

**Department:** Office of the Executive Mayor  
**Branch:** Group Risk & Assurance Services  
**Designation:** Deputy Director: Strategic Risk  
**Salary Range:** R41 493.20 (basic salary excluding benefits)

**Contact Person:**  
 Bongani Myeni  
**Tel No:**  
 (011) 407 6553  
**Workplace:**  
 SAPPI building,  
 48 Ameshoff Street,  
 Braamfontein

**Educational Requirements and Experience:**

- B Com Degree majoring with Auditing and Financial Accounting qualification / NQF level 7.
- Professional risk management qualification with recognized accredited institution.
- Served articles with one of audit firms will be an added advantage.
- 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 and operational risk, 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.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: bonganim@joburg.org.za

**Department:** Office of the Executive Mayor  
**Branch:** Group Risk & Assurance Services  
**Designation:** Senior Specialist Operational Risk  
**Salary Range:** R32 257.06 pm (basic salary excluding benefits)

**Contact Person:**  
 James Netshidzati  
**Tel No:**  
 (011) 407 6562  
**Workplace:**  
 SAPPI building,  
 48 Ameshoff Street,  
 Braamfontein

**Educational Requirements and Experience**

- B Com Degree in Risk Management / Internal Auditing / Financial Accounting qualification/ NQF level 7.
- A Certificate in Project Managements with Contract Management will be an added advantage.
- Must be registered with a professional body e.g. IRMSA.
- At least four (4) experience in enterprise risk management of which two (2) years must be managing project within a team.
- Knowledge of Governments legislation, policies and procedures applicable to South Africa.
- Ability to meet deadline and work under pressure.
- Well development analysis and problem solving skills
- Good knowledge of corporate governance requirements (King III and MFMA), internal auditing practice and general business and management principle and processes.
- Project management, good interpersonal, computer literacy, excellent facilitation / presentation and excellent verbal and written communication skills required.
- Ability to use risk management software.
- Key understanding of compliance process and controls.
- Must be able to work with minimal supervision.

**Job Description:**

Plan, manage, organize, control and evaluate the activities and functional business objectives of risk management process throughout the City's departments and Entities

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: jamesnet@joburg.org.za

**Department:** Office of the Executive Mayor  
**Branch:** Group Risk & Assurance Services  
**Designation:** Senior Specialist Strategic Risk  
**Salary Range:** R32 257.06 pm (basic salary excluding benefits)

**Contact Person:**  
 Tsholofelo  
 Tlthothomisang  
**Tel No:**  
 (011) 407 6562  
**Workplace:**  
 SAPPI building,  
 48 Ameshoff Street,  
 Braamfontein

**Educational Requirements and Experience**

- B Com Degree in Risk Management / Internal Auditing / Financial Accounting qualification/ NQF level 7.
- A Certificate in Project Managements with Contract Management will be an added advantage.
- Must be registered with a professional body e.g. IRMSA.
- At least four (4) experience in enterprise risk management of which two (2) years must be managing project within a team.
- Knowledge of Governments legislation, policies and procedures applicable to South Africa.
- Ability to meet deadline and work under pressure.
- Well development analysis and problem solving skills
- Good knowledge of corporate governance requirements (King III and MFMA), internal auditing practice and general business and management principle and processes.
- Project management, good interpersonal, computer literacy, excellent facilitation / presentation and excellent verbal and written communication skills required.
- Ability to use risk management software.
- Key understanding of compliance process and controls.
- Must be able to work with minimal supervision.

**Job Description:**

Plan, manage, organize, control and evaluate the activities and functional business objectives of risk management process throughout the City's departments and Entities

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: TsholofeloT@joburg.org.za

**Department:** Office of the Executive Mayor  
**Branch:** Group Risk & Assurance Services  
**Designation:** Specialist Operational Risk X 2  
**Salary Range:** R22 707.97 pm (basic salary excluding benefits)

**Contact Person:**  
 James Netshidzati  
**Tel No:**  
 (011) 407 6562  
**Workplace:**  
 SAPPI building,  
 48 Ameshoff Street,  
 Braamfontein

**Educational Requirements and Experience**

- Diploma / NQF level 6 in Risk Management / Internal Auditing.
- Minimum of three (3) years' experience in Risk and / Internal Auditing.
- Knowledge of Business Risk, Operational Risk, Physical risk and Business Continuity management.
- Knowledge of Local Government, resource availability and its management and process evaluation.
- Strong presentation, negotiation, analytical communication, networking and report writing.

**Job Description:**

Implement and maintain integrated risk management activities, business continuity Management and control assessment throughout the City (Department and Entities).

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: jamesnet@joburg.org.za

**Department:** Office of the Executive Mayor  
**Branch:** Group Risk & Assurance Services  
**Designation:** Deputy Director: Risk Control and Loss Assessment.  
**Salary Range:** R41 493.20 pm (basic salary excluding benefits)

**Contact Person:**  
 Bongani Myeni  
**Tel No:**  
 (011) 407 6808  
**Workplace:**  
 SAPPI building,  
 48 Ameshoff Street,  
 Braamfontein

**Educational Requirements and Experience**

- B Com Degree majoring with Auditing and Financial Accounting qualification / NQF level 7.
- Professional risk management qualification with recognized accredited institution.
- Served articles with one of audit firms will be an added advantage.
- Minimum of eight (8) – 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 and operational risk, 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.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: bonganim@joburg.org.za

**Department:** Group Finance  
**Branch:** Strategic Supply Chain Management (SSCM)  
**Designation:** Director: Committee Systems, Legal and Commercial Services  
**Salary:** R51 441.74 pm (basic salary excluding benefits)

**Contact Person:**  
 Mmaputi Dikgomo  
**Tel No:**  
 (011) 358 3414  
**Workplace:**  
 Metropolitan Centre,  
 158 Civic Boulevard,  
 Braamfontein

**Educational Requirements and Experience**

- B Degree in Law / Commerce / NQF level 7.
- Post graduate qualification in Law or Administration will be an advantage.
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.
- At least five (5) years' appropriate experience in local government or a similar environment at a senior management level.

