

**Permanent Positions****Department: Office of the City Manager (Group Risk & Assurance Services)****Branch: Group Compliance Advisory and Assurance Services (Compliance Unit)****Deputy Director: Compliance Advisory Services (MOE)****Salary: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A Bachelor's degree or equivalent qualification in Compliance/Law (NQF level 7) • A postgraduate qualification in Compliance/Law (NQF level 8) • A qualification in Local Government Legislative Frameworks will be an added advantage • At least 4 years' experience within compliance and law • 3 years' experience at management level within the public service or private sector • A general understanding of compliance process and controls • Writing and editorial skills • Excellent computer skills • The ability to present and report effectively • An understanding of legal implications of policies • Knowledge of quality assurance and human resource procedures and regulations • Experience in publications • Excellent organisational skills • Attention to detail.

**Job description:**

The key purpose of this position is to give proactive assurances to Executive Management and external stakeholders by identifying, monitoring, minimising and reporting compliance risk exposures. The successful candidate will strengthen internal controls through compliance awareness (with a key focus on municipal entities) and will provide advisory services in relation to compliance for the entire group, where required. He/she will provide research and training to inform departments and MEs of the latest best practice standards, codes, legislation, regulations and other legal requirements and impact to the City's risk profile. It will be his/her responsibility to develop and maintain substantial relationships with research experts and organisations in the compliance field (in order to offer new content and features) and he/she must keep up-to-date with research development in the compliance field and on innovations in the world of information websites.

**Deputy Director: Compliance Advisory Services (Core Departments)****Salary: R38 648.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A Bachelor's degree or equivalent qualification in Compliance/Law (NQF level 7) • A postgraduate qualification in Compliance/Law (NQF level 8) • A qualification in Local Government Legislative Frameworks will be an added advantage • At least 4 years' experience within compliance and law • 3 years' experience at management level within the public service or private sector • A general understanding of compliance process and controls • Writing and editorial skills • Excellent computer skills • The ability to present and report effectively • An understanding of the legal implications of policies • Knowledge of quality assurance and human resource procedures and regulations • Experience in publications • Excellent organisational skills • Attention to detail.

**Job description:**

The successful candidate will monitor and report on results of the compliance efforts of the city and provide guidance to Senior Management on matters relating to compliance. He/she will implement all necessary actions to ensure achievement of the objectives of an effective compliance programme and will strengthen internal controls through compliance awareness, with a key focus on the core department. We will also call upon him/her to provide compliance advisory services in relation to compliance for the entire group, where required.

**Applications for the above two positions, including a comprehensive CV, should be forwarded to e-mail: MarindaS@joburg.org.za**

**Enquiries: Marinda Smit, tel. (011) 203-3349**

**Department: Office of the City Manager****Branch: Group Risk and Assurance Services****Specialist: Compliance Monitoring Services****Salary: R17 090.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A diploma or equivalent qualification in Risk, Audit, Compliance/Law and Research/NQF level 6 • A qualification in Local Government Legislative Frameworks will be an added advantage • At least 2 years' experience within a compliance/legal and research environment • Excellent communication skills, both verbal and written • Excellent computer literacy • The ability to generate, present and report effectively • An understanding of legal implications of policies • A key understanding of compliance processes and controls • Attention to detail • The ability to work with minimal supervision.

**Job description:**

The key purpose of this position is to review and evaluate compliance issues within the City. He/she will ensure that MOEs, departments, Management as well as employees are in compliance with rules and regulations of regulatory agencies, and that the City's policies and procedures are followed. The Specialist will implement all necessary actions to ensure achievement of the objectives of an effective compliance programme.

**Specialists: Operational Risk (2 Posts)****Salary: R17 090.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A BCom degree in Risk Management/Internal Auditing/Accounting (NQF level 7) • A minimum of 2 or more years in risk management and/or internal auditing • Knowledge of and experience in business risk, operational risk, physical risk and business continuity management • Knowledge of Local Government • Knowledge of resources availability and its management • Strong presentation skills • Negotiation skills • Process evaluation • Analytical skills • Communication skills • Networking skills • Report-writing skills • A valid driver's licence and own vehicle.

