



SOUTH AFRICA

Applications are invited from suitably qualified and experienced applicants to the following vacant post in the administration of the Electoral Commission, a state institution established in terms of Chapter 9 of the Constitution. The Electoral Commission is an equal opportunity affirmative action employer. It is the Electoral Commission's intention to promote equity through meeting its numerical targets as contained in its approved Employment Equity Plan. Preference will be given to female applicants and disabled persons are encouraged to apply as well.

### OFFICE OF THE CHIEF EXECUTIVE OFFICER

**CHIEF EXECUTIVE (CE): POLITICAL PARTIES FUNDING**  
**Level of Deputy Chief Electoral Officer**  
**National Office [Centurion - Tshwane]**  
**(Inclusive remuneration package of R1,636,503 annum)**

Strategic management of the Multi-Party Democracy Fund (MPDF) and the Represented Political Party Fund (RPPF) business unit of the Electoral Commission, and overseeing the implementation and compliance with the MPDF and RPPF legislation and regulations. The Chief Executive (CE) reports to the Chief Electoral Officer (CEO).

**Key performance areas:** • Provide strategic leadership to the business unit • Oversee the development and implementation of the operational plan which incorporates goals and objectives that work towards the strategic direction • Oversee the compliance, enforcement, finance as well communication and fundraising departments of the business unit • Oversee the management of both the MPDF and the RPPF • Receive allocation and oversee payment to political parties in line with the determined formula and guidelines/regulations • Ensure compliance with the prescribed reporting formats and set timeframes • Represent the business unit at Electoral Commission activities to enhance the profile and role of the Fund • Act as a spokesperson for the Fund • Identify, assess and advise the CEO of internal and external issues that affect the Fund's activities • Ensure the drafting of regulations, business processes and relevant policies • Resolve both internal and external audit queries • Oversee the preparation of the Annual Report, financial statements and the tabling thereof in Parliament • Ensure proper risk mitigation for the Fund • Ensure Management of human resources for the Business Unit • Ensure strong stakeholder relations with all relevant stakeholders, including political parties • Perform any other related duties as instructed by the Chief Electoral Officer.

**Basic requirements:** • A Bachelor's degree or post graduate qualification or three-year relevant National Diploma, a qualification in BCom Law will be an added advantage • 10 years' experience at senior general management level (equivalent of Senior Manager or Chief Director in the public service) • Experience in a regulatory / compliance environment is essential • Proven track record of stakeholder management • Liaison with political parties will be an added advantage • Fundraising and investment expertise will be an added advantage • Proven / evident successful operational and process management within public or private sector • Sound knowledge and understanding of relevant legislation and institutional governance systems • Knowledge or understanding of South African Electoral landscape, PFMA, Treasury Regulations • Good budget and financial management skills • Good governance • Knowledge of audit and risk management establishment and functionality • Advanced or superior proficiency level of leading competences • **Advanced proficiency level on the following core competences:** Legislative compliance and enforcement; moral competence; Analysis and Innovation; Knowledge and Information Management; Sound verbal and written communication skills; Results and Quality Focus • A valid driver's license and must be prepared to travel extensively.

Applicants must be a South African citizen, who has not had a prominent political profile in the last 5 years. Applications must in all cases be marked with the relevant reference number and be accompanied by an updated comprehensive curriculum vitae (CV) as well as certified copies of all qualification documents and identity document. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to attach the relevant reference number and to submit the requested documents will result in the application not being considered. Please note that the CV, all qualifications and references are subject to verification and appointments will only be made upon successful verification thereof. All appointments are subject to a probation period of not less than 12 months and successful applicants will be required to enter into a performance contract. The Electoral Commission will only correspond with short-listed candidates and interviews will be conducted on a date and time specified by the interview panel. The Electoral Commission is under no obligation to fill the position after advertising it and reserves the right not to make any appointment in the above post. Although advertised, a position may be withdrawn, re-advertised or filled by way of transfer or deployment, should it be considered in the interest of service delivery.

Suitable candidates must submit their applications for the vacant post to the address as indicate below:

**Manager:** Human Resources **Fax:** 012-622-5219 **Email:** HR@elections.org.za

**Closing date for all applications: 22 FEBRUARY 2019.** Please take note that no applications received after the advertised closing date will be considered.