**Job Description:**

Plan, manage, control and oversee the functioning and operational efficiency of the Supply Chain Management Bid Committees Section within the City of Johannesburg. Provide legal and commercial advice and analysis to the business on a continual basis.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: Mmaputid@joburg.org.za

**Department:** Environment & Infrastructure Department  
**Branch:** Strategic Coordination and Integration  
**Designation:** Senior Secretary  
**Salary Range:** R14 058.87 pm (basic salary excluding benefits)

**Contact Person:**  
 Mavis Nengwenani  
**Tel No:**  
 (011) 587 4249  
**Workplace:**  
 Traduna House,  
 118 Jorissen Street,  
 Braamfontein

**Educational Requirements and Experience**

- Grade 12 with a Higher Certificate in Secretarial or Office Administration / NQF level 5.
- Two (2) years' experience in secretarial or office administration duties.

**Job Description:**

Coordinate activities and requirements associated with the Director's office through the application of secretarial procedures and execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events/functions and meetings.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: mavisnen@joburg.org.za

**Department:** Group Finance  
**Branch:** Treasury  
**Designation:** Financial Strategy and Planning  
**Salary:** R51 441.74 pm (basic salary excluding benefits)

**Contact Person:**  
 Mkhuleko Shongwe  
**Tel No:**  
 (011) 358 3019  
**Workplace:**  
 66 Jorissen Street ,  
 Braamfontein

**Educational Requirements and Experience**

- Post graduate in Finance and Business Management or NQF level 7.
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.
- At least ten (10) years' working experience in a management environment with strategic involvement in financial management.
- Extensive financial strategy experience.
- Strong financial modelling skills required.
- Proven track record in financial modelling.
- Experience in developing Financial Strategy.

**Job Description:**

Responsible for strategic and planning competencies to the Treasury's units output. In addition the incumbent will be responsible for the development of CoJ financial strategies and to lead the strategic planning and financial forecasting process.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: MkhulekoS@joburg.org.za

**Department:** Group Corporate & Shared Services  
**Branch:** Group Human Capital Management  
**Designation:** Assistant Director: Human Capital Management  
**Salary:** R36 079.66 pm (basic salary excluding benefits)

**Contact Person:**  
 Pateka Shumane  
**Tel No:**  
 (011) 407 6658  
**Workplace:**  
 Metropolitan Centre,  
 158 Civic Boulevard,  
 Braamfontein

**Educational Requirements and Experience**

- Degree in Human Resource Management qualification / NQF level 7.
- Minimum five (5) to seven (7) years' experience in the Human Resources Management field.
- Computer literacy, Financial Management, Change Management, Facilitation Negotiation, Presentation and Report writing skills required.
- Knowledge of HR Policies, HR Processes, Administration Procedures and Employment Equity Act.

**Job Description:**

- Evaluate current human Resources practices against market trends and statutory Legislation.
- Mapping out current and future Human Resources requirement taking into consideration operational needs, skills scarcity and retention / capability as influential factors.
- Drafting immediate short and long term result indicators within business units in accordance with legislation and organizational vision and mission statement.
- Participate in Recruitment and Selection process in terms of best practice.
- Collect, analyse and provide statistical information on Human Resources practices that promote an ability to make informed decisions.
- Provide input into Human Capital Management strategy and business planning as it relates to manpower planning, recruitment and selection and employment equity services.
- Implement and maintain service level agreements, operational level Agreements and Internal Agreements for service delivery of Business Partners and provide effective Human Resources information systems.
- Implement Human Resources communication strategies aimed at creating awareness.
- Manage the scope and procedural administration requirements associated with Human Resources function.
- Manage and Monitor Remuneration Policy benefits and Conditions of Services.

This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: patekas@joburg.org.za

**Department:** Development Planning  
**Branch:** Building Development Management  
**Designation:** Building Inspector x 2  
**Salary Range:** R18 348.23 pm (basic salary excluding benefits)

**Contact Person:**  
 Leyandre Ndlovu  
**Tel No:**  
 (011) 407 6588  
**Workplace:**  
 Metropolitan Centre,  
 158 Civic Boulevard,  
 Braamfontein

**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.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: LeyandreN@joburg.org.za

**Department:** Development Planning  
**Branch:** Building Development Management  
**Designation:** Technical Evaluator – Outdoor Advertising  
**Salary Range:** R18 348.23 pm (basic salary excluding benefits)

**Contact Person:**  
 Leyandre Ndlovu  
**Tel No:**  
 (011) 407 6588  
**Workplace:**  
 Metropolitan Centre,  
 158 Civic Boulevard,  
 Braamfontein

**Educational Requirements and Experience**

- Grade 12 / NQF level 4 with a National Diploma (NQF level 6) within the building industry.
- Two (2) years' experience within Building Industry.

**Job Description:**

Evaluate application for advertising signs ad cellular masts to ensure compliance with the outdoor advertising by-laws and the national Building Regulations and Standards Act, No 103 197.

QUOTE THE JOB DESIGNATION YOU ARE APPLYING FOR.

E-Mail: LeyandreN@joburg.org.za

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

**CLOSING DATE: 24 OCTOBER 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.

