

CITY OF JOHANNESBURG VACANCIES

046/2018

Permanent Positions

Division: Economic development Facilitation

Department: Economic Development

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Stakeholders Management

Educational Requirements and Experience: • Bachelors' degree of Commerce in International Relations or other related field/NQF level 7 qualifications • Minimum of five (5) – ten (10) years' experience in middle and Senior management • Computer literacy - Microsoft Word, Excel, PowerPoint, Lotus Notes or Microsoft Outlook, Internet Explorer and other software • Ability to work under pressure and multi skilled.

Job Description: • Coordinate high level engagements between the department and various economic stakeholders, namely; organized business; sectoral captains of Industry, NGO's Labour Higher Education Institutions, departments and ME's and Strategic and Transformational Economic Development Stakeholder counterparts from other Provinces and Countries.

Contact Person: Rirhandzu Maluleke, **Tel No:** (011) 703 5262, **E-Mail:** rirhandzum@joburg.org.za
Workplace: 66 Jorissen Place, Braamfontein

Division: Group Forensic and Investigation Services (GFIS)

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Property Hijacking Investigations

Educational Requirements and Experience: • Bachelor's degree in Forensic Investigation or Policing/NQF level 7 • Degree in Law will be an added advantage • Six (6) years' experience within the Forensic Investigations environment or within the Criminal Justice Systems of which three (3) years' experience should be at supervisory level within public sector or private sector • Experience in Local Government matters will be an added advantage.

Job Description: • The incumbent will be responsible for the implementation and monitoring of the strategies, policies, procedures and response plans regarding the investigations of Property Hijackings, non-compliance with acceptable applicable legislations including facilitation of taking legal action against the perpetrators for successful prosecution in order to curb the challenges related to hijacked properties number of problem properties.

Contact Person: Bongani Myeni, **Tel No:** (011) 407 6808, **E-Mail:** BonganiM@joburg.org.za
Workplace: SAPPI Building

Division: Group Forensic and Investigation Services (GFIS)

Department: Office of the City Manager

Salary Range: R43 259.21pm (basic salary excluding benefits)

Deputy Director: Information Management Centre

Educational Requirements and Experience: • Bachelor's degree in Computer Science and/or Forensic Investigation or Policing or Criminal Justice/NQF level 7 • IT background (software and information systems management) will be an added advantage • Qualification in Cyber-crime will be an added advantage • Six (6) years' experience within the Data Management/ Information Management in a Forensic or Policing environment or Criminal Justice systems environment • Qualification in Cyber-crime will be an added advantage • Three (3) years' experience should be at management level within public sector or • Knowledge of forensic investigation processes, control and the identification of systemic weaknesses • ECISA, CISAP, CISM, CRISC, SANS or any other security certificate is a plus • Ability to integrate investigation with the risk management processes • Knowledge of data analytics and e-forensics • Translation of data into accessible reports for diverse audiences • Presentation and reporting effectively • Understanding of legal implications of policies • Quality assurance and human resource procedures and regulations.

Job Description: • The incumbent will be responsible for profiling, data imaging, financial and asset tracking, notebook analysis and liaison on section 208 matters • Monitor and report on progress thereof on all the matters related to information management • Responsible for the development and effective implementation, monitor, strategies, policies and procedures in relations to information management.

Contact Person: Bongani Myeni, **Tel No:** (011) 407 6808, **E-Mail:** BonganiM@joburg.org.za
Workplace: SAPPI Building

Division: Group Forensic and Investigation Services (GFIS)

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Cyber Crime

Educational Requirements and Experience: • Bachelor's degree in Computer Science and/or Forensic Investigation or Policing or Criminal Justice/NQF level 7 • Certificate in Cyber Crime will be an added advantage • Full or Associate membership to professional bodies such as ACFE, ICFP • Member of the Cyber Security Institute of South Africa will be an added advantage • Six (6) years' experience required within cyber-crime investigation environment of which three (3) years, should be at management level within public • Proven success at operating at middle management level, including the management of experienced and professionally qualified staff • Knowledge of forensic investigation processes, control and the identification of systemic weaknesses • Strong understanding of IT environments, IT security, networking, server architecture and it security • Experience with the operating systems and investigation platforms • ECISA, CISAP, CISM, CRISC, SANS or any other security certificate is a plus • Ability to investigate with the risk management processes • Knowledge of data analytics and e-forensics • Translation of data into accessible reports for diverse audiences • Presentation and reporting effectively • Understand of legal implications of policies • Quality assurance and human resource procedures and regulations.

