



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Specialist: MOE

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 in 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.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

SPECIALIST: MOE

Department: Group Governance
Branch: Shareholder Services
Designation: Specialist: MOE
Remuneration: R58 324,06 pm (basic salary, excluding benefits)
Location: 33 Hoofd Street, Braampark Forum 1, Braamfontein

Minimum Requirements:

- Grade 12 plus a Bachelor's degree in a relevant field such as Commerce, Business/Public Administration, Governance and Compliance or equivalent of NQF level 7;
- Minimum of 6 – 8 years' relevant experience at a middle management level in a local government environment;
- Proven track record in the research project management of several complex, simultaneous projects with pressurised timelines;
- Experience with strategic, business, planning and reporting frameworks and requirements helpful;
- Experience with supervising and mentoring staff and supporting professional and leadership development;
- Valid driver's license.

Primary Function:

The incumbent must ensure that ME's are compliant with applicable legislation requirements, including the Municipal Finance Management Act, Municipal Systems, and other related legislation. To provide and develop corrective action plans on non-compliance with corporate and legislative issues in all entities. To identify and document risk issues impacting the entities and liaise with the Deputy Director: Corporate Governance.

Key Performance Areas:

- Develop key performance indicators in line with the 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 and service delivery performance, as well as assess and report on the financial position, and identify financial risk for all Municipal Entities.

Leading Competencies:

- Strategic perspective;
- Attention to detail;
- Quality-focused;



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

- Excellent communication skills;
- Emotional intelligence;
- Leadership and people management skills;
- Goal-orientation;
- Initiative;
- Flexibility;
- Change management;
- Values and integrity.

Core Competencies:

- 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 a strong, professional and positive demeanour;
- 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 using the link below:

https://share.hsforms.com/1vkOEdC5HSjaUPGETUx3_aA469tI

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>



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Nthabiseng Makhele
Tel No: 011 021 3093

CLOSING DATE: WEDNESDAY, 02 SEPTEMBER 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 processes. 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, and
- Identity validation