



a world class African city

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

6th Floor, B Block
Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

Tel +27(0) 11 407 6711
Fax +27(0) 11 339 1878

www.joburg.org.za

PERMANENT POSITIONS

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

- Department:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: SHE Specialist
Salary Range: R27 494.16 pm (basic salary excluding benefits)

Appointment Requirements:

- 3 Year qualification in Occupational Health and Safety or equivalent (NQF level 6);
- Relevant safety course e.g. SAMTRAC, accredited ISO 9000, 14000 and OSHAS 1800 will be an added advantage;
- Computer literacy (MS Office)
- 3 – 4 years' experience;
- Experience in OS risk assessments, ability to analyse and investigate COID related incidents and conduct physical safety audits; and
- Extensive travelling, irregular working hours.

Primary Function: Lead the implementation of an Occupational Health and Safety (OHS) programme that will minimize injuries and diseases and mitigate risks to the health and safety of employees, the community and the environment. Monitor whether the requirements of the OHS Act 85/1993, regulations and other applicable statutes and the provisions of the City of Johannesburg (CoJ) grading system are met. Advice and monitor legal compliance with disaster management act. Ensure proactive council preparedness relative to potential disasters at council occupied properties and activities. Monitor whether the recommendations for corrective measures are implemented. Monitor and evaluate the successes and failures of the CoJ OH and management programme.

Key Performance Areas: Develop safety audit plan and execute tasks and schedule occupational safety inspections. Keep records associated with monitoring functions and reporting requirements of the OHS sub-directorate; Maximise return on human capital investment through value adding accident prevention intervention to improve organizational performance; Implement the CoJ OHS management programme; Monitor risk and identify organizational employees' needs; Implement communication strategies aimed at creating awareness of services available; Implement interventions for ensuring the health and safety of CoJ employees and members of the public that visit council.

Leading Competencies: Desire to keep abreast with new development within the discipline; Drive for self-improvement; Collaborative/Teamwork & Accountability.

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Core Competencies: People Management; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality; Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

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

Contact Person: Tebogo Seema

E-Mail: TebooSee@joburg.org.za

Tel No: (011) 407 7139

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020

CLOSING DATE: 03 NOVEMBER 2020

VACANCY CIRCULAR: 049/2020

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

2. **Department:** Group Communication and Marketing
Branch: Marketing
Designation: Specialist: Corporate Marketing
Salary Range: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's Degree in either Public Relations, Journalism, Communications or Marketing (NQF level 7);
- Must have a valid Code 8 driver's license;
- 6 - 8 years' relevant experience in marketing (digital and/or traditional) in the public or private sector;
- Sound experience in the successful delivery of medium to large scale marketing campaigns, report-writing, project management, planning and organising;
- Knowledge of government legislation, policies and procedures applicable to South Africa, financial management and budgeting and marketing principles and practices; and
- Computer (MS Office) and research capabilities.

Primary Function: Implement the Communication and Marketing Strategy of the City of Johannesburg, which includes creating and implementing targeted marketing plans, optimising the City's traditional marketing as well as online marketing campaigns across various marketing channels and tracking their progress. Consult and collaborate with City departments and municipal entities to ensure an integrated approach to City-wide marketing related activities.

Key Performance Areas: Oversee the implementation of comprehensive marketing plans and activities in line with the overall Communication and Marketing Strategy. Support the business units within the Group Communication and Marketing Department as well as other departments and municipal entities, in implementing their strategic marketing plans/activities. Oversee and execute the procurement of marketing and advertising initiatives/campaigns and related activities. Ensure that marketing activities are aimed at increasing brand equity and enhancing overall awareness of the Joburg brand, in accordance with the City's Corporate Identity Guidelines. Build and manage new and existing relationships with stakeholders. Conduct market research and analysis on campaigns. Coordinate the activities of the Marketing offices in order to maximize productivity and efficiency. Execute sound financial controls.

