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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITIONS

- **Senior Manager: Strategic Support (Business Planning, Reporting and PMS)**
- **Senior Manager: Convention and Visitor Service Bureau**
- **Specialist: Internal Audit, Risk, Compliance and PMS**
- **Senior Accountant: Financial Reporting**
- **Coordinator: Digital Marketing**
- **Officer: Business Tourism**
- **Officer: Destination Management**

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 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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SENIOR MANAGER: STRATEGIC SUPPORT (Business Planning, Reporting and PMS)

DEPARTMENT: Johannesburg Tourism Company (JTC)
BRANCH: Strategic Support
DESIGNATION: Senior Manager: Strategic Support
 (Business Planning, Reporting and PMS)
REMUNERATION: R83,157.41 (basic salary, excluding benefits)
LOCATION: Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Bachelor's degree in International Relations/Public Administration/Strategic Management or a related field at NQF level 7;
- Business planning and governance knowledge;
- 10 years' experience in a governance/business planning role, of which 5 years should be at a management level; and
- Valid driver's license

Primary Function:

To ensure the provision of services such as strategic/business planning, performance management, analytical assessments, financial management, human capital management, administrative support, risk management, compliance and reporting, organisational strategy, policy, research, IDP coordination and transversal business solutions to enable the entity to effectively and efficiently deliver on its mandate.

Strategic Support duties include the following:

Key Performance Areas:

- Embark on strategic development for the JTC
- Ensure implementation of the strategy to achieve organisational objectives
- Ensure strategic and operational risk management
- Ensure and enable good governance and compliance in the organisation
- Conduct assurance on all organisational activities
- Ensure effective and sound financial management
- Ensure effective human capital management to enable functionality
- Create systems and an innovative, driven environment for improved efficiency
- Provide for effective stakeholder management
- Ensure improved management of facilities
- Ensure adequate management of operations



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Leading Competencies:

- Customer service delivery
- Monitoring and evaluation
- Collaborative working/team work
- Institutional performance management
- Policy conceptualisation, formulation and implementation
- Risk management
- Service delivery innovation
- Strategic direction, leadership, planning, management, and strategic thinking
- Knowledge and information management
- Programme/project management
- Diplomacy
- Contract management
- Design and optimisation of business processes
- Report writing
- Stakeholder relations and Networking
- Governance, ethics and values in financial management
- Audit and assurance

Core Competencies:

- Business Planning
- Governance
- Legislation
- Supply chain management (procurement and tender procedures)
- Organisational structure
- Skills Development
- Training & Development
- Employee Relations
- Performance management
- Marketing and communications
- Talent management
- 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.



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<https://share.hsforms.com/13j-QilDsQdOcqvA3r22srA469tl>

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: Pelisa Matsepe

Email Address: PelisaM@Joburgtourism.com

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CLOSING DATE: THURSDAY, 20 AUGUST 2026

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SENIOR MANAGER: CONVENTION AND VISITOR SERVICE BUREAU

<u>DEPARTMENT:</u>	Johannesburg Tourism Company (JTC)
<u>BRANCH:</u>	Tourism Strategic Services
<u>DESIGNATION:</u>	Senior Manager: Convention and Visitor Service Bureau
<u>REMUNERATION:</u>	R83,157.41 (basic salary, excluding benefits)
<u>LOCATION:</u>	Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Bachelor's Degree in Tourism Management, Development, Marketing or equivalent at NQF level 7;
- 10 years' experience in a business tourism or visitor services managerial role, of which 5 years should be at a management level; and
- Valid driver's license

Primary Function:

Facilitate an enabling environment for Meetings, Incentives, Conventions, Events and/or Exhibitions (MICE) to take place in the city for meaningful economic impact. Strategy development. Business Development and Sales. Meetings, Incentives, Events and Exhibitions Execution Management. Strategy Execution Monitoring and Reporting. Innovation Planning and Management. Business Unit Resource Management. Stakeholder Engagement and Communication. People Management. Participate as an active member of the JTC leadership team. Support Municipal Tourism Function. Destination marketing. Sector Support. Destination Development and Tourism Integration. Planning and Policymaking. Institutional Linkages and Coordination.

Key Performance Areas:

- Manage and oversee the packaging of identified projects, whether through feasibility studies, business plans, or scenario analysis in order to ensure effective execution thereof within the set timeframes;
- Strategy development to ensure that these plans are aligned to the priorities of the Economic Development Sector, IDP, Tourism Sector, Tourism Strategies and CoJ GDS;
- Business Development and Sales;
- Meetings, Incentives, Events and Exhibitions Execution Management;
- Strategy Execution Monitoring and Reporting;
- Innovations Planning and Management;
- Business Unit Resource Management;
- Stakeholder Engagement and Communication;



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- People Management;
- Participate as an active member of the SAT leadership team;
- Planning and Policymaking;
- Institutional Linkages and Coordination.
- Support Municipal Tourism Function;
- Appropriate and timeous reporting to the Executive Head: TSS on various matters;
- Administration of Business Tourism, Tourism Development and Visitor Services

Leading Competencies:

- Computer literacy (Microsoft Word, Excel and PowerPoint);
- Good communication skills;
- Coordination skills;
- Business Management skills;
- Strong liaison and report writing skills.

