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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Senior Manager: Audit Risk, PMS and Compliance**
- **Senior Manager: Corporate Services**
- **Senior Manager: Finance and Supply Chain Management**
- **Company Secretary**
- **Human Resource Manager**
- **Manager: Supply Chain and Assets**
- **ICT Manager**
- **Senior Accountant Budget and Expenditure (Specialist)**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.

VACANCY CIRCULAR

098/2025

City of Johannesburg

Publication Date:
Thursday,14 August 2025

Closing Date:
Wednesday, 27 August 2025

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SENIOR MANAGER: AUDIT RISK, PMS AND COMPLIANCE

Department: Johannesburg Tourism Company (JTC)
Branch: **Audit Risk, PMS and Compliance**
Designation: **Senior Manager: Audit Risk, PMS and Compliance**
Remuneration: R79 386.55 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 plus Degree in Internal Auditing, Accounting or related field at NQF level 7;
- Minimum of ten (10) years' experience in an internal audit environment of which at least five (5) years should be at management level in internal audit and risk and compliance services environment. This should encompass a minimum of three (3) years as the head of internal audit and at least two (2) years overseeing risk and compliance services.
- Code 08 (B) Driver's License

Primary Function:

The position is accountable for building institutional capacity in risk management by developing an appropriate risk management framework and providing support and guidance to implement the framework. The position role is to lead and manage all process relating to the effective monitoring and regulation of governance, risk and compliance within Johannesburg Tourism Company. In Addition is accountable for the overall functioning of the Internal Audit Function within the company so that the audit fulfils the purpose, role and responsibilities as established in the Audit Charter. The position work role is to head the Internal Audit Unit within Johannesburg Tourism Company and strategically managing, developing, maintaining, and implementing audit measures to minimise risk while ensuring maximum compliance with applicable legislation and regulations within the Johannesburg Tourism Company.

Key Performance Areas:

- To provide leadership and strategic direction in the unit;
- Management / Administrative responsibilities;
- Human Resources Management;
- Leadership and Strategic direction in risk and compliance services
- Risk and compliance management;
- Manage governance and Compliance process;
- Risk and Compliance reporting;
- Combined and Integrated assurance.

Leading Competencies:

- Computer Literacy – MS Office Applications (especial Ms Word, Power Point and Excel)
- Programme and project management
- Leadership and management ;
- Strategic thinking ;
- Analytical thinking;

- Conceptual;
- Problem solving;
- Good Communication,
- Financial management

Core Competencies:

- Knowledge and understanding of audit processes and procedures ;
- Knowledge and understanding of risk and compliance processes and procedures;
- Knowledge of good governance policies, practices and directives including the King's reports;
- Knowledge of all relevant legislation, policies and procedures;
- Knowledge and understanding of monitoring and evaluation;
- Knowledge and understanding of project management systems and processes;
- Applied understanding of:
  - The statutory and regulatory requirements regarding performance monitoring, evaluation & reporting;
  - Framework for Managing Programme Performance Information
  - New Framework for Strategic Plans & Annual Performance Plans.
  - Business Acumen;
- Understand the use and application of audit tool or equivalent audit and risk electronic system/s used in auditing, in order to:
  - Ensure the quality of the data
  - Set access levels & authorise data corrections
  - Maintain the integrity of the system; and
  - Identify/specify required system design changes to match the operational process & reporting requirements;.

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ENQUIRIES ONLY:

Contact Person: Thato Apols
Tel No: 068 235 9181

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SENIOR MANAGER: CORPORATE SERVICES

Department: Johannesburg Tourism Company (JTC)
Branch: **Corporate Services**
Designation: **Senior Manager: Corporate Services**
Remuneration: R79 386.55 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 plus Bachelor's Degree in Human Resources (NQF level 7);
- Minimum of ten (10) years' experience in a human capital management/human resources role, of which five (5) years should be on management level.
- Code 08 (B) Driver's license.

