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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Head: Finance

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 may 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 Recruitment and Selection and related processes.
- 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.
- Applications, which have not been responded to within 6 weeks of the 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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HEAD: FINANCE

DEPARTMENT: Group Corporate & Shared Services (GCSS)
BRANCH: Group Strategic Management Support
DESIGNATION: Head: Finance
REMUNERATION: R83 157,41 pm (basic salary, excluding benefits)
LOCATION: 100 Carr Street, Nedbank Building, Newtown Junction

Minimum Requirements:

- Matric / Grade 12
- Bachelor's Degree in BCom / BTech in Financial Management / Accounting / Cost and Management Accounting or related field at NQF Level 7
- Municipal Finance Management Programme (MFMP) - Certificate in Municipal Financial Management - NQF Level 6, as prescribed by National Treasury, in line with Municipal Regulations on Minimum Competency Levels (Gazette 29967)
 - Full compliance with all prescribed Unit Standards for Financial Officials / CFO
 - Must be in possession at the time of appointment or must obtain within 18 months from the date of appointment in terms of Regulation 15. Failure to obtain results in automatic disqualification
- A minimum of 10 years' relevant work experience is required, including at least 5 years at middle management level within the public sector
- Proven track record in managing:
 - mSCOA, GRAP Financial Statements, Budget Reforms
 - Revenue Management, Expenditure, Supply Chain, Asset Management
 - AGSA audit processes and achievement of clean/unqualified audit outcomes
 - A large budget

Primary Function:

To manage and oversee the provision of effective and efficient financial management services to the Department in compliance with the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP) and other relevant legislative frameworks.

Key Performance Areas:

- Strategic Financial Management & Leadership to ensure that developed procedures, guidelines and policies are accurate, workable and project compliant within the set GDS, IDP and strategic departmental objectives. To ensure that all policies, standard operating procedures, and service charter of the GCSS Department operations are aligned to the broader strategic direction and policies of the City of Johannesburg. To ensure that the finances of the GCSS Department (and the City) are efficiently and effectively managed to ensure that revenue is maximised, to avoid unauthorised, irregular, fruitless and wasteful expenditure being incurred, and assets are safeguarded.
- Direct, lead and manage crosscutting responsibilities to ensure good governance and compliance with legislation, policies, and regulations



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- Monitoring and reporting to ensure the effective and efficient monitoring and reporting of finance in the GCSS Department
- Budget Planning and Management to ensure that the GCSS Department's budget requirements are allocated, monitored, and analysed in compliance with statutory/regulatory guidance and that its long-and medium-term goals and priorities are funded, within prescribed formats.
- Financial Accounting and Reporting
- Revenue, Expenditure and Payroll Management
- Supply Chain and Asset Management Support (Finance Oversight): Assets and resources (materials and tools management) to ensure that the assets and resources are optimally utilised, controlled, and monitored to achieve the department objectives that are in line with the policies and procedures of the Group Corporate Asset Management.
- Supply chain management to ensure that knowledge and understanding of the legislative framework governing the supply chain management function (including the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act, 2000, etc.) is adhered to.
- Risk Management: Identify, assess, and mitigate risks, promoting a culture of risk awareness and compliance
- Training Coordination: Coordinate training initiatives, ensuring alignment with departmental objectives and skills development priorities.
- General support functions KPAs to ensure that a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work life is cultivated and maintained, enabling the effective day-to-day administrative management of the Knowledge Area.
- Stakeholder management to ensure that all stakeholders are kept informed about matters relevant to them in terms of the GCSS Department
- Governance and risk to mitigate risks associated with operations in line with the legal framework or policies and procedures of the City.

Leading Competencies:

- Good management skills and interpersonal skills
- People management skills
- Project Management skills
- Problem-solving skills
- Analytical skills
- Computer literacy (MS Office Packages, including Word, Excel)
- Good written (especially report writing) and oral communication skills in English
- Attention to detail and high levels of accuracy, and excellent planning, organising, coordinating, and time management skills.



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Core Competencies:

- In-depth knowledge of MFMA, Municipal Systems Act, Municipal Structures Act, Municipal Budget and Reporting Regulations, mSCOA, GRAP, Division of Revenue Act, Treasury Regulations.
- Strategic Leadership, Financial and Performance Reporting, Corporate Governance, Risk Management, Change Management
- Advanced computer literacy (SAP / Oracle / Munsoft / Solar / MSCOA systems).
- 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/19c5p6OsTQ1Gdc6JV4WV8mA469tI>

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: Nokwazi Bovungana

Tel No: 069 197 5660

Email Address: NokwaziB@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: FRIDAY, 02 OCTOBER 2026



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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 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