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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **SPECIALIST: GOVERNANCE AND REPORTING X 4**

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.



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SPECIALIST: GOVERNANCE AND REPORTING

Department: Group Governance
Branch: Governance and Reporting
Designation: Specialist: Governance and Reporting x 4
Remuneration: R55 679,29 pm (basic salary, excluding benefits)
Location: 33 Hoofd Street, Braampark, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor of Commerce Degree in the following specialisations: Commercial Law, Economics, Internal Audit, Information Technology, Accounting and Finance, or LLB (4-year Bachelors of Law at NQF level 8), or Bachelor of Science Degree in Environmental or Natural sciences, Geoinformatics, Built Environment, and/or a Bachelor of Engineering (4-year Degree at NQF level 7);
- Minimum of 5 years' experience in the following areas:
 - Analysing annual financial statements and assessing financial performance indicators against the Institutional Corporate Scorecard;
 - Extensive governance experience in any of the following fields or related: Science, Law, Engineering, Legal, Public Policy and/or Local Government Research environment;
 - Research and data collection, analysis of information, Departmental/Municipal Entity performance tracking and evaluation, developing and communicating recommendations to internal and external stakeholders, including senior management;
- Valid driver's license.

Primary Function:

Work independently with respect to the allocated cluster committees while collaborating with other specialists in the Group Governance Department. Maintain close working relationships with various Deputy Directors (Sustainable Services Cluster, Economic Growth Cluster, Good Governance Cluster, Human and Social Development Cluster), and Director: Governance and Reporting and other department members. Daily interactions with senior management and staff at all levels are essential to ensure effective governance, reporting, and administrative support.

Key Performance Areas:

- Develop key performance indicators in line with sector plan.
- Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholders' value derived from the Municipal entities.
- Determine shareholder value through monitoring of service delivery and municipal legislative compliance;
- Develop key performance indicators in line with sector plans;
- Monitor, evaluate and report on the financial performance service delivery performance, as well as assess and report on the financial position, identify financial risk for all Municipal Entities.



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Leading Competencies:

- Written and oral communication skills;
- Research and analysis skills;
- Ethics and Professionalism;
- Organisational awareness;
- Engagement management;
- Service Delivery orientation;
- Change readiness;
- Monitoring and Control.

Core Competencies:

- Experience in Financial reporting/report analysis and interpretation of financial statements and performance reports;
- Advanced Computer Literacy with intermediate to advanced Excel skills preferred;
- Exposure to integrated reporting and ESG reporting;
- Working knowledge of recent legislation, particularly relating to Governance;
- Project management skills as well as strategic thinking abilities;
- 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 demeanour;
- 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/1_VSUbJjYQIS9fm1qS4HUuw469tl

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


ENQUIRIES ONLY:


Contact Person: Nthabiseng Makhele
Tel No: 011 021 3093


CLOSING DATE: WEDNESDAY, 04 FEBRUARY 2026



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CLOSING DATE: WEDNESDAY, 04 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,
- Employment record verification,
- Criminal check,
- Identity validation.