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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**Director: ACA Training Office (Training Officer)**

**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.

**DISCLAIMER**

- 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 acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- 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.



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## DIRECTOR: ACA TRAINING OFFICE (Training Officer)

<b>DEPARTMENT:</b>	Group Governance
<b>BRANCH:</b>	Academy for Chartered Accountants Training Programme
<b>DESIGNATION:</b>	Director: ACA Training Office (Training Officer)
<b>REMUNERATION:</b>	R67 622,85 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	33 Hoofd Street, Braampark, Forum 1, Braamfontein

### Minimum Requirements:

- Qualified CA (SA)/NQF level 7 is required;
- Accredited Assessor by SAICA;
- 10 years' experience of which 5 must be at mid-management level;
- Good management and strong project management skills;
- Competency in monitoring, evaluation and assessment of organisational performance;
- Knowledge of research methodology and good skills in quantitative analysis;
- Knowledge of national development priorities especially relating to the CA (SA) programme;
- Local government experience;
- Ability to identify and analyse relevant data and present findings;
- Ability to deliver concise, well written reports to tight deadlines;
- Must be flexible, independent and have self-management skills; and
- Training and Development experience.

### Primary Function:

**Provide strategic direction, leadership and management of the CA (SA) Training Programme support in the City of Johannesburg Municipality.**

### Key Performance Areas:

- Provide and demonstrate commitment in training for prospective CA (SA) trainees and responsible for providing adequate training structure and facilities;
- Ensure effective and efficient project management function;
- Develop and implement monitoring, evaluation and assessment function for CA (SA) programme;
- Personnel and performance management;
- Comply to line manager requirements in terms of staff management policies of the City in order to achieve Unit's outputs;
- Financial control and risk management.

### Leading Competencies:

- Strategic management;
- Project management;
- People, Stakeholder, and Conflict management;
- Business acumen;



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- Fairness and transparency;
- Assertive and accurate intellectual capacity;
- Intermediate Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

#### **Core Competencies:**

- Knowledge of research methodology;
- Cooperative Governance; Strategic Direction and Leadership; Strategic Planning and Management and Thinking;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

***“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/126wf7s8YRKuv81Tgf5-Nvwew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

#### **ENQUIRIES ONLY:**

**Contact Person:** Nthabiseng Makhele

**Tel No:** (011) 021 6345

**CLOSING DATE: TUESDAY, 31 JANUARY 2023**

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.



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**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.