CITY OF JOHANNESBURG VACANCIES

005/2019

### PERMANENT POSITIONS

**Department:** Group Governance  
**Branch:** Group Governance and Reporting

### Specialist: Economic Growth Cluster

**Salary:** R38 605.24 pm (basic salary excluding benefits)

**Appointment Requirements:** • A Bachelor degree in Accounting/Public Administration/Science/Finance/Corporate Governance/Economics or LLB/NQF level 7 • Minimum of six (6) - eight (8) years' working experience in Economics or Financial Management or Accounting • Experience in Financial Reporting/Report analysis and interpretation of financial statements and performance reports • Computer literacy with intermediate to advanced Excel skills preferable • Good communication • Resources management • Financial Management.

**Primary Function:** The specialist is 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 departments. A very close working relationship is necessary with peers, the Deputy Director: Economic Growth Cluster, 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 financial result from Municipal Owned 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 will also be responsible to ensure that municipal entities comply with, and report on all applicable legislation viz. MFMA, Companies Act, King IV and any applicable regulations issued by National Treasury. Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and conducting an assessment of shareholder value derived from the municipal entities. Ultimately determining shareholder value through monitoring of service delivery and municipal legislative compliance. Report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities.

**Key Performance Areas:** Monitor, evaluate and report on the financial performance, service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities. Develop key performance indicators in line with sectors plans. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder's value derived from the municipal entities.

**Leading Competencies:** Business Acumen, Work independently.

**Core Competencies:** People Management.

**Contact Person:** Bulelwa Titisi. Tel No: (011) 407 7634/7635. Email: BulelwaT@joburg.org.za  
**Workplace:** Traduna Braamfontein.

### Specialist: Sustainable Services Cluster

**Salary:** R38 605.24 pm (basic salary excluding benefits)

**Appointment Requirements:** • A Bachelor degree in Accounting/Public Administration/Science/Finance/Corporate Governance/Economics or LLB/NQF level 7 • Minimum of six (6) - eight (8) years' working experience in Financial Management or Accounting • Experience in Financial Reporting/Report analysis and interpretation of financial statements and performance reports • Computer literacy with intermediate to advanced Excel skills preferable • Good communication • Resources Management • Financial Management • Business acumen • Ability to work independently without supervision.

**Primary Function:** The specialist is 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 departments. A very close working relationship is necessary with peers, the Deputy Director: Economic Growth Cluster, 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 financial result from Municipal Owned 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 will also be responsible to ensure that municipal entities comply with, and report on all applicable legislation viz. MFMA, Companies Act, King IV and any applicable regulations issued by National Treasury. To develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and conducting an assessment of shareholder value derived from the municipal entities. Ultimately determining shareholder value through monitoring of service delivery and municipal legislative compliance. Report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities.

**Key Performance Areas:** Monitor, evaluate and report on the financial performance, service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities. Develop key performance indicators in line with sectors plans. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder's value derived from the municipal entities.

**Leading Competencies:** Business Acumen, Work independently. **Core Competencies:** People Management.

**Contact Person:** Mushoni Mnyuni. Tel No: (011) 407 7658. Email: MushoniM@joburg.org.za  
**Workplace:** Traduna House.

**Branch:** Shareholder Services

### Specialist: MOE Support

**Salary:** R38 605.24 pm (basic salary excluding benefits)

**Appointment Requirements:** • A Bachelor degree/NQF level 7 in relevant field such as Law, Commerce, Financial Management, Governance and Compliance or equivalent • Postgraduate degree in Commercial Law or CIS Professional Qualification will be an added advantage • At least three (3) years' experience in Corporate Governance, Financial Management, and / or Commercial Law environment • A CA would be an advantage • At least five (5) years in company secretarial and legal compliance.

**Primary Function:** The incumbent must ensure that ME's are compliant with applicable legislations requirement including Municipal Finance Management Act, Municipal Systems, and other related legislations. To provide and develop corrective action plans on non-compliance with corporate and legislative issues in all entities. To identify and document risk issues impacting on the entities and liaising with the Deputy Director: Corporate Governance.

**Key Performance Areas:** Develop key performance indicators in line with sector plan. Develop and direct governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholders' value derived from the Municipal entities. Determine shareholder value through legislative compliance. Monitor, evaluate and report on the financial performance, service delivery performance, as well as assess and report on the financial position, identify financial risk for all municipal entities.

**Leading Competencies:** Business Acumen, Work Independently and Good Communicator.

**Core Competencies:** People Management and Resources Management.

**Contact Person:** Vuyo Mazamisa. Tel No: (011) 407 7634/5. Email: VuyoMaz@joburg.org.za  
**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

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

**Closing date: 19 February 2019.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

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



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step of their career journey, from matriculation all the way to retirement, offering career and education guidance, support and opportunities. Helping candidates join the best institutions to study and the best companies to work for in South Africa within their field of interest.

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**Contact:**  
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 011 633 2345

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