Job Description: • The incumbent will be responsible for the development and effective implementation, monitor, strategies, policies, procedures in relation to cyber-crimes • Cyber-crime entails analyzing of computer systems crime, recover data that was destroyed or damaged, gather electronic data, reconstruct damaged computer systems, recover password protected/encrypted files and hidden information • Monitor and report on progress thereof on all matters related to cyber-crime matters.

Contact Person: James Netshidzati, **Tel No:** (011) 407 6562, **E-Mail:** jamesnet@joburg.org.za
Workplace: SAPPI Building

Directorate: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R24 190.92 pm (basic salary excluding benefits))

Internal Auditor

Educational Requirements and Experience: • A National Diploma/Degree in accounting or in internal auditing or related field (NQF level 6/7) • Candidates with extensive relevant work experience and a proven track record would be considered • Proficiency with various computer applications • Be a member of Institute of Internal Auditors South Africa (IIASA) • Drivers' license and access to a vehicle is essential (post holder will be expected to visit the council's sites, often at short notice) • Minimum three (3) years' experience in internal audit • Knowledge and experience of local government is an added advantage • Project management experience • Knowledge of Group Integrated Assurance Framework • Knowledge of combined assurance model • Knowledge of Integrated Internal Control Framework • Knowledge of Human resources and finance management.

Job Description: • To implement internal audit engagements within a certain portfolio, by: • Reviewing management measures to ensure effectiveness, value for money and/or efficiency within the municipality • Assessing the performance of municipality programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria • Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Contact Person: Tsholofelo Thothomising, **Tel No:** (011) 407 6311, **E-Mail:** tsholofelot@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Directorate: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R29 535.48 pm (basic salary excluding benefits)

Internal Audit Specialist: Senior Internal Auditor

Educational Requirements and Experience: • Bachelor's Degree/B Tech in accounting or in internal auditing or related field/NQF level 7 • Proficiency with various computer applications • Be a member of Institute of Internal Auditors South Africa (IIASA) • Drivers' license and access to a vehicle is essential (post holder will be expected to visit the council's sites, often at short notice) • Minimum five (5) years' extensive experience in internal auditing • Extensive knowledge and experience of local government • Experiencing assessing adequacy and effective of risk management • Experience with project management • Knowledge of Group Integrated Assurance Framework • Knowledge of combined assurance model • Knowledge of Integrated Internal Control Framework • Knowledge of Human resources and finance management.

Job Description: • To implement multi internal audit (process and financial audit) engagements which run parallel within a certain portfolio, by: • Reviewing management measures within multiple projects to ensure effectiveness, value for money and/or efficiency within the municipality • Assessing the adequacy and effectiveness of control measures within performance of municipality programmes, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria • Assisting in developing recommendations for improvement and preparing components of the final report to various municipal oversight committees.

Contact Person: Pelisa Sindelo, **Tel No:** (011) 407 6560, **E-Mail:** PelisaS@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Directorate: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Internal Audit

Educational Requirements and Experience: • Honours or a post graduate qualification/NQF level 8 in internal auditing or accounting or associated discipline • Progress towards attainment of Certified Internal Auditor (CIA) or Chartered Accountant South Africa (CA) SA • Be a member of Institute of Internal Auditors South Africa (IIASA) • Driving license and access to a vehicle essential (post holder will be expected to visit the Council's sites, often at short notice) • Minimum of ten (10) years extended experience in a financial auditing field of which at least six (6) years must be in a managerial position in financial auditing profession • Strong knowledge of internal audit's role in financial governance • Knowledge of generally accepted professional accounting principles and practices • Detailed understanding of risk management and corporate governance in a public sector environment • Knowledge of the statutes, rules, and regulations applicable to of local government • Experience of local government internal audit • Experience with project management is an advantage

• Knowledge of Group Integrated Assurance Framework • Knowledge of combined assurance model • Knowledge of Integrated Internal Control Framework • Knowledge of Human resources and finance management.

