

**Permanent Positions****Department: Development Planning****Branch: Building Development Management****Information Management Officer****Salary range: R18 348.23 per month (basic salary excluding benefits)****Educational requirements and experience:**

- NQF level 6 in Information Technology/Computer Science/GIS • In-depth knowledge of ICT business processes • 4 years' working experience in system administration/development • Minimum of 1 year within municipal system development or planning environment will be added advantage • Analytical skills, sound judgement and high decision-making ability • Ability to adapt to innovative technological advances.

**Job description:**

The successful candidate will be responsible for providing strategic guidance for the policy setting and decision making linked to trends generated from the system reports, overall administration of BAS and other relevant systems for all the development being administered by the City and providing technical and administrative input and support to the City's SDF, business plans, trend analyses and investment attraction and retention processes. Furthermore, he/she will ensure that area-based planning processes (priority area, hot spots and law enforcement focus area) incorporate priority interventions required to meet the development objectives, update and enhance BAS, LIS and the database, integrate GIS Database with building plan applications and building development management contravention processes as well as manage the process for electronic submission of development processes.

**Applications, accompanied by a comprehensive CV, should be e-mailed to: ThuliMazibuko@joburg.org.za****Enquiries: Thuli Mazibuko, tel. (011) 407-6560****Department: Environmental & Infrastructure Service****Branch: Finance****Specialist: Supply Chain Management****Salary range: R18 348.23 per month (basic salary excluding benefits)****Educational requirements and experience:**

- 3-year diploma/BCom degree in Financial Management/NQF level 7 • 5 years' experience in the Financial Management field and/or in a Local Government Supply Chain Management environment • Solid Excel and SAP skills • Financial acumen, project and time management.

**Job description:**

The incumbent will manage the financial supply chain within the Environmental & Infrastructure Service Department by ensuring compliance and monitoring procedures, and financial processes and procedures are adhered to, manage the SCM process for the Department and staff as well as administer contract and project policies and procedures.

**Applications, accompanied by a comprehensive CV, should be e-mailed to: miehleketo@joburg.org.za or hand delivered to 11<sup>th</sup> Floor, 118 Jorissen Street, Braamfontein****Enquiries: Miehleketo Mabasa, tel. (011) 587-4221/4327****Department: Group Finance****Branch: Finance, Compliance and Data****Data Manager****Salary: R32 257.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 with relevant degree or higher diploma in Information Technology, with Statistics a preference • Minimum of 3 years' proven professional Information Technology experience including at least 1 year in a management capacity • Proven skills in: \* Database and systems development (MS Access, MS SQL Server and IBM DB2 UDB) \* Extensive knowledge of SQL \* High degree of computer literacy \* Microsoft.Net programming.

**Job description:**

The successful candidate will manage the key performance and results associated with the development and maintenance of the automated valuation system of the City of Johannesburg (COJ), and daily administration of the valuations database, manage the efficient utilisation of IT resources, identify potential database problem areas and coordinate plans to rectify such areas timeously and efficiently. Furthermore, he/she will ensure that the directorate, as a member of the Property Value Chain, complies with all requirements relating to the COJ Land Information System (LIS), by attending relevant meetings and ensuring the implementation of any changes or enhancements to the LIS and the maintenance thereof in so far as the valuation components are concerned, ensure the regular reconciliations of properties between Valuation Services, Rates & Taxes and Town Planning to enable a comprehensive rates base for the COJ, which will contribute to the accurate billing of properties as well as statistically analyse valuation data gathered by valuers and provide feedback to the Director to assist the Directorate with valuation decisions in the general and supplementary rolls. Further functions include keeping abreast of new system and valuation technologies, both hardware and software, to keep the Directorate up to date, providing advice and guidance to the Director regarding technological advances to improve service delivery to the COJ and its ratepayers as well as providing support and data-related information to the users within the Property Branch for regular reporting and ad hoc requirements.

**Branch: Valuation Services****Area Valuation Manager****Salary range: R32 257.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate, Property Valuation or qualification recognised by the SA Council for the Property Valuers' Profession • 3 years' experience in property valuation as a Professional Valuer or Professional Associated Valuer • Supervisory experience • Computer literate preferably with spreadsheets and word processing • Registered as Professional Associated Valuer or Professional Valuer with the SA Council for the Property Valuers' Profession.

