



City of Johannesburg  
Johannesburg Development Agency

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### EXCITING AND CHALLENGING POSITION

[www.jda.org.za](http://www.jda.org.za)  
[www.joburg.org.za](http://www.joburg.org.za)

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

### 2X FINANCIAL ACCOUNTANT: COMMITMENTS AND CONTRACTS MANAGEMENT C2: (FIXED TERM 24 MONTHS WITH RENEWABLE OPTION) SALARY SCALE R 411 809.00 – R 617 713.00 INCLUDING BENEFITS

**Purpose of the position:** To coordinate the recording, authorisation, executing and reporting of expenditure transactions of the JDA ensuring compliance with the required legislation and accurate and timeous processing of information.

- **Key Responsibilities: Maintenance of the Register:** Updating the commitment register daily with all new contractual obligations, purchase orders, and funds commitments.
- **Reconciliation:** Reconciling the register with actual expenditures, invoices received (accruals), and project approval schedules.
- **Financial Reporting:** Assisting in the preparation of disclosure notes for annual financial statements related to capital and operational commitments.
- **Compliance:** Ensuring all commitments align with the municipality's Supply Chain Management (SCM) policy, MFMA, and GRAP requirements.
- **Auditing:** Preparing documentation and samples for internal and external audits and implementing audit findings.
- **Contract Management:** Tracking contract lifecycles, renewal dates, and expiry notifications for significant contracts.

#### Education and Experience:

- Matric (Grade 12) And Minimum NQF Level 7 Bcom, Accounting sciences or any relevant qualifications
- Minimum of 3-5 years in Contract Management/ accounting / auditing or financial management services / commitment register advisory services.
- Professional registration SICA, CIMA, SAIBA or APC/APT certification is advantageous
- Proficiency with SAP or Sage is advantageous
- Candidates with pre or post articles experience will be eligible for consideration

**Closing date: 12 Dec 2025**

**Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.**

**Johannesburg Development Agency is an equal opportunity employer**

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/11PHD27uVRuyWI9KNKeHGLgew554>

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience. Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

**Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets.**

**Building a better city**

