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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION: **Business Advisor**

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.



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BUSINESS ADVISOR: OPPORTUNITY CENTRE

DEPARTMENT:	Economic Development
BRANCH:	Sustainable Employee Facilitation
DESIGNATION:	Business Advisor: Opportunity Centre
REMUNERATION:	R36 708,24 pm (basic salary, excluding benefits)
LOCATION:	Jorissen Place, 66 Jorissen Street

Minimum Requirements:

- Grade 12/Matric plus National Diploma in Economic Development or Business Management or any other tertiary qualification in Business Management/Economic discipline (NQF level 6);
- Business Advisory Certificate;
- 2 - 3 years' experience in Business Management/Economics;
- Computer Literacy (Microsoft Word and Excel), and
- Good communication, coordination, and Project Management skills required.

Primary Function:

To ensure effective and efficient business advisory service for the development and empowerment of SMME's.

Key Performance Areas:

- Provide strategic business development services primarily to develop small and medium enterprises;
- Ensure entrepreneurs are referred to proper areas of need and follow-ups are conducted;
- Provide planning for the business advice system;
- Ensure that the business advisory services are implemented according to the business plan;
- Ensure an effective business strategy for effective business intervention.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Accountability, Good communication and coordinating skills;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and ability to prioritise;
- Business advisory/acumen;
- Project management.

Core Competencies:

- Basic knowledge of Business Management/Economics concepts and functions;
- Knowledge of Business Management and Economic Development Training processes;
- Business Values and COJ Values;
- 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 City's protocols, legislation, and standards.



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“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 link below:

<https://share.hsforms.com/1hH3AeONmSPaDt3g6ppPDVw469tl>

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: Thembelihle Nogemane
Tel No: 011 061 3193

CLOSING DATE: FRIDAY, 04 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