Primary Function:

To direct and lead the overall optimisation of the Human Capital Management value chain through effective strategic planning, directing and alignment of fundamental management policies, frameworks and operational delivery. The Senior Manager: Corporate Services is responsible for planning, managing, and directing the full suite of the entitiy's Human Capital Management initiatives and functions which includes organisational design and development, job classification, compensation, transformation, service delivery improvements programmes, employee benefits, labour relations, training and edevelopment, talent management. To provide professional and technical staff assistance as well as wellness programmes. To focus and intergration of HCM strategies, policies, and practicies across the entity. To drive HCM enhancement, change management and business process optimisation. To lead and direct a comprehensive and innovative legal support service in order to, ensure operations and decisions of the municipal structures and office bearers comply with the legislative requirements applicable to local government and that the interests of the Council are protected. To lead and direct contract support in order to, ensure that contracts and contract management system that is legal, commercially sound, risk adverse, efficient and effective. To also provide legal support to the supply chain management processes of the City including management of objections and appeals in support of accounting Officer.

Key Performance Areas:

- To embark on strategic development for to the JTC;
- To ensure implementation of the strategy to achieve organisational objectives
- To ensure strategic and operational risk management;
- To ensure and enable good governance and compliance in the organisation;
- Conduct assurance on all organisational activities;
- To ensure effective human capital management to enable functionality;
- Create systems and innovative driven environment for improved efficiency;
- Provide for effective stakeholder management;
- To ensure improved management of facilities;

- To ensure adequate management of operations;

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- Customer service delivery;
- Monitoring and evaluation ;
- Talent management;
- Collaborative working/team work;
- Institutional performance management;
- Policy conceptualisation, formulation and implementation;
- Risk management;
- Service delivery innovation;
- Strategic direction and leadership;
- Strategic thinking;
- Human capital management;
- Finance and administration management;
- Leading and developing others;
- Planning, organising and coordinating;
- People management ;
- Programme/project management;
- Team leadership;
- Decision-making;
- Diplomacy;
- Stress management;
- Contract management;
- Design and optimisation of business processes;
- Report writing;
- Stakeholder relations;
- Networking
- Governance, ethics and values in financial management;
- Supply chain management (SCM);
- Audit and assurance

Core Competencies:

- Knowledge of the following:
  - Legislation;
  - Supply chain management (procurement and tender procedures);
  - Organisational structure;
  - Skills Development;
  - Training & Development;
  - Employee Relations;
  - Performance management;
  - Marketing and communications;
  - Talent management.
- Knowledge and information management.

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SENIOR MANAGER: FINANCE AND SUPPLY CHAIN MANAGMENT

Department: Johannesburg Tourism Company (JTC)
Branch: **Finance**
Designation: **Senior Manager: Finance and Supply Chain Management**
Remuneration: R79 386.55 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 plus Degree in Commerce/Accounting/BCTA/Financial Management (NQF level 7).
- 10 years relevant experience of which 5 years should be on management level.

Primary Function:

To provide strategic management of the Finance Supply Chain and Budget office of the JTC. Establish, develop and direct the vision, mission and strategic objectives of the Finance, Budget and Supply Chain Department in alignment with the strategic mandate of JTC as well as the statutory and regulatory requirements to meet and / or exceed objectives defined in the strategic mandate of JTC. Lead the implementation of decisions taken by EXCO within the Finance Departments.

Key Performance Areas:

- To provide leadership and strategic direction in the unit;
- Guide the management of an effective, economic and efficient finance function supported by effective financial management policies and practices;
- Implement and manage the financial reporting process of the Johannesburg Tourism Company;
- To commission and oversee the maintenance of appropriate and accurate financial operating systems, including treasury and cash management;
- To commission and oversee the maintenance of appropriate and accurate financial operating systems, including liability management and tax implications;
- To forecast revenue and expenditure and assessing the impact thereof on the entity's financial position and performance;
- Support the audit and risk management process, in order to obtain the optimum level of assurance from the internal and external auditors.
- Manage and oversee fair, equitable, transparent, competitive and cost-effective supply chain management function;
- Oversee employees and guiding daily operations in the finance and SCM unit.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint)
- People Management;
- Risk management;
- Accurate report writing;

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- Good financial acumen;
- Ability to work under pressure;
- Cooperative, decisive Teamwork.

Core Competencies:

- Knowledge and exposure of MBRR, MFMA, PFMA, GRAP and IFRS;
- Knowledge of local Government Financial Management, Budgeting and Supply Chain processes and legislation;
- An understanding of the application of the Municipal Finance Management Act.

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COMPANY SECRETARY

Department: Johannesburg Tourism Company (JTC)
Branch: **Tourism**
Designation: **Company Secretary**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- LLB degree Either a governance professional (CIS graduate) or admitted attorney (NQF Level 7);
- 8 years of experience in a similar role which is governance or company secretariat role, of which 5 years should be on management level.
- Code 08 (B) Driver's License.