Core Competencies:

- Corporate Governance;
- Tourism Industry (Business and Leisure);
- Knowledge and experience with the association market;
- Knowledge and expertise within the MICE industry;
- Superior communication, presentation and negotiation skills;
- Competency and fluency in English (Other languages are an added advantage);
- Knowledge of Local Government;
- Knowledge of Public Administration Legislation;
- Knowledge of Quarterly Reports Analysis;
- Knowledge of Economics;
- Knowledge of decision-making processes;
- 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.

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Email Address: PelisaM@Joburgtourism.com

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SPECIALIST: INTERNAL AUDIT, RISK, COMPLIANCE AND PMS

DEPARTMENT: Johannesburg Tourism Company (JTC)
BRANCH: Internal Audit Risk and Compliance
DESIGNATION: Specialist: Internal Audit, Risk, Compliance and PMS
REMUNERATION: R67,075.25 pm (basic salary, excluding benefits)
LOCATION: Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Bachelor's Degree in Risk Management, Auditing, Commerce or relevant degree at NQF level 7 ;
- 7 – 9 years' experience in a risk management or internal audit environment, of which 3 years should be at middle management level; and
- Valid driver's license

Primary Function:

This position is responsible for ensuring the effective and efficient management of risk by developing and implementing appropriate risk management frameworks (policies, procedures, tools/methods, systems, and structures) to minimise losses and protect Johannesburg Tourism Company's reputation.

Key Performance Areas:

- Participate in the review of Johannesburg Tourism Company's strategy and process to advise on aspects that will result in the implementation of a coherent Strategic plan that is relevant and achievable
- Lead the development and implementation of the organisation's risk management processes to minimise business risk
- Ensure risk and compliance management in the organisation by conducting regular assessments of risk and compliance issues that will be addressed earlier
- To provide regular reports to senior management on risk and compliance exposure, mitigation measures, and emerging risks
- Lead the risk and compliance team in a manner that empowers them to deliver Johannesburg Tourism Company goals, as well as provide high levels of (internal & external) customer service



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Leading Competencies:

- Programme and project management
- Leadership and management
- Strategic thinking
- Analytical thinking
- Conceptual
- Problem solving
- High level of computer literacy
- Communication
- Financial management

Core Competencies:

- Experience working with executive management
- Knowledge and understanding of enterprise risk management and compliance processes and procedures
- Knowledge and understanding of risk appetite and tolerance framework
- Knowledge of risk management maturity framework
- Knowledge of good governance policies, practices and directives, including the King's reports
- Knowledge of all relevant legislation, policies and procedures
- Knowledge of monitoring and evaluation
- Knowledge and understanding of project management systems and processes
- Understand the use and application of audit tools or equivalent audit and risk electronic system/s used to:
 - Ensure the quality of the data
 - Set access levels & authorise data corrections
 - Maintain the integrity of the system; and
 - Identify/specify required system design changes to match the operational process & reporting requirements
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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ENQUIRIES ONLY:

Contact Person: Sphiwe Mbatha

Email Address: SphiweM@Joburgtourism.com

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SENIOR ACCOUNTANT: FINANCIAL REPORTING

DEPARTMENT: Johannesburg Tourism Company (JTC)
BRANCH: Finance
DESIGNATION: Senior Accountant: Financial Reporting
REMUNERATION: R67,075.25 pm (basic salary, excluding benefits)
LOCATION: Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Bachelor's Degree in Commerce/Accounting/Financial Management at NQF level 7;
- Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants will be an added advantage;
- 7 – 9 years working experience in Accounting and Financial Management in either public or private sector, of which 3 years' experience at middle management level; and
- Valid driver's license

Primary Function:

To direct, lead and oversee the financial accounting processes and compilation of financial reports that comply with all relevant/applicable legislation for the Johannesburg Tourism Company (JTC).

Key Performance Areas:

- To implement financial systems and processes which enhance good financial management and decision-making practices within the entity.
- To implement and manage the monthly financial reporting financial reporting process of the municipal entity.
- To support the audit and risk management process, in order to obtain the optimum level of assurance from the internal and external auditors.
- To manage an effective, economic, and efficient finance function, supported by effective financial management policies and practices.
- Direct and control outcomes associated with utilization, productivity and performance of personnel within the Finance department.



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Leading Competencies:

- People Management
- Problem-solving abilities
- Organisation awareness alignment
- Computer Literacy
- Accurate report writing
- Good financial acumen
- Ability to work under pressure
- Ability to analyse and interpret financial information
- Ability to communicate verbally and in writing
- Cooperative and decisiveness

Core Competencies:

- An understanding of the application of the Municipal Finance Management Act and Regulations
- Knowledge of SAP, Sage Intacct, CaseWare and Excel Spreadsheets
- Generally Recognised Accounting Practices (GRAP) and International Financial Reporting Standards (IFRS)
- 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.

