

**Permanent Positions****Department: Group Forensic and Investigation Services (GFIS)****Branch: Criminal Prosecutions (Legal Services)****Director: Criminal Prosecutions (Legal Services)****Salary range: R47 915.18 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A BProc or Bluris or BA Law (NQF level 7) • 10 or more years' experience in the field, either public or private, with at least 5 years' managerial experience • Working experience in a legal environment, specializing in Constitutional, Administrative and Procedural Law, including experience in Contract/Commercial Law • Parliamentary/legislative work background will be an added advantage • A thorough understanding of the Constitution, local government laws, application of procedural tenets and practices • Knowledge and understanding of legislative drafting principles and requirements • An understanding of the institutional planning cycle: Compilation of Acquisition Plan; average planning, costing, estimation and forecasting abilities.

**Job description:**

The successful candidate will primarily be responsible for providing legal and procedural assistance as well as advice to the Department on reported cases to ensure success in prosecutions. Advice will be provided to affected departments on development of sound and implementable recommendations following finalisation of cases. The Director must furthermore mentor and train user departments on spotting potential problems and provide strategies on how to obviate same.

**Department: Group Forensic and Investigation Services (GFIS)****Branch: Strategic Stakeholder Management****Director: Strategic Stakeholder Management****Salary range: R47 915.18 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A degree in Journalism/Communications/Public Relations/Media Studies or related (NQF level 7) • 10 or more years' experience in the field, with at least 5 years' managerial experience • Previous experience working within a political environment would be preferred • Knowledge of Batho Pele and Corporate Governance principles, Government and relevant legislation, current affairs and the South African media • Strategic planning and organising skills • Research skills • The ability to write speeches and provide accurate information • A valid driver's licence and the ability to attend meetings, etc across the City • No criminal record of fraud, theft, corruption or other white collar crime.

**Job description:**

The successful candidate will primarily be responsible for providing strategic direction and leadership in conducting basic research, data gathering and compilation, coordinating media briefings and drafting media releases/press statements for GFIS, so that Commissioner is fully prepared for meetings, seminars, functions, etc.

**Applications for the above 2 positions, including a comprehensive CV, should be forwarded to e-mail: [laurenj@joburg.org.za](mailto:laurenj@joburg.org.za)**

**Enquiries: Lauren Jonas, tel. (011) 407-6003**

**Branch: Property Hijackings and Investigations****Deputy Director: Property Investigations Compliance****Salary range: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A 3-year legal degree or LLB (NQF level 7) • Admission as an Attorney or Advocate will be an added advantage • 7 years' previous experience, with 3 years at managerial level • The ability to mentally and physically deliver under intense pressure • Sound judgement and high decision-making ability • Discretionary with regards to hours of work, ie flexi-time.

**Job description:**

The successful candidate will implement and enforce the City of Johannesburg Problem Property By-laws 2014 and other applicable and relevant legislations and by-laws, taking legal action against perpetrators, reviewing regulatory changes in business activities and developing effective and efficient strategies to address changes. He/she will ensure that systems and processes aimed at reducing problem buildings and property hijackings are operationalised and that investigations in relation to problem properties are conducted in alignment with legislative requirements applicable to local government, as well as provincial and national government.

**Branch: Operations****Deputy Director: Fraud and Corruption****Salary range: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- An appropriate degree in Forensic Investigations or Policing (NQF level 7) • Full or associate membership of professional bodies, such as ACFE or ICFP • Membership of Ethics SA or Compliance Institute would be an added advantage • 7 years' experience within a fraud and corruption investigation environment, of which 3 years should have been at management level within the public service or private sector • Proven success at operating at Middle Management level, including the management of experienced and professionally qualified staff • Knowledge of forensic investigation processes, controls and the identification of systemic weaknesses • The ability to integrate investigation with risk management processes • Knowledge of data analytics and e-forensics • Skill in the translation of data into accessible reports for diverse audiences • Presentation and effective reporting skills • An understanding of the legal implications of policies.

**Job description:**

The successful candidate will be responsible for the development and effective implementation and monitoring of, as well as strategies, policies and procedures related to, a response plan. He/she will monitor and report on the progress of all matters related to fraud and corruption matters.

**Applications for the above 2 positions, including a comprehensive CV, should be forwarded to e-mail: [TsholofeloT@joburg.org.za](mailto:TsholofeloT@joburg.org.za)**

**Enquiries: Tsholofelo Tlhotlhomisang, tel. (011) 407-7085**

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

**Closing date: 22 March 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.



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