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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Senior Investigator: Theft of City Assets

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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SENIOR INVESTIGATOR: THEFT OF CITY ASSETS

Department: Group Forensic and Investigation Services (GFIS)
Branch: Operations
Designation: Senior Investigator: Theft of City Assets
Remuneration: R49 780,13 pm (basic salary, excluding benefits)
Location: East Wing, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus a relevant tertiary (NQF level 7) qualification, preferably a relevant Degree in Policing/Forensic Investigations/Forensic Auditing/Forensic Accounting or BA Law;
- Exposure in an investigative environment will be an added advantage;
- 5 - 8 years' experience in Forensic Investigation/Accounting/Auditing or related investigation within the municipal environment or private sector;
- Knowledge of the forensic investigation process, controls and the identification of system weakness;
- Presentation and reporting effectively;
- Understanding of legal implications & policies;
- Quality assurance and human resource procedures and regulations.

Primary Function:

Responsible for planning, execution and reporting on Theft of Assets investigations in the City, including non-compliance with regulatory frameworks, ensuring that Project work conforms to the Forensic Investigations methodology and any other standards set by GFIS. Provide evidence in disciplinary criminal proceedings as well as any other tribunal.

Key Performance Areas:

- Ensure that planning, conducting, executing and reporting investigations, as well as ensuring that allocated cases conform to the methodology and any other standards set by GFIS
- Investigate Theft of City Assets, Maladministration and other related cases are in compliance with relevant investigative laws & regulations;
- Produce corporate investigation reports in line with the reporting requirements.
- Ensure proper information management, record-keeping, and safeguarding of investigation evidence.;
- Participate in the theft and anti-corruption prevention campaigns through conducting related awareness and outreach programmes;
- Building and maintaining strong working relations with both internal and external stakeholders to educate, inform and/or collaborate to combat corruption in the City.
- Ensure that planning, conducting, executing and reporting on investigation projects, and ensuring that project work conforms to the GFIS methodology and any other standards set by GFIS.



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Leading Competencies:

- Excellent Computer literacy, including MS Office;
- Conducting corporate forensic investigations;
- Corporate forensic investigations report writing;
- Handle forensic assignments on his/her own and should effectively lead and direct investigations;
- Ability to analyse, interpret and apply legislation and policies, etc.;
- Ability to meet deadlines and work under pressure;
- Good knowledge of corporate governance requirements (King IV and MFMA), forensic investigation practice and general business and management principles and processes;
- Excellent communication skills;
- Analysis and problem-solving;
- Strong desire to learn and willingness to share knowledge;
- Interact effectively with both management and clients;
- Ability to work with diverse groups and engage difficult clients;
- Ability to motivate and inspire other colleagues;
- Knowledge of virtual computer environments;
- Conduct in-depth interviews;
- Ability to chair and facilitate meetings;
- Excellent verbal and written communication skills;
- Self-confidence and ability to interact at all levels;
- Project management skill;
- Presentation, facilitation and negotiation skills.

Core Competencies:

- Knowledge of government legislation, policies and procedures applicable to all spheres of Government;
- Expertise in complaint handling processes and ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment.
- Excellent interpersonal liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the Professional Officer on complex and sensitive issues;
- Knowledge of financial principles and practices;
- Knowledge of administrative and clerical procedures and systems, such as filing and record management systems, and other office procedures and terminology;
- Capable of gathering and analysing information;
- Ability to supervise subordinate employees to include establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline, interpreting and implementing instructions by management;
- Ability to maintain and ensure the confidentiality of employee personnel files and content.



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“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

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

https://share.hsforms.com/1TlzSv_99S4uSYecOw9fWAA469tI

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Puleng Kgabane

Tel No: 011 063 6442

CLOSING DATE: MONDAY, 26 JANUARY 2026

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and Employment record verification,
- Criminal check, and
- Identity validation.