**Job description:**

The successful candidates will assist and support the Senior Specialist to perform risk assessments, risk monitoring and risk evaluation of strategic risk, operational risk, and physical risk assessments throughout the City. They will embed Business Continuity Management to ensure compliance and identify corrective actions and continuous improvements throughout the City.

**Applications for the above two positions, including a comprehensive CV, should be forwarded to e-mail: SonwabisoS@joburg.org.za**

**Enquiries: Sonwabiso Selana, tel. (011) 718-9668**

**Department: Office of the City Manager****Branch: Group Risk and Assurance Services****Senior Specialist: Compliance Monitoring Services (2 Posts)****Salary: R30 045.70 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A diploma/NQF level 6 qualification in Compliance/Legal and Research. A qualification in Local Government Legislative Framework will be an added advantage • 2 years' experience required within compliance/legal and research • 2 years' experience at managerial level within the Public Service or Private Sector • Excellent communication (verbal and written) skills • Computer literacy • The ability to generate, present and report effectively • An understanding of legal implication of policies • Key understanding of compliance processes and controls • Attention to detail • The ability to work with minimal supervision.

**Job description:**

The successful candidates will review and evaluate compliance within the City • Ensure that MEs, department, Management are in compliance with rules and regulations of regulatory agencies, that City's policies and procedure are followed as well as receive and direct compliance issues to appropriate resources for investigation and resolution. They will also monitor and report on results of the compliance efforts of the unit and provide guidance to MEs and Department as well as senior management team on matters relating to compliance and implement all necessary actions to ensure achievement of the objectives of an effective compliance programme.

**Senior Specialist: Operational Risk****Salary: R21 151.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A degree in Risk Management/Internal Audit/Accounting (NQF level 7) • A minimum of 4 years' Risk Management experience plus 1 year managing such area • Strong presentation, report-writing, negotiation, conflict management, time management, analytical, communication (verbal and written), networking, research and planning skills • Knowledge of risk management, Local Government legislation (eg MFMA); resource availability and its management • A valid driver's licence and own vehicle.

**Job description:**

The successful candidate will support and assist the Deputy Director with performing risk assessments, risk monitoring and risk evaluations of strategic risk, operational risk, fraud risk and physical risks throughout the City as well as embed and monitor business continuity management to ensure compliance and also identify corrective actions and continuous improvements throughout the City. Furthermore, he/she will be responsible for reporting and communication to management and oversight committees.

**Applications for the above 2 positions, including a comprehensive CV, should be forwarded to e-mail: DercikB@joburg.org.za**

**Enquiries: Derick Briel, tel. (011) 407-7507**

**Department: Social Development****Branch: Displaced Persons****Sub-unit Head: Displaced Persons Programmes (AD level)****Salary: R33 606.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

• A degree in Social Work or equivalent relevant qualification (NQF level 7), unless the applicant can demonstrate that he/she has developed competencies through experience • A postgraduate qualification will be an added advantage • 5 years' working experience, of which 2 years must be at managerial level, 3 years at generalist level and experience working within the displaced sector, local government administration, programme development and programme management background and administration • A proven track record and 3 years' working experience in management of shelters and dealing with displaced persons • Knowledge of legislation and policies related to displaced persons sector is crucial • A valid driver's licence.

**Skills required:** • Report-writing skills • The ability to work independently • Presentation and interpersonal skills.**Job description:**

The successful candidate will provide strategic leadership and management and control of the Displaced Unit Services in the City through development, implementation and monitoring of the City's policy on management of adults and children policy for people living and working on the streets. He/she will also be responsible for integration into citywide programmes and projects as well as shelter management, and ensuring effective inter-departmental and multi-agency collaboration in the implementation process.

**Applications for the above position, including a comprehensive CV, should be forwarded to e-mail: socialdevhr@joburg.org.za**

**Enquiries: Thuli Mazibuko, tel. (011) 407-6789**

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

**Closing date: 4 May 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.**

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.



a world class African city