JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Area Manager: Valuations

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.

VACANCY CIRCULAR
089/2026
City of Johannesburg

Publication Date:
Thursday, 29 October 2026

Closing Date:
Thursday, 12 November 2026

This Vacancy is open to Employees of the City of Johannesburg and External Applicants

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AREA MANAGER: VALUATIONS

DEPARTMENT: Group Finance
BRANCH: **Property Branch (Valuation Services)**
DESIGNATION: **Area Manager: Valuations**
REMUNERATION: R52 144.69 pm (basic salary, excluding benefits)
LOCATION: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma / NQF level 7 in Real Estate: Property Valuation or qualification recognized by the South African Council for the Property Valuers Profession (SACPVP);
- 5 – 7 years' Valuation experience;
- Computer literacy, preferably with spreadsheets and word processing;
- Supervisory experience;
- Valid registration as Professional Associated or Professional Valuer with SACPVP; and
- Must have a valid driver's license and own transport.

Primary Function:

Manage the valuations of all properties in the area of jurisdiction for the purpose of the compilation of the City of Johannesburg's General and supplementary Valuation Rolls in order to comply with all legislative requirements and responsibilities of the positions as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004, as amended.

Key Performance Areas:

- Interpret and coordinate specific tasks and guides the activities of personnel;
- Lead and monitor the research, field work interpretation and analysis of data, and motivation of value for the valuation of all the types of properties in the area of jurisdiction;
- Administrative support functions as stipulated by the MPRA;
- Manage and implement all the Valuation legal processes in the area of jurisdiction;
- Lead and monitor the performance of Parks Contributions valuation requests from Development Planning;
- Develop and execute operational plan for the Team;
- Manage and coach staff in the Valuation Unit to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements as well as resource constraints;
- Manage and monitor the record keeping system to ensure that a proper and functional filing and documentation retrieval system is implemented and adhered to;
- Manage and monitor the assets and resources of the Team;
- Control, consolidates, analyse and submit various reliable reports;
- Practice good governance and management of risk;
- Provide enhanced process optimisation, efficiency and continuous improvement in property valuation;
- Engage relevant stakeholders and represent the Valuations Division on property valuation matters.

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Leading Competencies:

- Report writing;
- Communication (verbal and written);
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality, organisational and planning skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Manage staff;
- Confidentiality, Integrity and Tenacity;
- Assertive and analytical thinking;
- 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.

"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 following link below:

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

https://share.hsforms.com/1X6PX4vpuRw29mFa1gO4mOA469tl

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

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ENQUIRIES ONLY:

Contact Person: Pearl Fambe
Tel No: 011 021 3269

CLOSING DATE: THURSDAY, 12 NOVEMBER 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 and Employment record verification,
- Criminal check, and
- Identity validation.