Job Description: • The position will be responsible for a range of functions including planning, managing, conducting and reporting the results of internal audit (process and financial audit) engagements • This position will assess the overall effectiveness of internal audit conducted to ensure that these conform to the auditing standards and code of ethics • The position will also determine adequacy of audit coverage and develop improvement programme, by: • Leading teams in the planning, management and conduct of process and financial audits within approved budgets and timetables, and in conformance with professional standards • Providing leadership and support to subordinate staff, including reviewing performance and providing professional guidance and performance feedback.

Contact Person: James Netshidzati, **Tel No:** (011) 407 6562, **E-Mail:** jamesnet@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Division: Group Risk and Assurance

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: IT Audit (MOE)

Educational Requirements and Experience: • Honours or a post graduate qualification/NQF level 8 in Information Systems or associated discipline with one or more of the following professional certification • Certified Information Systems Auditor (CISA) • Certified in Risk and Information Systems Control (CRISC) • Certified Information Systems Security Professional (CISSP) • Microsoft Certified Information Technology Professional Enterprise Administrator (MCITP) • Computer Hacking Forensics Investigator (CHFI) • Must have data Analytics experience • Be a member of Institute of Internal Auditors South Africa (IIASA) and also professional association for IT auditors • Drivers' license and access to a vehicle is essential (post holder will be expected to visit the Council's sites, often at short notice) • Minimum of ten (10) years, extended experience in an IT auditing field of which at least six years must be in a managerial position in IT Audit profession • Knowledge of local government is an added advantage • Experience of local government internal audit • Experience in Business Development • Detailed understanding of risk management and corporate governance in a public sector environment • Experience with project management is an advantage • Knowledge of Group Integrated Assurance Framework • Knowledge of combined assurance model • Knowledge of Integrated Internal Control Framework • Knowledge of Human resources and finance management.

Job Description: • The incumbent will be responsible and accountable for the management and the professional performance of information System Audit Services within the City by: • Lead teams in planning, management and conduct of IT Audits or review within approved budgets and timetables and in conformance with professional standards • Provide leadership and support to subordinate staff, including reviewing performance and providing professional guidance and performance feedback.

Contact Person: Bongani Myeni, **Tel No:** (011) 407 6808, **E-Mail:** BonganiM@joburg.org.za
Workplace: SAPPI Building, 48 Ameshoff Street, Braamfontein

Division: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R34 352.09 pm (basic salary excluding benefits)

Senior Specialist (Assistant Director): IT Audit X 4

Educational Requirements and Experience: • A B Degree in Computer Science/Information Technology Management/or equivalent NQF level 7 • Five (5) – eight (8) years' experience in the IT auditing environment of which at least three (3) years must be in a managerial position • Human Resources, finance and project management • Internal Controls • Information Technology Management • Standards for Professional Practice of Internal Auditing • Cybersecurity principles • General and application control reviews • IT business risk assessments • Proficient in data analysis • Must have data analytics experience • Knowledge of SAP • Skills to perform and knowledge of tools related to integrated detection procedures on networks.

Job Description: • Manage, plan, organize, supervise, and report on the activities of the assurance services audit projects in order to ensure that it is managed to achieve the functional business objectives and that audit work conforms to the International Standards for Professional Practice of Internal Auditing, Information Systems Audit and Control Associations and any other standards set by Group Risk Assurance Services- Group Internal Audit Services.

Contact Person: Bongani Myeni, **Tel No:** (011) 407 6808, **E-Mail:** BonganiM@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Division: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Strategic Risk

Educational Requirements and Experience: • B Com Degree with Auditing or Financial Accounting qualification/ NQF level 7 • Professional risk management qualification with recognized accredited institution • Minimum of eight (8) – ten (10) years' Business Risk Management experience • Strong presentation, report writing, negotiation, conflict management, time management numerical and accounting, communication, networking, research and planning skills required • Knowledge of risk management, local government legislation, Resources availability and its management, process evaluation, Finance and business acumen.