Primary Function:

To provides professional company secretarial services as envisaged in the Companies Act and its regulations, the King Report and Code for Good Corporate Governance in South Africa, 2009 (King IV) and other corporate governance instruments and guidelines. To ensure that the Johannesburg Tourism Company (JTC) maintains excellent standards of corporate governance by:

- **Acting as a point of communication between the board of directors and the company shareholders;**
- **Reporting in a timely and accurate manner on company procedures and developments;**
- **Recommending appropriate actions and policies for board consideration and making the board aware of any law relevant to / or affecting the company;**
- **Providing strategic direction and support to the organisation regarding corporate governance to ensure that JTC can deliver on its mandate and comply with legislation and relevant regulations at all times.**

Key Performance Areas:

- Provide leadership and strategic direction in the unit ;
- Ensure compliance with all relevant statutory and regulatory requirements and best practices (King IV) with due regard to the specific business interests and activities of JTC.
- Facilitate maintenance, development and enhancement of tourism experiences;
- Facilitate management of department and direct reports;

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- Excellent communication skills;
- Programme and project management;

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- Leadership and management;
- Strategic thinking;
- Analytical thinking;
- Conceptual;
- Problem solving;
- Financial management

Core Competencies:

- Knowledge of the following:
  - Public Service, Municipality procedures and prescripts
  - Municipal Finance Management Act
  - Understanding of tourism plans and strategies;
  - Policy formulation and implementation Knowledge of Local Government.
  - Project management Tourism Development;
  - Labour laws

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HUMAN RESOURCE MANAGER

Department: Johannesburg Tourism Company (JTC)
Branch: **Corporate Services**
Designation: **Human Resource Manager**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 /NQF level 4 plus Advanced Diploma/ Degree in Human Resources Management (HRM)\ Human Resource Development (HRD) or industrial Relations, Business Management in the Discipline in HRM at NQF Level 7;
- 10 years' experience in Training and Development or Human Resources management value chain either public or private sector, of which four (4) years must be at a managerial level;

Primary Function:
Implement and enhance HR Strategy, and to provide guidance to stakeholders regarding implementation thereof. Implementation and management of rewards and benefits initiatives to ensure that the practices are linked to the overall SABN strategy, in line with people proposition and to attract, reward and retain top talent. Assist in the establishment and introduction of talent management programme to identify high potentials (HiPo), develop career paths in consideration of key roles for succession planning and self- development

Key Performance Areas:

- Co-ordinates Managerial requirements associated with the Human Resources functionality;
- Manage specific sequences associated with the employment of personnel;
- Engagement/ On-boarding and Induction;
- Reward & Benefits and Organisation Management
- Collates and prepare qualitative and quantitative information for inclusion into specific statutory reports;
- Manage and Control procedures and processes associates with maintaining employment relations and industrial peace;
- Training and Development;
- Staff Retention;
- Employment equity & Transformation;
- Change Management;
- Performance development.
- Assist in provide guidance to business units regarding implementation overall organisational strategy;
- General Support functions;

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- Risk management;
- Data Management
-

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel)
- Good communication Skills;
- Coordinating skills
- Presentation and facilitation skills

Core Competencies:

- Good knowledge of the following:
  - Formulation of Vision and Strategy;
  - HR Policies and process;
  - Public Service Environment;
  - Skills development Act/ Skills Development Levies Act;
  - Employment Equity Act;
  - Municipal Finance Management Act;
  - Municipal System Act;
  - Administration Procedures.

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MANAGER: SUPPLY CHAIN AND ASSETS

Department: Johannesburg Tourism Company (JTC)
Branch: **Finance**
Designation: **Manager: Supply Chain and Assets**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 plus Degree in Commerce/Accounting/Financial Management/Supply Chain Management/ Asset Management or related fields (NQF level 7).
- 10 years' relevant experience in the municipal supply chain and asset management environment, with at least 4 years at supervisory/managerial level;

Primary Function:
To direct, manage and execute the Supply Chain and Asset Management processes within the Johannesburg Tourism Company in order to ensure provision of efficient and effective financial administration, planning and management in the entity based on sound financial principles to enable the JTC to meet its strategic objectives.