**Job description:**

The incumbent will be responsible for ensuring that all properties in an assigned area are valued for the purposes of compiling the valuation roll and supplementary valuation rolls. In addition, he/she will supervise and perform valuations for purposes of endowments, acquisitions, alienations, rental, and insurance, provide advisory services to the clients of the City of Johannesburg regarding assessment rates and valuation matters as well as comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA, 6 of 2004.

**Applications for the above 2 posts, accompanied by a comprehensive CV, should be e-mailed to: Juliamat@joburg.org.za****Enquiries: Julia Matshalene, tel. (011) 358-3391****Senior Valuation Manager****Salary range: R36 079.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate, Property Valuation or qualification recognised by the SA Council for the Property Valuers' Profession • 5 years' Property Valuation experience a Professional Valuer or Professional Associated Valuer • Managerial experience • Broad experience and understanding of legislative and developmental aspects of property in a Municipal environment • Demonstrated experience in project development and management • Extensive experience in property valuation/negotiations of a complex nature • Computer literate preferably with spreadsheets and word processing • Registered as Professional Associated or Professional Valuer.

**Job description:**

The successful candidate will lead, direct, plan, develop and manage Property Valuations in the designated regions within the City of Johannesburg with regard to compilation and maintenance of Valuation Rolls to fulfil the objectives of the City's IDP, policies, programmes and all legislative requirements and comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA, 6 of 2004. He/she will also manage, supervise and manage performance in valuations related to ad hoc purposes.

**Deputy Director****Salary range: R41 493.20 per month (basic salary excluding benefits)****Educational requirements and experience:**

- National Diploma/NQF level 7 in Real Estate, Property Valuation or qualification recognised by the SA Council for the Property Valuers' Profession • 10 years' extended valuation experience in Property Valuation a Professional Valuer or Professional Associated Valuer • Managerial experience • Broad experience and understanding of legislative and developmental aspects of property in a Municipal environment • Demonstrated experience in project development and management • Extensive experience in property valuation/negotiations of a complex nature • Computer literate preferably with spreadsheets and word processing • Registered as Professional Associated or Professional Valuer with the SA Council for Property Valuers' Profession.

**Job description:**

The incumbent will provide strategic support to and manage the Municipal Valuations and ad hoc valuations to provide an efficient valuation service within the Directorate and to the clients of the City of Johannesburg.

**Applications for the above 2 posts, accompanied by a comprehensive CV, should be e-mailed to: Pearl@joburg.org.za****Enquiries: Pearl Fambe, tel. (011) 358-3279****5-year Fixed-term Contract Position****Private Office of the Executive Mayor****Branch: Monitoring & Evaluation****Specialist: Monitoring & Evaluation****Annual total remuneration package: R636 099.13 all-inclusive cost to company****Educational requirements and experience:**

- Bachelor's degree in Public Policy, Public Administration, Law and Finance or associated discipline/NQF level 7 • 3-5 years' experience in the political, legal, financial or performance management sectors • Experience of M&E or organisational performance • Experience in designing and/or implementing data collection and data management systems • Knowledge of the policy framework of Government and the regulation and legislation that drive it • Sound knowledge of adaptive management learning principles and practices • Discretion when dealing with confidential information, good judgement and assertiveness, integrity and tenacity • Valid driver's licence • Willing to work extended hours and be on standby.

**Job description:**

The incumbent will monitor, evaluate and report on the implementation of the City of Johannesburg's strategic plans (IDP), including SDBIP programmes/projects to ensure the achievement of CoJ mission and vision as well as develop policies, standards and guidelines to ensure effective institutional performance monitoring and evaluation and reporting city-wide. Further responsibilities include developing tighter uniformity and synergy between strategy and M&E reporting and supporting informed decision making by the executive, developing monitoring and evaluation tools, organisational reporting templates to govern the execution, management and reporting of each of the service delivery and budget implementation plans as well as data analysis, management and report writing. Providing consolidated feedback to the director to cluster monitoring and evaluation, systems and information, overseeing the auditing of performance information and ensuring development of legislative compliance reports will also form part of his/her duties.

**Applications, accompanied by a comprehensive CV, should be e-mailed to: TsholofeloT@joburg.org.za****Enquiries: Tsholofelo Tlithomisang, tel. (011) 407-7085**

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

**Closing date: 19 September 2017**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy. Applications must contain at least 3 referees. An application letter 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 unsuccessful.