 2021

VACANCY CIRCULAR: 049/2021

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

2. **Department:** Health
Branch: Environmental Health
Designation: Pest Control Operator
Salary Range: R9 594.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 10/NQF level 2;
- Registration/Certification as pest control operator;
- Entry post, thus no experience required.
- Basic knowledge in Pest Control and Basic Customer Care; and
- Basic command of English.

Primary Function: Performs tasks/activities associated with vector control using hand held equipment for spraying of poisons and placing of rodenticides and rodent traps and other appropriate measures to curb and control risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Regions of the City of Johannesburg.

Key Performance Areas: Conduct inspections of residential, commercial or other premises and/or open spaces and/or public facilities to determine compliance to By-laws and statutory legislation.

Leading Competencies: Collaborative Teamwork.

Core Competencies: Ability to work independently; Customer and Service Delivery; (Batho Pele) Ethics, Integrity and Professionalism.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, Colored Males, White Males, African Females, Indian Females and White Females, including People with Disabilities.

Contact Person: Piet Venter
Tel No: (011) 407 6396
Workplace: Health Department (Region D)

All applications will be through the website using this link:

<https://share.hsforms.com/1OTEhbetvRvu-7md78qhpPw469tl>

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This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

3. **Department:** Group Finance
Branch: Treasury
Designation: Assistant Director: Treasury Accounting
Salary Range: R43 684.21pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus BCom degree in Accounting or equivalent of NQF level 7;
- 6 - 8 years' experience in accounting and / or Treasury environment
- Strong understanding of MFMA;
- Strong financial analyzing abilities;
- Knowledge of GRAP, IFRS and GAAP;
- Preparation of Financial statements
- Article will be an added advantage
- Must have a valid driver's license code 8;
- Computer literacy on SAP (Finance), Microsoft office applications – Word, Excel, PowerPoint; report writing and report writing;
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.

Primary Function: Perform a variety of managerial and accounting duties in order to ensure effective disclosure and classification of all the City's financial instruments.

Key Performance Areas: Assist in the management of specific accounting procedures associated with Treasury accounting and budget process. Manage and coordinate Group Treasury audit by (balance sheet of 3 billion liabilities). Assist the organisation in decision making by providing all the necessary Group Treasury reports. Manage the compilation and implementation of specific policies and procedures and reporting embodied in the Treasury section. Manage the development and implementation of group Treasury systems and the accounting systems. Manage and coach all staff in the Treasury unit to ensure that all staff meet the departments objectives in line with broader organizational objectives and requirements. Manage and monitor assets and resource of the Directorate. Control, consolidate, analyse and submit various reliable reports. Practice good governance and management of risk

Leading Competencies: Extensive knowledge about Local Governance Finance. Ability to analyse and interpret financial information. Communication (verbal and written). Problem solving abilities; report writing; presentation and strategic orientation. Organizational awareness alignment. Coordinating. An understanding of the application of the Municipal Finance Management Act (MFMA).

Core Competencies: Attention to detail and logical thinking; Proactive; Flexibility; Integrity; Batho Pele Principles; Professionalism; Work under Pressure; Work Independently and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males and White Males including people with disabilities

Contact Person: Mkhuleko Shongwe
Tel No: (011) 358 3578/3793
Workplace: Jorissen Place, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1LSUucRhYR8qcA-sFRfVotA469tl>

Or visit www.joburg.org.za and click on Vacancies.

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VACANCY CIRCULAR: 049/2021

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

4. **Department:** Group Finance
Branch: Group Accounting
Designation: Assistant Director: Group Financial Reporting
Salary Range: R43 684.21pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus BCom degree in Accounting or relevant NQF level 7 qualification.
- 6 - 8 years' experience in the compilation, analysis and interpretation of financial statements;
- Qualification and experience in terms of minimum competencies prescribed by National Treasury would be an added advantage;
- Knowledge of local government legislation, MFMA, GRAP and IFRS.
- Knowledge of the financial or reporting environment.
- Computer literacy on SAP (Finance), Microsoft office applications – Word, Excel, PowerPoint; report writing, communication (verbal and written); interpersonal and management skill.
- Must have a valid driver's license.

Primary Function: Manage the key performance and result indicators associated with Group Reporting by implementing policies and procedures dictating financial reporting and recording requirements. Provide input into longer term objective setting and financial planning sequences and directing and executing accounting procedures and processes.

Key Performance Areas: Plan and perform interim and year-end consolidation processed for the City of Johannesburg on an annual basis. Manage the audit process for consolidation. Ensure that Financial Statements are produced and reported. Ensure that monthly management accounts are produced and reported. Implement and ensure that the Financial Statements are prepared in line with any new Accounting Standards. Ensure that all inter-intra company transactions and balances are confirmed on a monthly basis. Provide administration, guidance and support to trainees and interns in respect of task and processes of Group Accounting. Liaise with other internal departments and entities within the COJ, other tiers of government, regulating bodies and external consultants on latest applicable legislation and standards.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders; Strategic direction and leadership; People management; Program and Project management; Financial management; Change management and leadership and Governance leadership.

