






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Deputy Director: Audit, Risk and SCM Committee Support**
- **Deputy Director: Corporate Governance**

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 acknowledgment 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

DEPUTY DIRECTOR: AUDIT, RISK AND SCM COMMITTEE SUPPORT

<u>DEPARTMENT:</u>	Group Governance
<u>BRANCH:</u>	Committee Services
<u>DESIGNATION:</u>	Deputy Director: Audit, Risk and SCM Committee Support
<u>REMUNERATION:</u>	R64 033,65 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	33 Hoofd Street, Braampark, Braamfontein

Minimum Requirements:

- Grade 12 plus Bachelor Degree at NQF level 7 in a relevant field such as Public Administration, Governance or equivalent;
- 8 years' or more overall experience, including at least 3 years of managerial or supervisory experience and accountability (including leadership) with the relevant Administrative Support fields in either the public or private sector;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- Experience with strategic, business and planning and reporting frameworks and requirements helpful;
- Experience with supervising and mentoring staff and supporting professional and leadership development;
- Must have a valid driver's license.

Primary Function:

Responsible for directing administrative support to Audit, Risk and SCM Committees, and is the primary contact for Committee members.

Key Performance Areas:

- Provide effective direction and capacitate the Unit in terms of Audit, Risk and SCM Committee Support management issues and requirements;
- Coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of Unit functions;
- Render comprehensive Unit functions and support to Audit, Risk and SCM Committee, ensuring efficient and effective processes;
- Provide the necessary support and advice to Audit, Risk and SCM Committee members, the Unit Head and senior management in all matters pertaining to the Units functions;
- Identify and mitigate risk factors and manage compliance within the Unit;
- Ensure functional and secure record, document and information management within the Unit;
- Ensure financial management and compliance with relevant MFMA legislation;
- Provide the necessary leadership, management, direction, support and advice to staff.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Leading Competencies:

- Excellent project management skills;
- Attention to detail;
- Quality-focused;
- Excellent communication skills;
- Emotional Intelligence;
- Time management skills;
- Leadership and people management skills;
- Goal-orientation;
- Negotiation skills;
- Customer-focused;
- Initiative;
- Flexibility;
- Change management;
- Resource management;
- Values and integrity;
- Adherence to policies and regulations.

Core Competencies:

- Working knowledge of recent legislation, particularly relating to Governance, Compliance, financial Management, Monitoring and Evaluation and Reporting;
- Project management skills as well as strategic thinking abilities;
- Strong public relations skills with an ability to deal with high-level stakeholders, and work well and collaborate with people at all levels;
- Ability to develop, organize, and implement office procedures and systems;
- Principles and practices of municipal budget preparation and administration;
- Strong organizational and multi-tasking skills;
- Quality management techniques;
- Inculcate the culture of good corporate governance;
- Problem identification and solving skills;
- Communicate clearly and concisely both orally and in writing;
- Maintain strong professional and positive demeanor;
- Computer literacy;
- Good interpersonal skills;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

“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.”



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

<https://share.hsforms.com/1fb3-NQnKT9OJbGNNosHVLA469tI>

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

ENQUIRIES ONLY:

Contact Person: Nthabiseng Makhele

Tel No: 011 021 3093

CLOSING DATE: TUESDAY, 03 FEBRUARY 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, Identity validation, and Competency Assessment.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

DEPUTY DIRECTOR: CORPORATE GOVERNANCE

<u>DEPARTMENT:</u>	Group Governance
<u>BRANCH:</u>	Group Shareholder Services
<u>DESIGNATION:</u>	Deputy Director: Corporate Governance
<u>REMUNERATION:</u>	R64 033,65 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	33 Hoofd Street, Braampark, Braamfontein

Minimum Requirements:

- Grade 12 plus Bachelor's Degree at NQF level 7 in a relevant field such as Commerce, Financial Management, Governance and Compliance or equivalent;
- 8 years' or more, including at least 3 years of managerial and supervisory experience;
- Proven track record in the project management of a number of complex, simultaneous projects with pressurized timelines;
- Experience with strategic, business and planning and reporting frameworks and requirements helpful;
- Experience with supervising and mentoring staff and leadership development;
- Must have a valid driver's license.

Primary Function:

Assist the Unit Head in overseeing and directing the central contract point of matters pertaining to management and reporting of corporate governance, compliance, planning, and related risk management issues.

Key Performance Areas:

- Provide effective direction, advice and support in terms of corporate governance and statutory compliance issues and requirements;
- Coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of Unit functions;
- Ensure Group Governance leads by example in striving to achieve best practice standards in meeting corporate governance and statutory compliance obligations;
- Ensure effective corporate governance and statutory compliance support functions to the Department and Group;
- Render high quality personal, administrative and operational support to the Unit, Head, and Senior Management as required;
- Identify and mitigate risk factors and management compliance within the Unit;
- Ensure functional and secure record, document and information management within the Unit;
- Provide business management and support to the Unit;
- Provide the necessary leadership, management, direction, support and advice to staff.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

Leading Competencies:

- Strategic perspective;
- Good research and analytical skills;
- Data analysis and judgment;
- Excellent communication skills;
- Emotional Intelligence;
- Leadership and people management skills;
- Goal-orientation;
- Initiative, flexibility, change management;
- Adherence to Policies and Regulations.

Core Competencies:

- Working knowledge of recent legislation, particularly relating to Governance, Compliance, financial Management, Monitoring and Evaluation and Reporting;
- Project management skills as well as strategic thinking abilities;
- Good research and analytical skills, with a strong knowledge of research principles and practices;
- Principles and practices of municipal budget preparation and administration;
- Inculcate the culture of good corporate governance;
- Problem identification and solving skills;
- Communicate clearly and concisely both orally and in writing;
- Maintain strong professional and positive demeanor;
- Computer literacy;
- Good interpersonal skills;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

“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/1RdKCmNw8RQimNwkV9BMX6w469tI>

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



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Mark Sanderson

Tel No: 011 021 0393

CLOSING DATE: TUESDAY, 03 FEBRUARY 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,
- Identity validation, and
- Competency Assessment.