

PERMANENT POSITIONS

Department: Office of the City Manager

Branch: Group Forensic and Investigation Services (GFIS)

Assistant Director: Finance Management

Salary Range: R38 605.24 pm (basic salary excluding benefits)

Educational requirements and experience: • B Com degree / NQF level 7 in Accounting or Finance • 6 years' experience required within financial accounting environment of which 3 years' experience should be at supervisory level within public services or private sector.

Job description: The Assistant Director: Finance reports to the Deputy Director: Finance and he/she will be responsible for budget control, expenditure management and control, accounting records use of control accounts, availability of financial information, loss control and other financial matters.

This is an employment equity targeted position and preference will be given to EE targeted groups.

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

Workplace: 48 Ameshoff Street, Sappi Building, Braamfontein.

Assistant Director: Property Investigations Compliance

Salary Range: R38 605.24 pm (basic salary excluding benefits)

Educational requirements and experience: • Degree / NQF level 7 in Compliance (in Environmental Health, Fire Technology Building Environment, Town Planning) • Registered with relevant bodies is essential • 6 years' experience required of which 3 years' experience should be at supervisory level within public services or private sector or specialist level as an Environmental Health Practitioner, Fire Safety Official, Land Use Management and Building Control Environment • Proven success at operating effectively on the findings of an investigation • Understanding of legal implications of policies and legislation.

Job description: The Assistant Director: Property Investigations Compliance job purpose is to implement and enforce the City of Johannesburg property By-law, and other relevant legislations and By-laws, taking legal actions against the perpetrators, operationalise systems and processes aimed at reducing problem buildings and property hijackings.

This is an employment equity targeted position and preference will be given to EE targeted groups.

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

Workplace: 48 Ameshoff Street, Sappi Building, Braamfontein.

Department: Community Development

Branch: Finance

Director: Finance

Salary Range: R55 052.66 pm (basic salary excluding benefits)

Educational requirements and experience: • B Com degree in Finance or equivalent (NQF level 7) • Must have a valid driver's licence Code B • At least ten years' experience within finance and Supply Chain Management • Five years' Senior Management experience • Qualification and experience in terms of minimum competencies prescribed by National Treasury.

Job description: To lead, direct and control the Finance Directorate Community Development so that: • Its financial position is reported accurately; the finance section runs efficiently and effectively and conforms to the requirements of the municipal Finance Management Act and the City's financial strategies and policies • Its key performance areas and results indicators associated with the provision of an effective administrative service to Community Development Directorates are managed by aligning the administrative aspect of strategy, policies and procedures and document management to ensure the optimum utilisation of resources in terms of administrative practices • Establish strategic leadership, direction and control over the Finance Directorate in the Community Development • Advise and evaluate the Finance Directorate and transfer of knowledge at Directorate level to six directors to enhance their ability to effectively manage the units under their control and be able to lead accountability in respect of core functions to the lowest level of the organisation based on competency limitations • Analyse financial systems in terms of overall strategic plan of the directorate and develop a plan of action that will ensure departmental strategies are supported. This Directorate manages the finances of the following sections within the City: Sport and Recreation, Library and Information Services, Arts, Culture and Heritage Directorate and Strategic support units of Community Development.

Contact Person: Lizelle Cooke. E-Mail: LizelleC@joburg.org.za. Tel No: (011) 407 6681.

Workplace: 158 Civic Boulevard Metro Centre, Braamfontein.

Department: Development Planning

Branch: Building Development Management

Building Inspector

Salary Range: R19 632.61 pm (basic salary excluding benefits)

Educational requirements and experience: • Grade 12 / NQF level 4 with a National Diploma (NQF level 6) in building discipline i.e. Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying and Quantity Surveying • Three (3) years' relevant work experience.

Job description: Inspect building operations in developed and undeveloped areas in order to control the quality and safety of structures and ensures compliance to the National Building Regulations and Building Standards Act, No 103 of 1977 and other relevant regulations and By-Laws.

Contact Person: Leyandre Ndlovu. E-Mail: LeyandreN@joburg.org.za. Tel No: (011) 407 6588.

Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Department: Public Safety - EMS

Branch: Office of the Chief

Deputy Director: Staff Office

Salary: R44 397.73 pm (basic salary excluding benefits)

Educational requirements and experience: • Bachelor's degree / NQF level 7 in Public Administration, Governance, EMS / Fire related qualification or equivalent • Seven (7) years' corporate experience in a financial / business management or public service environment at management level • A minimum of seven (7) years in financial / or administrative environment at a senior management level and accountability (including leadership) in either the public or private sector • Proven track record in the project management of a number of complex, simultaneous projects with pressurised timelines • Experience with strategic, business and planning and reporting frameworks and requirements helpful • Supervising and mentoring staff and supporting professional and leadership development.

Job description: The Deputy Director: Office of the Chief / Executive Head provides leadership in strengthening, and implementing effective management support services, functions and systems for the office of the executive Head in order for it to fulfil its strategic objectives. The Deputy Director: Office of the Chief / Executive Head will need to oversee a full range of administrative, clerical and management support functions including, but not limited to financial and office management function within the Office of the Executive Head. This will be achieved as the Deputy Director: Office of the Chief / Executive head fulfils their role to: • Provide effective direction and support to the office in terms of Management Support Services issues and requirements • Coordinate the effective management of structures, processes and administrative capacity necessary for the effective execution of office functions • Oversee the development and monitoring of financial operations and direct all fiscal activities of the department • Ensure effective administrative, clerical and management support to the Executive Head and senior management as required • Render high quality personal, administrative and operational support to the Executive Head and senior management as required • Oversee and advice on planning and coordination of internal and external engagements, conferences and events for the department • Identify and mitigate risk factors and manage reporting compliance within the office • Oversee that direct reports maintain functional and secure record, document and information management within the office • Provide business management services to the office • Provide the necessary leadership, management, support and advice to staff in the office.

Contact Person: David Moleele. E-Mail: davidmole@joburg.org.za. Tel No: (011) 758 9287.

Workplace: Public Safety Headquarters.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Closing date: 13 November 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 letter together with 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.