Core Competencies: Attention to detail and logical thinking; Proactive; Flexibility; Integrity; Batho Pele Principles; Professionalism; Work under Pressure; Work Independently and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males and White Males including people with disabilities.

Contact Person: Mkhuleko Shongwe
Tel No: (011) 358 3578/3793
Workplace: Jorissen Place, Braamfontein

All applications will be through the website using this link:

https://share.hsforms.com/1fTM6L5_jQ-yBUMIGnfBphg469tl

Or visit www.joburg.org.za and click on Vaca

PUBLICATION DATE: 21 JULY 2021

CLOSING DATE: 03 AUGUST 2021

VACANCY CIRCULAR: 049/2021

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

5. **Department:** Group Finance
Branch: Group Accounting
Designation: Assistant Director: Technical Advisory Services
Salary Range: R43 684.21pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus BCom degree with completed articles plus 3 - 4 years post articles.
- 6 - 8 years' experience in the compilation, analysis and interpretation of financial statements And or relevant experience in accounting and financial reporting in either public or private sector.
- Experience in Financial reporting software /system.
- Understanding of International Financial Reporting standards (IFRS) Generally Recognized Accounting Practice (GRAP).
- Understanding of Municipal Finance Management Act and other National Treasury regulations.
- Computer literacy on SAP (Finance), Microsoft office applications – Word, Excel, PowerPoint; report writing, communication (verbal and written); Presentation, interpersonal and management skill.
- Ability to analyze and interpret financial information.
- Must have a valid driver's license.

Primary Function: Provide technical advisory services and oversight to the municipality and municipal entities on accounting and financial reporting matters including analysis of the City's consolidated financial information that promote compliance with the provisions of MFMA and related norms and standards.

Key Performance Areas: Technical Advisory services. Management functions policies and procedures years end and interim consolidated reporting processes. Ensure that monthly management accounts are produced and reported. Ensure that all inter/ intra company transaction and balances are confirmed on a monthly basis. Management of the years end audit process. Administration management. Liaise with other internal departments and entities within COJ other tiers of government regulating bodies and external consultants. Control, consolidate, analyses and submit various reliable reports. Manage all aspects of finance in the control of the Legal Sub Directorate, including but not limited to, revenue, expenditure, assets and liabilities, in accordance with the legislative framework as well as the with the City's polices procedures. Comply with all relevant legislative framework including the City's code of Ethics manage and mitigate risk effectively.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders; Strategic direction and leadership; People management; Program and Project management; Financial management; Change management and leadership and Governance leadership.

Core Competencies: Attention to detail and logical thinking; Proactive; Flexibility; Integrity; Batho Pele Principles; Professionalism; Work under Pressure; Work Independently and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males and White Males including people with disabilities.

Contact Person: Mkhuleko Shongwe
Tel No: (011) 358 3578/3793

PUBLICATION DATE: 21 JULY 2021

CLOSING DATE: 03 AUGUST 2021

VACANCY CIRCULAR: 049/2021

Workplace: Jorissen Place, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1ngIRJ0NJTUGtaUoKBUFRKQ469tl>

Or visit www.joburg.org.za and click on Vacancies

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This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

6. **Department:** Group Finance
Branch: Core Accounting
Designation: Accountant
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Diploma in Finance/Accounting or related.
- 1- 3 years' experience in Finance related environment
- Understanding and good knowledge of Accounting principles and Finance
- Exposure to the municipal accounting framework

Primary Function: To assist in the Core Financial Reporting for the City of Joburg and its Municipal Entities, including the preparation of the Annual Financial Statements.

Key Performance Areas: Assist in the preparation of year-end Core auditing guidelines. Review Caseware files supplied by each Municipal Entity. Run a Balance Sheet for each Department within the City, ensuring that it does balance. Keeping abreast of statements of GRAP, including those which are not yet effective. Determine resources (material and tools) needs within own area of responsibility. Identify, assess and notify immediate superior (or other appropriate stakeholders) of internal and external status, progress or matters that effect the relevant work area. Provide information as appropriate for reports specific to areas of responsibility on daily/ weekly/ monthly basis. Perform allocated tasks according to Standard Operating Procedures (SOP) or instructions.

Leading Competencies: Understanding of GRAP/IFRS, An understanding of the legislative framework that governs Local Government. In depth understanding of documentation management. Knowledge and understanding of reconciliations.

Core Competencies: Team player. Strong Organisational skill. Ability to work under pressure. Computer Literacy. Management qualification in an environmental health environment.

This is an employment equity targeted position and preference will be given to Indian Males, White Males, Indian Females, White Females and CoJ Interns, including people with disabilities.

Contact Person: Bonokwakhe Ngcobo
Tel No: (011) 358 3854
Workplace: 66 Jorissen Place

All applications will be through the website using this link:

<https://share.hsforms.com/1E4BtxwHBTn-Vh6nLdXb2Zg469tl>

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VACANCY CIRCULAR: 049/2021

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

7. **Department:** Group Finance
Branch: Core Accounting-Merchant Payments
Designation: Filing Clerk
Salary Range: R10 553.63 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 /NQF level 4;
- Knowledge of Archive and Records Policy.
- 9 -12 months experience in Office Administration

Primary Function To maintain an efficient and effective filing system in Core Accounting.