Leading Competencies: Superior oral and written communication skills. Networking and negotiation. Emotional intelligence and conflict management. Business acumen. Work independently.

Core Competencies: People Management. Professionalism and Service with Pride. Upholding CoJ and departmental values; Batho Pele principles. Integrity and sound judgement.

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

Contact Person: Bongani Myeni

E-Mail: BonganiM@joburg.org.za

Tel No: (011) 407 6808

Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020

CLOSING DATE: 03 NOVEMBER 2020

VACANCY CIRCULAR: 049/2020

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

3. **Department:** Group Finance
Branch: Management Support
Designation: Director: Finance
Salary Range: R62 284.19 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Accounting or Financial related qualification / Chartered Accountant (NQF level 7)
- Ten (10) years' managerial experience in the compilation, analysis and interpretation of financial management reports & balance sheets analysis.
- Five (5) years' experience in Public Sector Finance (MMFA or PMFA).
- Preferences will be given for experience in Financial Management within the Local Government sphere.
- Experience in budgeting, income and expenditure management (SCM) Supply Chain Management and asset management.
- Experience in MS Office applications and Access and Excel.
- Project Management, Risk Management and Auditing will be an added advantage.
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.

Primary Function: Lead, direct and control financial activities within Group Finance through the development and implementation of strategies, policies, procedures within appropriate legislative frameworks.

Key Performance Areas: Develop strategies policies and procedure to be implemented by respective Units within Group Finance. Direct monitor and control procurement for all units within Group Finance department. Provide efficient and effective asset and resources (material and tools) management, monitoring and control within Group Finance. Direct and lead the development of financial planning and strategy of Group Finance budget. Compile and consolidate reports for Group Head Management Support for submission to the Group Chief Financial Officer and other stakeholders. Dissemination of financial information on policies, procedures, legislation and guidelines to all relevant stakeholders. Direct and control outcomes associated with utilization, productivity and performance of people and implement sound labour relations within the directorate.

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, White Males and Females including people with disabilities

Contact Person: Analise Botha
Tel No: (011) 375 8153
Workplace: Jorissen Place, Braamfontein

E-Mail: Analiseb@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020

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VACANCY CIRCULAR: 049/2020

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

4. **Department:** Group Finance
Branch: RSSC- Billing
Designation: Accounting Officer – Measure Usage
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with Accounting and Mathematic or Economics and a National diploma in Finance (NQF level 6).
- One (1) - two (2) years' experience in a billing or related field.

Primary Function: Validate and process the creation of customer consumption bills, calculate and effect the applicable tariff and rate change using the SAP ISU system. Bill exceptions and ensure billing accuracy and revenue completeness.

Key Performance Areas: Analyse and process the billing exceptions to ensure that they are processed in line with acceptable parameters and that accurate bills are executed. Insert reading for completeness of billing accuracy. Bill correction of incorrect meter readings. Provide management with the report on the challenges experienced with billing process functions during the day. Demonstrate performance on key billing performance areas and indicators against the set targets informed by baselines. Adhere to the human resources management policies, processes and procedures.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Faniswa Moloi **E-Mail:** Faniswal@joburg.org.za
Tel No: (011) 628 4681
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

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VACANCY CIRCULAR: 049/2020

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

5. **Department:** Group Finance
Branch: RSSC- Billing
Designation: Accounting Officer – Back Office (Revenue)
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with Accounting and Mathematic or Economics and a National diploma in Finance (NQF level 6).
- One (1) - two (2) years' experience in a billing or related field.
- Basic knowledge of billing concept and functions.

