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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Valuation Systems**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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ASSISTANT DIRECTOR: VALUATION SYSTEMS

Department: Group Finance
Branch: Property Branch
Designation: Assistant Director: Valuation Systems
Remuneration: R58, 342.06 - R79, 340.13 pm (basic salary excluding benefits)
Location: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- Matric plus bachelor's degree in Information Technology or higher diploma in Information Technology (NQF Level 7);
- Qualifications in terms of the minimum competencies prescribed by National Treasury;
- 6 – 8 years proven professional Information Technology experience including at least 1 year in a management capacity;
- Knowledge of database and systems development (MS SQL Server and ASP NET);
- Knowledge of financial concepts, fair understanding of HR processes and Customer Service principles.

Primary Function:

Lead, direct and manage key performance and result indicators associated with the Data Section of the Finance, Compliance and Data Directorate through the implementation of laid down control procedures dictating the daily Property valuations and revenue accounting, data extraction, matching and analytics on City's Property Value Chains and Revenue Value Chains business units, Property Rates Revenue modelling tools, reconciliations of the various systems in use within the Property and Revenue Value Chain, Development, Support and Maintenance of the system used in the Value Chain, Support and maintenance of the General Valuation Roll including the relevant supplementary valuation rolls to enable the Property Branch to fulfill its mandate.

Key Performance Areas:

- Keep abreast with local and international trends, theories and practices underlying the administration and development of automated systems and database applications;
- Manage the activities relating to the Data section according to COJ policies and guidelines so that they are done in a cost effective manner;
- Ensure effective administration and development of automated systems and database applications;
- Enable decision making through accurate reporting;
- To efficiently and effectively manage the operational assets and resources of the sub directorate cost effectively in accordance with the legislative framework of the City policies and procedures;



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- Build and maintain strong relations with internal and external business units, entities, key stakeholders to ensure correct focus and support around staff and Government sub-Directorate;
- Contribute to the development of the Directorate functional strategic planning;
- Lead the development of the Sections operational process;
- Provide sound leadership for the achievement of the Sections objectives;
- Leading the Recruitment, Selection and Placement process for sourcing of suitably qualified staff for the Section;
- Organise both human and non-human resources for effective implementation of the Section Organisation structure;
- Lead and facilitate the section's Performance Management planning process;
- Ensure effective control of the Sections Human Resources;
- Lead and manage the development of the Sections individual Learning Plans (ILP's) process;
- Provision of quality report on the function of the sub directorate which are factual, accurate and complete, timely and contribute to and support the overall reporting requirements;
- Practice good governance and effective risk management systems;
- Manage specific administrative and reporting requirement associated with the Section and individual performance.

Leading Competencies:

- Computer literacy (Microsoft word and Excel) and typing;
- Excellent ability to effectively manage staff and other resources;
- Excellent report writing skills;
- Excellent verbal and written communication skills to all levels and personalities;
- Excellent planning, organising and time management skills.

Core Competencies:

- Ability to work independently and where necessary take key decisions in complex situation as well as stand by the decisions taken;
- Building and maintaining effective working relationships.

“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.”



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

<https://share.hsforms.com/1mBFF1AOZT9SX84StFvx2zA469tl>

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

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

ENQUIRIES ONLY:

Contact Person: Pearl Fambe

Tel No: 011 021 3269

CLOSING DATE: WEDNESDAY, 26 AUGUST 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