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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Senior Investigator: Theft of City Assets**
- **Investigator: Profiling**
- **Investigator**

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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SENIOR INVESTIGATOR: THEFT OF CITY ASSETS

Department: Group Forensic and Investigation Services (GFIS)
Branch: Operations
Designation: Senior Investigator: Theft of City Assets
Remuneration: R52 144.69 pm (basic salary, excluding benefits)
Location: East Wing, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus a relevant tertiary (NQF level 7) qualification, preferably a relevant Degree in Policing/Forensic Investigations/Forensic Auditing/Forensic Accounting or BA Law;
- Exposure in an investigative environment will be an added advantage;
- 5 - 8 years' experience in Forensic Investigation/Accounting/Auditing or related investigation within the municipal environment or private sector;
- Knowledge of the forensic investigation process, controls and the identification of system weakness;
- Presentation and reporting effectively;
- Understanding of legal implications & policies;
- Quality assurance and human resource procedures and regulations.

Primary Function:

Responsible for planning, execution and drafting report on Theft of Assets investigations within the City, including non-compliance with regulatory frameworks, ensuring that Project work conforms to the Forensic Investigations methodology and any other standards set by GFIS. Provide evidence in disciplinary criminal proceedings as well as any other tribunal.

Key Performance Areas:

- Ensure that planning, conducting, executing and drafting a report on investigations conducted, as well as ensuring that allocated cases conform to the methodology and any other standards set by GFIS;
- Investigate Theft of City Assets, Maladministration and other related cases, ensuring that such investigations are in compliance with relevant investigative laws & regulations;
- Produce corporate investigation reports in line with the reporting requirements;
- Ensure proper information management, record-keeping, and safeguarding of investigation Evidence;
- Participate in the theft and anti-corruption prevention campaigns through conducting related awareness and outreach programmes;
- Building and maintaining strong working relations with both internal and external stakeholders to educate, inform and/or collaborate to combat theft in the City;
- Ensure that planning, conducting, executing and reporting on investigation projects, and ensuring that project work conforms to the GFIS methodology and any other standards set by GFIS.



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Leading Competencies:

- Excellent Computer literacy, including MS Office;
- Conducting corporate forensic investigations;
- Corporate forensic investigations report writing;
- Handle forensic assignments on his/her own and should effectively lead and direct investigations;
- Ability to analyse, interpret and apply legislation and policies, etc.;
- Ability to meet deadlines and work under pressure;
- Good knowledge of corporate governance requirements (King IV and MFMA), forensic investigation practice and general business and management principles and processes;
- Excellent communication skills;
- Analysis and problem-solving;
- Strong desire to learn and willingness to share knowledge;
- Interact effectively with both management and clients;
- Ability to work with diverse groups and engage difficult clients;
- Ability to motivate and inspire other colleagues;
- Knowledge of virtual computer environments;
- Conduct in-depth interviews;
- Ability to chair and facilitate meetings;
- Excellent verbal and written communication skills;
- Self-confidence and ability to interact at all levels;
- Project management skill;
- Presentation, facilitation and negotiation skills.

Core Competencies:

- Knowledge of government legislation, policies and procedures applicable to all spheres of Government;
- Expertise in complaint handling processes and ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment.
- Excellent interpersonal liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the Professional Officer on complex and sensitive issues;
- Knowledge of financial principles and practices;
- Knowledge of administrative and clerical procedures and systems, such as filing and record management systems, and other office procedures and terminology;
- Capable of gathering and analyzing information;
- Ability to supervise subordinate employees to include establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline, interpreting and implementing instructions by management;
- Ability to maintain and ensure the confidentiality of employee personnel files and content.



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

<https://share.hsforms.com/10z5XR8UGSUyAZQ0MUMTwVg469tl>

APPLY ONLINE VIA: www.joburg.org.za

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

ENQUIRIES ONLY:

Contact Person: Puleng Kgabane

Tel No: 011 063 6442

CLOSING DATE: THURSDAY, 03 SEPTEMBER 2026

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- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.



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INVESTIGATOR: PROFILING

DEPARTMENT: Group Forensics Investigation services (GFIS)
BRANCH: Forensic Investigation Management Centre (FIMC)
DESIGNATION: Investigator: Profiling
REMUNERATION: R36 708.24 pm (basic salary, excluding benefits)
LOCATION: East Wing, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 plus a three-year Degree in Computer Science / Forensic Data analysis / Information Technology and / or Information systems / Security Management, Policing, Social Science, Forensic Investigation (NQF level 7);
- 3 – 5 years in forensic investigations with specific focus on forensic data analysis and profiling in a municipal environment. Candidate must be experienced at obtaining and analysing information obtained from accounting systems and HR ERP systems, social media platforms, internet, print and electronic media, credit bureau's etc.
- Advanced Computer Literacy: MS Office.

