

# CITY OF JOHANNESBURG VACANCY CIRCULAR: 024/2019

1. Interested applicants are invited to apply for the positions listed in the circular.
2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).
3. Only applications from employees of the City of Johannesburg will be considered.
4. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
5. The City of Johannesburg reserves the right not to make an appointment.
6. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
7. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
8. The City of Johannesburg is an equal opportunity employer.
9. Finalization of the appointments to be within 4 months from the closing date of circular.

**PUBLISHED DATE: WEDNESDAY, 19 JUNE 2019**

**CLOSING DATE: TUESDAY, 02 JULY 2019**



**ENOCH MAFUYEKA**

**A/DIRECTOR: TALENT ACQUISITION REMUNERATION  
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## PERMANENT POSITIONS

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

1. **Department:** Group Finance  
**Branch:** Revenue Shared Services Centre (Billing)  
**Designation:** Director: Billing  
**Salary:** R55 042.66 pm (basic salary excluding benefits)

### Appointment Requirements:

- Degree in Accounting/Finance (NQF level 7) majoring in Financial Accounting with relevant NQF level 8 qualification;
- 8 - 10 years' financial and management experience in the billing of revenue management or related fields;
- Expertise should cover all areas of management, including but not limited to human resource management, internal controls, reporting as well as business process management and should be commensurate to the function at the level of a Director;
- 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 Generally Accepted Accounting Standards (GRAP) standards applicable to finance, more especially revenue; and
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.

**Primary Function:** Design, implement and enforce policies and procedures to enable the achievement of the strategic objectives of the Revenue Shared Services Centre (RSSC) and the City, which includes the maximisation of revenue; minimisation of losses; and delivering statements and invoices to customers that are valid accurate and complete. This includes determining, planning, managing and controlling all activities of Billing Management Directorate in order to improve the validity, accuracy and completeness of revenue.

**Key Performance Areas:** Strategic planning and management; Billing Management Operations; Reporting; Stakeholder Management; Performance Management; Human Resources Management; Financial Management.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities*

**Contact Person:** Nthabiseng Dube  
**Tel No:** (012) 755 1395  
**Workplace:** Thuso House, 61 Jorissen Street. Braamfontein

**E-Mail:** [recruitment@polishmanagement.co.za](mailto:recruitment@polishmanagement.co.za)

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

2. **Department:** Group Finance  
**Branch:** Revenue Shared Services Centre (Credit Management)  
**Designation:** Director: Credit Management  
**Salary:** R55 042.66 pm (basic salary excluding benefits)

**Appointment Requirements:**

- Degree in Business/Credit Management/Financial Accounting (NQF level 7) majoring in Financial Accounting with postgraduate qualification at NQF level 8;
- 8 years' financial and management experience in the credit of revenue management or related fields;
- Expertise should cover all areas of management, including but not limited to human resource management, internal controls, reporting as well as business process management and should be commensurate to the function at the level of a Director;
- 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 Generally Accepted Accounting Standards (GRAP) standards applicable to finance, more especially revenue; and
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.

**Primary Function:** Design, implement and enforce policies and procedures to enable the achievement of the strategic objectives of the Revenue Shared Services Centre (RSSC) and the City, which includes the maximisation of revenue; minimisation of losses. This includes determining, planning, managing and controlling all activities of Credit Management Directorate in order to improve the validity, accuracy and completeness of revenue.

**Key Performance Areas:** Strategic planning and management; Credit Management Operations; Reporting; Stakeholder Management; Performance Management; Human Resources Management; Financial Management.

***This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.***

**Contact Person:** Nthabiseng Dube **E-Mail:** [recruitment@polishmanagement.co.za](mailto:recruitment@polishmanagement.co.za)  
**Tel No:** (012) 755 1395  
**Workplace:** Thuso House, 61 Jorissen Street. Braamfontein

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