



City of Johannesburg
Johannesburg Development Agency

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EXCITING AND CHALLENGING POSITION

www.jda.org.za
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.

REVENUE OFFICER C2: PERMENANT SALARY SCALE R 411 809.00 – R 617 713.00 INCLUDING BENEFITS

Purpose of the position: To provides a comprehensive overview of the Billing Officer role within the Johannesburg Development Agency. The position's responsibilities are aligned with supporting the financial operations of the Agency, ensuring effective billing practices, and contributing to its overall success.

- **Key Responsibilities: Accuray of recording Revenue** • Capturing invoices, process journals
- **Effective Management Revenue /Clients Performance management:** • Ensure Management fee schedule is agreed with invoices issued, ensure claims are submitted on time.
- **Effective Management of Funding and Working In progress:** • Agree WIP and Funding on schedule on the monthly transactions
- **Effective Management of Asset management:** • Assist in asset verification, Prepare investor list per asset user, Update asset register
- **Ensure filing of documents:** • Save the documents on share point and department filing internal

Education and Experience:

- Minimum Grade 12/ Senior Certificate/ NQF Level 4 and National Diploma in financial management or equivalent of NQF level 6
- Minimum 2 years' experience in a financial environment
- Knowledge in PFMA, MFMA, Treasury Regulations, GAAP
- Skills required: Reporting skills and Computer skills (MS Office)

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/17icnPSGxRDalYy-kPyWk4Qew554>

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

Directors
J Maputla (Chairperson) T Mathibe (CEO) S Mpakama (CFO) D Oliphant M Mokoena M Ntanga M Ramonyai V Hlongwa S Masiza T Nawane B Molelekeng N Veyi T Sibeko
T Msane (Company Secretary)
Registration Number: 2001/005101/07