Primary Function:

To collect, process and analyze market data and internal information systems and investigation data across the City of Johannesburg and its municipal Owned entities (MOE's) in respect of suppliers and staff. In doing this, identify relevant patterns and develop profiles generated from large quantities of data.

Key Performance Areas:

- Retrieve and analyze data linked to a range of criminal activities committed against the City.
- To ensure that data is collected and processed accurately and timeously;
- To ensure that data/information quality standards are adhered to;
- Awareness Programmes;
- Internal and external Stakeholder Management.

Leading Competencies:

- Good Communication skills;
- Interpersonal;
- Analytical;
- Presentation skills;
- Report writing skills;
- Risk Management;
- Mentorship and coaching;
- Time Management skills;
- Relationship Management;
- Planning Management skills;



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- Project management;
- Conflict management;
- Responsive skills.

Core Competencies:

- Advance knowledge of use of the internet, social media, fraud corruption, money Laundering and related offences;
- Sound knowledge of data management;
- Sound knowledge of database structures;
- Strong knowledge of data analysis procedures;
- Knowledge of statistics for analysing datasets;
- Knowledge of qualitative and quantitative research;
- Sound knowledge of software and operating systems, such as Microsoft SQL, Linux as well as ACL Data Analytics and IBMi2 and others;
- Advanced MS Office suite proficiency, particularly MS Excel MS Access
- Knowledge on links charts.

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INVESTIGATOR

DEPARTMENT: Group Forensics Investigation services (GFIS)
BRANCH: Operations
DESIGNATION: Investigator
REMUNERATION: R36 708.24 pm (basic salary, excluding benefits)
LOCATION: East Wing, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 plus a relevant tertiary qualification National Diploma in either Law, Forensic Investigations, Finance/ Accounting, Audit, Information Technology; Public Management; (NQF level 6);
- 3 –5 years' relevant experience in the investigation of Fraud and Corruption, Theft of City's assets, Maladministration including UIFW or related transgressions in a municipal environment or within the public service or private sector;
- Knowledge of forensic investigation processes, controls, and the identification of systemic weaknesses;
- Presentation and reporting effectively.
- Understanding the implications of policies.
- Quality assurance and human resource procedures and regulations.
- Computer Literacy: MS Office.

Primary Function:

Investigator: Special Projects is responsible for planning, execution and reporting on investigations of Fraud, Corruption, Theft of City Assets, Maladministration and related transgressions. Ensuring that the allocated Fraud and Corruption work conforms to the Forensic Investigations methodology and any other standards set by Group Forensic and Investigation Services and to provide evidence in disciplinary criminal proceeding as well as any other legal tribunal.

Key Performance Areas:

- To ensure that planning, conducting, executing and reporting investigations as well as ensuring that allocated cases conform to the GFIS methodology, and any other standards set by Group Forensic and Investigation Services;
- To ensure that investigations of fraud and corruption, theft of city assets, maladministration and related transgressions are conducted within the stipulated timeframes;
- Information management, recordkeeping, safeguarding of evidence of the case;
- Participate in the GFIS anti-fraud and corruption awareness campaigns through various engagements.
- Building and maintaining strong relations with internal and external business units to share information and ensure the correct focus and support around investigations;

Leading Competencies:

- Forensic investigations skills;



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- Handle forensic assignment on his/her own and should effectively lead and direct investigations.
- Ability to analyse, interpret and apply legislation and policies, etc.
- Ability to meet deadlines and work under pressure.
- Good knowledge of corporate governance requirements (King IV and MFMA), forensic investigation practice and general business and management principles and processes.
- Excellent communication skills;
- Excellent Computer literacy;
- Analysis and problem-solving skills.;
- Strong desire to learn and willingness to share knowledge;
- Interact effectively with both management and clients.
- Ability to work with diverse groups;
- Ability to engage with difficult clients.
- Ability to motivate and inspire other colleagues.
- Knowledge of virtual computer environments.
- Conduct in-depth Interviews.
- Ability to chair and facilitate meetings.
- Excellent verbal and written communication skills.
- Self-confidence and ability to interact at all levels.
- Project management skills.
- Presentation, facilitation and negotiation skills.

Core Competencies:

- Knowledge of Government legislation, policies and procedures applicable to South Africa;
- Ability to strategically manage an administrative support service within a multidisciplinary environment;
- Expertise in complaint handling processes and of ethical and professional practice standards, with the ability to operate effectively in a high volume, sensitive and complex work environment;
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the senior internal and external stakeholders;
- Excellent written communication skills, including ability to prepare documents and briefing notes for the Professional Officer on complex and sensitive issues;
- Knowledge of financial principles and practices;
- Knowledge of administrative and clerical procedures and systems such as filing and record management systems, and other office procedures and terminology;
- Capable of gathering and analyzing information;
- Establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline interpreting and implementing instructions by management.
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