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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Deputy Director: Transactions Services

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.
- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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DEPUTY DIRECTOR: TRANSACTIONS SERVICES

DEPARTMENT:

Group Corporate & Shared Services

BRANCH:

Group Human Capital Management

DESIGNATION:

Deputy Director: Transactions Services

REMUNERATION:

R67 075.25 pm (basic salary, excluding benefits)

LOCATION:

100 Carr Street, Nedbank Building Newtown Junction

Minimum Requirements:

- Matric/Grade 12 plus Degree in Human Resources Management, Human Resources Development, Business Administration, Public Administration, Public Finance, Taxation, Payroll Management or equivalent;
- 8 years or more' relevant experience in Payroll Management, Field Services with at least three (3) years at a management level, or Human Resources Management, supported by appropriate SAP HCM expertise. The incumbent must be proficient in working on, and leading a team whose daily operations are performed on the SAP R/3 system;
- Code 8 Driver's license.

Primary Function:

The Deputy Director: Transactions Services is responsible for providing strategic leadership, governance, and operational oversight of the organisation's payroll and high-volume transactional services. The role ensures the accurate, timely, compliant, and cost-effective delivery of payroll and related employee transactions, while driving continuous improvement, system optimisation, and strong internal controls. Leads the end-to-end payroll and transactional management function, ensuring alignment with legislative requirements, financial controls, organisational policies, and service delivery standards. The Deputy Director: Transactions Services acts as a key advisor to senior leadership on payroll risk, workforce cost management, and service performance, while fostering a culture of accountability, customer focus, and operational excellence

Key Performance Areas:

- Manage, monitor and manage all aspects of the payroll function;
- Ensuring a clean Audit;
- Manage and control the professional, technical and operational outcomes related to transactions on the HCM SAP system;
- Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports
- Ensure Planning and Development Analysis;
- Manage and coach staff in the Unit to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements;
- Manage and monitor assets and resource of the Directorate;
- Control, consolidate, analyse and submit various reliable reports;



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- Practice good governance and management of risk.

Leading Competencies:

- Computer Literacy on SAP;
- Computer Literacy – Microsoft Office Applications – Word, Excel, PowerPoint;
- Report writing;
- Good communication and negotiation Skills;
- Coordinating and facilitation Skills;
- Presentation and facilitation Skills;
- Performance Management Skills;
- Project Management;
- Conflict resolution
- Interpersonal and customer care Skills;
- Budget and Financial management skills.

Core Competencies:

- Strong understanding of Human Resources, SAP and Finance concepts;
- Strong analysis abilities;

“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/1ELP6OpFbR4q_0jihJSq1XA469tl

APPLY ONLINE VIA: www.joburg.org.za

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>



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ENQUIRIES ONLY:

Contact Person: Tisetso Sydney Kuduza

Email Address: TisetsoK@joburg.org.za *(The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVS, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)*

CLOSING DATE: TUESDAY, 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.