Job Description: • Lead, direct, plan and control the unit in the monitoring of strategies, policies and procedures to ensure that these policies and procedures are implemented by respective Sections • Provide professional risk management risk services, strategy development and implementation through practicing strategic, operational and physical risks, in regard to underpin the COJ's strategic objectives • Conduct risk assessments • Provide advisories on management of risks • Establish and maintain stakeholder relations • Secure robust strategic performance • Maximize opportunities and minimizing loss events • Management of business continuity processes.

Contact Person: Annie Mokgathe, **Tel No:** (011) 407 6835, **E-Mail:** anniemokgathe@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Division: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Risk Control and Loss Assessment

Educational Requirements and Experience: • B Com Degree with Auditing or Financial Accounting qualification/ NQF level 7 • Professional risk management qualification with recognized accredited institution • Minimum of five (5) – ten (10) years' Business Risk Management experience • Risk Management, Strong Presentation, Report Writing, Negotiation, Conflict Management, Time Management, Numerical and Accounting, Communication, Networking, Research and Planning skills required • Knowledge of risk management, Local Government Legislation, Resources availability and its management, process evaluation, finance and business acumen.

Job Description: • Lead, direct and control the unit in the monitoring of strategies, policies and procedures to ensure the embedding of risk management strategies throughout the City • Provide professional risk management risk services, strategy development and implementation through practicing strategic, operational and physical risks, in regard to underpin the COJ's strategic objectives • Conduct risk assessments • Provide advisories on management of risks • Establish and maintain stakeholder relations • Secure robust strategic performance • Management of business continuity processes.

Contact Person: James Netshidzati, **Tel No:** (011) 407 6562, **E-Mail:** jamesnet@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Division: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R43 259.21 pm (basic salary excluding benefits)

Deputy Director: Projects & Specialised Audit Services

Educational Requirements and Experience: • Honours or a Post graduate qualification in Internal auditing or Associated discipline (NQF level 8) • Progress towards attainment of Certified Internal Auditor (CIA) • Be a member of Institute of Internal Auditors South Africa (IIASA) • Drivers' license and access to a vehicle is essential (post holder will be expected to visit the council's sites, often at short notice) • Ten (10) years' extended experience in a performance auditing field of which at least six (6) years must be in a managerial position in performance auditing profession • Experience of local government internal audit • Detailed understanding of risk management and corporate governance in a public sector environment • Experience with project management will be an added advantage • Knowledge of Group Integrated Assurance Framework • Knowledge of combined assurance model • Knowledge of Integrated Internal Control Framework • Knowledge of Human resources and finance management.

Job Description: • The incumbent will be responsible for a range of functions including planning, managing, conducting and reporting the results of Projects and specialized Audits of the operations of City of Johannesburg Metropolitan Municipality core departments and its entities, client relationship management and the provision of professional and technical advice on a range of audits issues • This position is mainly responsible for reviewing and assessing the performance of municipality as a whole, including its efficiency, effectiveness and economy based on compliance with relevant legislation, best practices and other criteria • The Job entails ensuring the following by: • Lead teams in planning, management and conduct of Projects and Specialized audits engagements within approved budgets and timetables and in conformance with professional standards • Provide leadership and support to subordinate staff, including reviewing performance and providing professional guidance and performance feedback.

Contact Person: Pelisa Sindelo, **Tel No:** (011) 407 6560, **E-Mail:** PelisaS@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

Division: Group Risk & Assurance Services

Department: Office of the City Manager

Salary Range: R 29 535.48 pm (basic salary excluding benefits)

Specialist Strategic Risk

Educational Requirements and Experience: • Degree with Risk Management component (NQF level 7) • Three (3) years' in Risk Management and knowledge of MS Office tools • Knowledge and experience of Business Risk, Operation a Risk, Physical risk and Business Continuity management • Knowledge of Local Governments; resources availability and its management and Process Evaluation • Strong Presentation; Negotiation; Analytical; communication (verbal and written); networking and Report Writing skills required.

Job Description: • Implement and maintain integrated risk management activities, Business Continuity Management and control assessment throughout the City (Departments and Entities).

Contact Person: Tsholofelo Thothomising, **Tel No:** (011) 407 6311, **E-Mail:** tsholofelot@joburg.org.za
Workplace: SAPPI building, 48 Ameshoff Street, Braamfontein

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities
Closing date: 11 September 2018
The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the COJ's EE Policy. Application letters, together with a comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

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