Key Performance Areas:

- Implement and manage the financial reporting process of the Johannesburg Tourism Company ;
- To commission and oversee the maintenance of appropriate and accurate financial operating systems, including asset management;
- Support the audit and risk management process, in order to obtain the optimum level of assurance from the internal and external auditors;
- Manage and oversee a fair, equitable, transparent, competitive, and cost-effective supply chain management function;
- Lead, direct and manage the supply chain and asset management requirements of Johannesburg Tourism Company and ensure compliance to all relevant legislations;
- Implement effective, economic, and efficient supply chain and asset management function, supported by effective policies and practices;
- Oversee employees and guiding daily operations on Supply Chain and Asset Management.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- People Management;
- Accurate Report Writing;
- Good Financial acumen;
- Ability to work under pressure;
- Cooperative, Decisive

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Core Competencies:

- Knowledge of the following:
  - Municipal Finance Management Act and Regulations
  - Municipal Supply Chain Management Regulations;
  - GRAP and GAAP.

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ICT MANAGER

Department: Johannesburg Tourism Company (JTC)
Branch: **Finance**
Designation: **ICT Manager**
Remuneration: R64 033.64 pm (basic salary, excluding benefits)
Location: Tourism Office Sandton Library

Minimum Requirements:

- Grade 12 plus Degree in ICT
- 10 years relevant experience of which 4 years should be in managing ICT Network Infrastructure or ICT Enterprise systems at middle management.

Primary Function:

To plan, organize, and manage staff and overall operations to ensure the stable operation of JTC's ICT infrastructure and network. This includes developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, and telecommunications systems. The ICT Manager will also schedule and direct activities to resolve hardware and software problems in a timely and accurate fashion.

Key Performance Areas:

- Manage the provision of a Secure Network and ICT infrastructure for the Johannesburg Tourism Company
- Support the audit and risk management process, in order to obtain the optimum level of assurance from the internal and external auditors.
- Lead, direct and manage the supply chain and asset management requirements of Johannesburg Tourism Company and ensure compliance to all relevant legislations.
- implement effective, economic, and efficient ICT infrastructure and network function, supported by effective policies and practices.
- Oversee employees and guiding daily operations as it relates to Information Technology Management.

Leading Competencies:

- People Management
- Computer Literacy –
- Accurate Report Writing
- Good Financial acumen
- Ability to work under pressure;
- Cooperative, Decisive

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Core Competencies:

- Knowledge of Municipal Finance Management Act and Regulations;
- Knowledge of Municipal Supply Chain Management Regulations;
- Knowledge of GRAP and GAAP

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Tel No: 068 235 9181

CLOSING DATE: WEDNESDAY, 27 AUGUST 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

JOB OPPORTUNITY

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SENIOR ACCOUNTANT: BUDGET AND EXPENDITURE (SPECIALIST)

Department: Johannesburg Tourism Company (JTC)
Branch: **Finance**
Designation: **Senior Accountant Budget and Expenditure (Specialist)**
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- Grade 12 plus Degree in Commerce/Accounting/Financial Management (NQF level 7).
- 10 years working experience in Accounting and Financial Management in either public or private sector of which 4 years' experience should be on management level.
- Code 08 (B) Driver's License.

Primary Function:
To direct, lead and oversee the budget and expenditure management processes within the entity and ensure compliance with all the relevant/applicable legislation for the Johannesburg Tourism Company (JTC).

Key Performance Areas:

- Formulate and influence short, medium, and long-term business plan to deliver on the entity's strategies and goals;
- Implement financial systems and processes which enhance good financial management and decision-making practices within the entity;
- Oversee the maintenance of appropriate and accurate financial operating systems for expenditure management;
- To forecast revenue and expenditure and assessing the impact thereof on the entity's financial position and performance;
- Support the audit and risk management process, in order to obtain the optimum level of assurance from the internal and external auditors.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint)
- People Management;
- Problem solving abilities;
- Financial analysis;
- Accurate Report Writing;
- Budgeting;
- Ability to work under pressure;
- Economic analysis;
- Ability to communicate verbally and in writing;
- Cooperative, decisive.

VACANCY CIRCULAR 098/2025
City of Johannesburg

Publication Date: Thursday, 14 August 2025
Closing Date: Wednesday, 27 August 2025

This Vacancy is open to Employees of the City of Johannesburg and External Applicants

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Core Competencies:

- An understanding of the application of the Municipal Finance Management Act and Regulations;
- Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table;
- Knowledge of Budget preparation and analysis.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1OZYSiHNcSuSQCb_H7RQ_8gew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Thato Apols
Tel No: 068 235 9181

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