Primary Function: Execute functions within Back Office Revenue Shared Services to resolve all customer queries logged I SAP CRM in order to maximize collection accounts and reduce the debtors, while meeting or exceeding targets set by Billing directorate using ISU and CRM

Key Performance Areas: Analyse and identify queries received by Back Office Revenue. Source and analyze relevant documentation for effectively resolving queries received in the Back-Office Revenue. Create, correct, modify and rectify accounts on SAP ISU. Inform the relevant internal and external stakeholders of the query outcome. Administration and record – keeping of all sourced and other substantive documents for perusal by relevant stakeholders. Execute manual adjustments for leaks, Test meters and archived periods in order to rectify customer accounts where the online system support is not available. Resolve all legal matters instituted against the City of Joburg while complying with timeline and policies, procedures. Attend court on legal matters still in disputes. Comply with all relevant legislative framework including the City's Code of Ethics manage and mitigate risk effectively at the level of own authority. Provide management with a productivity report and mitigate where the targets have not been reached. Maintain strong customer and working relation with RSS customers, peers and other internal stakeholders to ensure correct focus and support. Efficiently utilize the operational assets and resources in the area of responsibility cost effectively in accordance with the legislative framework of the City's policies and procedures.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Mushoni Munyai

E-Mail: Mushonim@joburg.org.za

Tel No: (011) 628 4681

Workplace: 61 Thuso House, Jorissen Street, Braamfontein

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VACANCY CIRCULAR: 049/2020

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

6. **Department:** Group Finance
Branch: RSSC- Billing
Designation: Accounting Officer Invoicing
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with Accounting and Mathematic or Economics and a National diploma in Finance (NQF level 6).
- One (1) - two (2) years' experience in a billing or related field.
- Basic knowledge of billing concept and functions.

Primary Function: Validate and process the invoiced consumption value and using the SAP ISU to ensure complete and accurate billing.

Key Performance Areas: Analyse and verify exceptions in respect of all services billed that include meter readings, monetary value and other contribution factors to ensure that the bills are accurate aiming to generate revenue completeness and accuracy. Analyse and verify invoice errors in respect of missing orders unbilled services, incorrect finalization of services and other contributing factors to ensure that the bills are accurate aiming to generate revenue complete completeness and accuracy. Verify and analyse that all accounts reversed are corrected in order to contribute to the account completeness and accuracy in line with correct values and that accurate bills are executed. Analyse of errors as a result of invoices that are outside of printing parameters due to exceeded line items, inconsistent current and total due amount not in line and contributing factors to ensure that the bills are accurate aiming to generate revenue completeness and accuracy. Provide management with a report the challenges experience with billing process functions during the day. Demonstrate performance on key billing performance areas and indicators outlined against the set targets informed by baselines. Adhere to the human resources management policies processes and procedures

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Mushoni Munyai **E-Mail:** Mushonim@joburg.org.za
Tel No: (011) 628 4681
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

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7. **Department:** Group Finance
Branch: Management Support
Designation: Assistant Director: Management Services External
Salary Range: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Public Administration / Management / Business Management/ Policy Development / Research and development or related field NQF level 7;
- 6 – 8 years' experience in a similar environment with 2 years management experience.
- Must have a valid drivers license

Primary Function: To support the Group Head Management support with coordination of the formulation implementation, control and monitoring of integrated policies and strategies cluster plans integrated development programs (IDPs), business plans performance and project management. Develop, recommend and review the departmental policies in line with the department and the city's strategic objectives and priorities.

Key Performance Areas: Manage all effectiveness indicators and develop and align new methodologies. Analyse, develop and implement systems that will enhance administrative effectiveness through use high technology application. Oversee the departmental matters, focusing on compliance and provide specialist advise to the Group Head MSS. Monitor service quality and ensure continuous improvements of service quality for the department. Develop and coordinate implementation of Group Finance policy directive.

Leading Competencies: Strategic management. Work under pressure. Must be able to apply practical problem-solving techniques.