Key Performance Areas: Maintain and update filing system with regards to all aspect of creditor's payment and reconciliation. Execution of the Records and Archives collection and delivery of materials.

Leading Competencies: The incumbent must be able to maintain the filing system, give full attention to detail, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and manage one's own time and the time of others.

Core Competencies: Computer Literacy. Good Communication skills. Listening and Excellent Organisational skills. Great attention to detail. Dependable with a respect to confidentiality and policies.

This is an employment equity targeted position and preference will be given to African Males, Colored Males, Indian Males, White Males, African Females, Indian Females, Colored Females, White Females and CoJ Interns, including people with disabilities.

Contact Person: Bonokwakhe Ngcobo
Tel No: (011) 358 3854
Workplace: 66 Jorissen Place

All applications will be through the website using this link:

<https://share.hsforms.com/1mhTfAHgIRz26UOPBVQAr8g469tl>

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8. **Department:** Group Finance
Branch: Core Accounting
Designation: Manager Accounting
Salary Range: R39 055.92pm (basic salary excluding benefits)

Appointment Requirements:

- B. Com in Accounting (NQF Level 7);
- Sufficient accounting background and exposure to Municipal accounting framework.
- 5 - 7 Overall experience in an accounting environment or involvement in the presentation of Annual Financial Statements, with GRAP of which 2 years' experience must be in management/ supervisory level.

Primary Function: Overseeing the Core Financial Reporting for the City of Johannesburg and its Owned Entities.

Key Performance Areas: Plan manage and perform the year end closure for core council on an annual basis. Ensure that financial statements are produced and reported. Examine and analyse accounting records, financial statements and other financial reports to assess accuracy, completeness and compliance to reporting procedural standards. Implement and ensure that the financial statements are prepared in line with any new accounting standards. Manages the implementation of financial controls/ procedures and provides information to support financial planning sequence

Leading Competencies: An understanding of the application of the Municipal Finance Management Act with respect to financial reporting.

Core Competencies: Presentation skills, Excel skills. Ability to motivate staff and lead.

This is an employment equity targeted position and preference will be given to African Males, White Males, African Females and White Females, including people with disabilities.

Contact Person: Bonokwakhe Ngcobo
Tel No: (011) 358 3854
Workplace: 66 Jorissen Place

All applications will be through the website using this link:

<https://share.hsforms.com/1UrZ3Bq40R6SUoL3dPRdk9Q469tl>

Or visit www.joburg.org.za and click on Vacancies

PUBLICATION DATE: 21 JULY 2021

CLOSING DATE: 03 AUGUST 2021

VACANCY CIRCULAR: 049/2021

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

9. **Department:** Development Planning
Branch: Corporate Geo-Informatics
Designation: Manager: GIS Projects
Salary Range: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 plus relevant Degree (NQF level 7) in GIS/Town Planning/Survey/Geography or IT.
- 5 - 7 years' experience in cartographic mapping and manipulation, spatial data analysis and interpretation of data of which 2 years should be at supervisory and /or management level.
- Knowledge of the local provincial and national legislative framework and dynamics.
- Knowledge of related policies and legislation governing spatial information management functions.
- Computer literacy- Geographic Information System(s).
- Computer literacy - Microsoft Office Applications - Word, Excel, PowerPoint, Access, etc.

Primary Function: Manage, coordinate and attend to the operational functionality of the Section. Perform tasks requiring statistical and spatial analysis, data interpretation and cartographic mapping of spatial information for presentation in various formats (electronic and hardcopy). Provide support to internal and external clients, ensuring quality information and data to the client's satisfaction and in a user friendly and easily understandable format Assists the Deputy director: Projects and Customer Services with the customer relationship management of the Section.

Key Performance Areas: Update and maintenance of spatial and non-spatial data. Participate in specific Geographic Information System improvements and initiatives. Management of policies and procedures. Management of specific Geographical Information Systems projects assigned and monitor and control workflow process at output level of personnel. Provide professional advisory and facilitation service to stakeholders. Manage and coach staff in the GIS Sub unit to ensure that all staff meet the Directorate's objectives in line with the broader organizational objectives and requirements. Manage and monitor assets and resource of the Directorate. Control, consolidate analyses and submit various reliable reports. Practice good governance and management of risk

Leading Competencies: Extensive knowledge of GIS technology, spatial analysis and data manipulation.

Core Competencies: Attention to detail; Multi-task; Work under pressure; Customer orientated; Excellent communication; Project deadline driven and manage numerous projects; Quick decision-making ability, analytical, accurate and systematic.

This is an employment equity targeted position and preference will be given to African Males, White Males, African Females and White Females, including people with disabilities.

Contact Person: Nthabiseng Majara
Tel No: (011) 407 6534
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

All applications will be through the website using this link:

PUBLICATION DATE: 21 JULY 2021

CLOSING DATE: 03 AUGUST 2021

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<https://share.hsforms.com/1Plm1POnvRQa9c06WMpqkXw469tl>

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