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ENQUIRIES ONLY:

Contact Person: Sphiwe Mbatha

Email Address: SphiweM@Joburgtourism.com

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COORDINATOR: DIGITAL MARKETING

DEPARTMENT: Johannesburg Tourism Company (JTC)
BRANCH: Destination Marketing and Events
DESIGNATION: Coordinator: Digital Marketing
REMUNERATION: R52, 144.69 pm (basic salary, excluding benefits)
LOCATION: Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Relevant bachelor's degree/B Tech/Advanced Diploma in digital marketing/online marketing or similar NQF 7
- 5-7 years relevant experience in digital or online marketing; and
- Valid driver's license

Primary Function:

To coordinate and support the planning, execution and optimisation of marketing campaigns across multiple digital channels including but not limited to JTC-owned and collaboration partner-owned social media, email, search engines, visitor applications and websites to enhance destination brand awareness and drive traffic to digital platforms and generate leads. Lead photography and digital activations onsite and in JTC-owned as well as collaboration partner-owned events, trade shows, consumer shows and roadshows.

Key Performance Areas:

- Implement and optimise digital marketing campaigns;
- Create, develop and maintain content for the destination and organisation on digital assets such as the website, mobile app, blog posts, newsletters, and social media updates
- Manage and grow digital presence across platforms;
- To track and analyse the performance of digital assets; and
- Provide technical and operational support for digital platforms.

Leading Competencies:

- Marketing automation tools
- Google Suite
- AdWords
- Website development, maintenance and updates
- Image editing and resizing
- Online content management including newsletter management
- Social media and SEO



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- Reporting and version control analysis knowledge
- Data management and data extractions
- Familiarity with web design or website conversions

Core Competencies:

- Experience in social media management tools (e.g. Meta Business Suite, Hootsuite, etc.)
- Google Suite collaboration tools
- Familiarity with cloud-based marketing automation platforms and email marketing services, i.e. Mailchimp
- Familiarity with graphic design tools (e.g. Canva, Adobe Creative Suite)
- Experience with content management systems (e.g., WordPress)

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ENQUIRIES ONLY:

Contact Person: Thato Apols

Email Address: ThatoA@Joburgtourism.com

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OFFICER: BUSINESS TOURISM

Department: Johannesburg Tourism Company (JTC)
Branch: Tourism Strategic Services
Designation: Officer: Business Tourism
Remuneration: R36, 708.24 pm (basic salary, excluding benefits)
Location: Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Diploma in Tourism Management, Tourism Development or related field (NQF Level 6);
- 3 - 4 years' experience in a Business Tourism environment;
- Experience in sales and marketing/communication will be an added advantage; and
- Valid driver's license

Primary Function:

Facilitate new business development activities through research, data maintenance, qualifying and prioritising leads to ensure a constant supply of future convention bid prospects.

Key Performance Areas:

- Researching and sourcing business tourism event bids
- Manage and coordinate the process of preparing the bids
- Establish and maintain a good working relationship between the City
- Coordinate the process of updating and maintaining content on the convention bureau database
- Determination of the economic impact of business tourism
- Website support and maintenance
- Cross-functional support.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Good communication (verbal and written) skills;
- Research skills;
- Sales;
- Report writing skills

Core Competencies:

- Tourism and Events Industry Sector Background



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ENQUIRIES ONLY:

Contact Person: Thato Apols

Email Address: ThatoA@Joburgtourism.com

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OFFICER: DESTINATION MANAGEMENT

Department: Johannesburg Tourism Company (JTC)
Branch: Tourism Strategic Services
Designation: Officer: Destination Management
Remuneration: R36,708.24 pm (basic salary, excluding benefits)
Location: Sandton Library West Street Nelson Mandela Square

Minimum Requirements:

- Matric/ Grade 12 or equivalent;
- Diploma in Tourism Management, Tourism Development or related field NQF Level 6;
- 3 - 4 years relevant experience in Tourism; and
- Valid driver's license

Primary Function:

Disseminate tourism information to domestic and international tourists that visit COJ and ensure that visitors are fully informed about tourism services offered by COJ. Secondly, disseminate tourism information at destination events (Business and Leisure events), and at domestic & international travel trade platforms.

Key Performance Areas:

- Execute the processes involved in information dissemination to tourists;
- Sustain stakeholder relations with current stakeholders and develop new relationships with stakeholders currently not part of the network;
- Coordinate specific project requirements with respect to events, exhibition and conference venue coordination;
- Provide project support;
- Provide an effective office support function.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Interpersonal skills
- Problem-solving skills
- Good communication (verbal and written) skills;
- Time management skills;
- Good Planning and Organising skills;
- Coordinating skills;



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Core Competencies:

- Basic knowledge of the Local Government;
- Knowledge of related policies and legislation governing the tourism industry at local government level;
- Basic customer care knowledge

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ENQUIRIES ONLY:

Contact Person: Thato Apols

Email Address: ThatoA@Joburgtourism.com

*(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: THURSDAY, 20 AUGUST 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