Core Competencies: Computer literacy (Microsoft word and Excel) Excellent leadership customers relationship, strategies thinking, communication and coaching, analytic ability

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

Contact Person: William Maabane **E-Mail:** WilliamMaa@joburg.org.za
Tel No: (011) 628 4396
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

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VACANCY CIRCULAR: 049/2020

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

8. **Department:** Group Finance
Branch: RSSC- Billing
Designation: Operational Manager: Loss Management
Salary Range: R27 494.16 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with National diploma in Financial or Management and Customer Relationship Management discipline with accounting subject. (NQF level 6).
- 3 – 5 years experience in Customer service / Account management
- Knowledge of the local, provincial and national political and legislative framework and dynamics.
- Knowledge of related policies and legislation governing the billing management functions.
- Accounting and General Accepted Accounting Standards (GRAP) standards applicable to finance, more especially revenue.

Primary Function: Lead and manage the back-office operations and ensure that all the open queries are resolved timeously in order to enhance and maximize revenue collection.

Key Performance Areas: Quantify and make available all the back office open records to accounting officers. Manage the billing and invoice reversal and ensure that the correct billing and invoice period is reserved. Monitor implementation and achievements of the key performance and measures against detailed outcomes, e.g. balanced scorecards and performance reviews for the sub-section timeously. Resolve all legal matters instituted against the City of Joburg while complying with timelines and methods. Resolve all the legal matters which the applicant and respondents reached a statement. Inspect metered services together with the clients, his /her, COJ attorney of record quality the current on the meters. Investigate and resolve all matters which have satisfactorily exhausted all the COJ internal remedy after which been reported to been reported to the COJ Ombudsman. Resolve all the rates clearances delaying the revenue collection. Provide factual operational quality reports on the functions and performance within the area of responsibility which are accurate and complete; timely and contributes too and supports the overall reporting of the department. Ensure that regular planning and strategy development to accommodate innovation thinking of the team for process improvement and organizational knowledge enhancement. Take responsibility for the management and supervision of subordinates. Maintain relation with internal business units' entities, key stakeholder and peers to enable correct focus and support around the area of responsibility. Implement good governance and risk management within the area responsibility, contributing to the departmental objectives in accordance to the legislative framework of the City's policies and procedures.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (All Microsoft Programs); Customer Service and management skills; problem solving and analytical; time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

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VACANCY CIRCULAR: 049/2020

Contact Person: Mushoni Munyai

Tel No: (011) 628 4681

Workplace: 61 Thuso House, Jorissen Street, Braamfontein

E-Mail: Mushonim@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020

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VACANCY CIRCULAR: 049/2020

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9. **Department:** Group Finance
Branch: RSSC- Billing
Designation: Field Inspector
Salary Range: R15 130.73 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 s required.
- Minimum of 1-year experience in local Government.
- Must have a valid driver's license

Primary Function: Perform operational duties to implements, coordinate, assist, monitor and track effective visible Service delivery throughout the City. Monitor and provide a high level of service to the community ad to contribute towards the key RSSC objectives pertaining to Loss Management Subdivision of the City are fulfilled.

Key Performance Areas: Offer service delivery by means of sit inspections. Monitor and tracking of problems throughout the seen regions of the City of Johannesburg. Undertake the functions to organize files for supporting simplicity of access at all ties for administration purposes. Administer effective an efficient register of data on metered and non-metered services for purpose of rectifying financial adjustments on billing systems. Provide accurate month-end ad hoc data from reporting in the specified time frames with regards to proper functioning of the section. Provide and conduct effective document management including accurate electronic and /or paper filing systems on metering and non-metering records. Build and maintain strong relations with internal and external business units, entities key stakeholder and peers to ensure the correct focus and support around the area of specialty. Asset and Resource (material and tools Management. Comply with all relevant legislative framework including the city's code of Ethics, policies and procedures to manage sand mitigate risk effectively.

Leading Competencies: Accountability

Core Competencies: Computer literacy (Microsoft word and Excel)

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

Contact Person: Keabetswe Makola **E-Mail:** Keabetswema@joburg.org.za
Tel No: (011) 358 3017
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

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