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PERMANENT POSITIONS
Branch: Group Corporate & Shared Services
Director: Talent Acquisition, Remuneration and Transformation
Salary: R144 474 pm (basic salary excluding benefits)

Educational Requirements and Experience
- A Bachelor’s Degree in Human Resources, Management Associated Field / NQF level 7
- A Post Graduate Diploma in HRM with at least 5 years relevant work experience is preferred.
- Five years plus in a complex knowledged driven environment.
- The person must have demonstrable experience in talent acquisition, remuneration, performance and transformation related business as outlined below, in a large organisation with policy development and complex project management skills are required.
- At least five (5) years’ relevant senior management experience in talent acquisition, remuneration, performance and transformation.

Job Description:
Ensure that talent acquisition, remuneration management, benefits administration, performance management, transformation, employment equity, disability management, diversity management, gender matters and special projects are strategically designed and implemented. This would be done in line with the City Group’s organizational approach and City wide dependencies by integrating the basket of functions to ensure a cohesive change ready and dynamic. This Unit will develop policy frameworks, test and implement on a cross cutting inclusive basis for increased organisational effectiveness, operating efficiency and high quality management of Human Capital and Finance through a people centered approach. Engagement will be required with a broad range of stakeholders, including the political leadership, executive management, branches and City Groups in developing Talent Management Strategy and implementing initiatives.

Contact Person:
Name: Pateke Shuma
Email: pateke@joburg.org.za
Tel No: (011) 490 1643 / 490 1742
Workplace: Metropolitain Centre, 156 Civic Boulevard, Braamfontein

Branch: Management Support
Specialist: SAP Operations – Accounts Payable and Banking
Salary: R41 493.20 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Grade 12 / NQF level 4.
- A degree in Local Government Finance Management and/or related Finance qualification in Finance / NQF level 6.
- Ten (10) years relevant experience within Municipal Environment.

Job Description:
Render efficient and effective financial administration support with regards to monitoring, processing and recording of financial transactions within the Financial Services Department. Ensure that all transactions are up to date, reflective of the activities of the Department and made available to support transactional sequencences and applications.

Contact Person:
Name: Michileketo Mabasa
Email: michileketo@joburg.org.za
Tel No: (011) 587 4221 / 4227
Workplace: Tradewinds House, 110 Jorissen Street, Braamfontein

Department: Land Services
Specialist: SAP Operations – Customer Relations Management
Salary: R22 707.50 – R31 783.65 pm (basic salary excluding benefits)

Educational Requirements and Experience
- An IT related qualification B degree or a diploma in IT field.
- At least five (5) years’ experience in a support environment ideally within SAP environment.
- Knowledge of the SAP functionality.
- SAP Financials (ad-hoc modules) training, knowledge, in-depth understanding and experience in interfacing with other modules. Specific areas of expertise in Financials, Purchasing, Organization Vendors, Records; Order: Goods Receipt; Invoice Verification; Payment Run and Account Statement; Warehouse Financial Process; Additional Order Management: Material Management; MM. Project Systems; General Ledger; SAP Basis and other modules, or cross application knowledge and experience will be advantageous.
- Business aspect in the specific area.
- Business process re-engineering skills.
- Experts in change control process knowledge.
- Application and configuration skills.
- Knowledge of the Falt Logging System.
- Basic Project Management skills.
- Communication and interpersonal relation skills.
- Understanding Council financial legislation, regulations & procedures.
- SAP Certification in the relevant SAP Module.

COMPETENCIES
- Proactive and responsible.
- Independent and self-reliant; convey a realistic confidence in own ability to select appropriate courses of action and in likely success of own initiatives; able to stand ground in face of opposition.
- Makes an immediate positive impression on others.
- Enthusiastic and committed.
- Proactive and self-starting.
- Able to influence attitude and opinions of others and gain agreement to proposals, plans and ideas; skillful at negotiations.

2. Business Awareness
- Aligned to internal changing business environment and alert to changing dynamics within organization; forges links with other departments and establishes useful support networks.
- Knowledgeable about financial and commercial matters; focuses on costs, profits, markets and cash flows.

3. Analytical
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available.
- Seeks all possible relevant information for problem solving and decision making; consults widely, probes the facts, analyses issues from different perspectives.
- Breaks problem into component parts and differentiates key elements from the irrelevant or trivial; makes accurate use of logic, and draws sound inferences from information available.

4. Operational
- Committed to the achievement and maintenance of quality; sets high standards of performance for self and others.
- Concerned to provide a prompt, efficient and personalized service to clients; goes out of way to ensure that individual customer needs are met.

Job Description:
To provide specialist SAP application support and consulting services in line with Group Finance service offerings and the User SAP Life-Cycle Support Operating Model.

Contact Person:
Name: Tahmangsodo Ramabu
Email: tahmang@joburg.org.za
Tel No: (011) 587 4213 / 4215
Workplace: Thuso House, 748 Golf Club Terrace, Constantia Kloof

Specialist: SAP Operations – Accounts Payable and Banking
Email: telebosp@joburg.org.za

Specialist: SAP Operations – Assets and Notes Payable
Email: inform@joburg.org.za

Specialist: SAP Operations – Billing
Email: saphambud@joburg.org.za

Specialist: SAP Operations – Controlling and Fund Management
Email: Ried@joburg.org.za

Specialist: SAP Operations – General Ledger and Accounts Receivable
Email: Nolwazi@joburg.org.za

Specialist: SAP Operations – Rates
Email: Themba@joburg.org.za

Specialist: SAP Operations – Supply Chain Management (SCM) Specialist
Email: Aneamoh@joburg.org.za

Applications must contain at least 3 referees.

These are employment equity targeted positions and preference will be given to EE targeted groups include people with disabilities.

Closing date: 3 May 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Should the position not be filled within the 3 month timeframe, the appointment will be made in accordance with the CCIL EE Policy.

An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above.

Applications must contain at least 3 referees.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.