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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Manager: IT and Data**
- **Senior Manager: Valuation Services**

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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MANAGER: IT AND DATA

<u>DEPARTMENT:</u>	Group Finance
<u>BRANCH:</u>	Property Branch (Finance, Compliance and Data)
<u>DESIGNATION:</u>	Manager: IT & Data
<u>REMUNERATION:</u>	R42 403,58 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 with a Bachelor's Degree in Information Technology (NQF level 7);
- Minimum of 2 years of proven professional Information Technology experience in a data analyst, business analyst, or developer role;
- 5 – 7 years overall experience;
- Proven skills in:
 - Database and systems development (MS Access, MS SQL Server or MySQL and a working knowledge of Python and C#);
 - Extensive knowledge of SQL;
 - Python, Power BI, Tableau, SSRS would be advantageous;
 - Knowledge of SPSS will be advantageous; and
 - Microsoft.Net (C# and VB) programming.

Primary Function: Provide technology and data support for our clients. Collate and verify data from multiple sources. Assist with the implementation of data and software storage systems and execute data analysis and data transfers. Develop systems to automate and streamline business processes in the Property Branch.

Key Performance Areas:

- Improve organizational service delivery through the improvement of data processes;
- Participate in stakeholder management internally and externally, including the City's Municipal Entities (MEs);
- Practice good governance and management of risk;
- Compile reports that seek to provide insight into the performance of the Data Section;
- Manage and monitor assets and resources of the Directorate;
- Perform specific administrative and reporting requirements associated with the Data Section and individual performance.

Leading Competencies:

- Excellent Computer literacy;
- Collaborative Teamwork & Team Building, Management & Accountability
- Building and maintaining effective working relationships
- Excellent report design skills
- Excellent planning, organizing, and time management skills



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Core Competencies:

- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently and where necessary take key decisions in a complex situation;
- High level of Communication skills required to work with people;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Conflict Management and Problem-solving skills;
- Integrity and Professionalism;
- Impact, Influence, and Confidentiality.

“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/1KkX9ekOoSeexScYymCAUcQew554>

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

ENQUIRIES ONLY:

Contact Person: Pearl Fambe
Tel No: 011 021 3269

CLOSING DATE: TUESDAY, 07 FEBRUARY 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. 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.



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SENIOR MANAGER: VALUATION SERVICES

<u>DEPARTMENT:</u>	Group Finance
<u>BRANCH:</u>	Valuation Services
<u>DESIGNATION:</u>	Senior Manager: Valuation Services
<u>REMUNERATION:</u>	R47 428,59 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	66 Jorissen Place, Braamfonten

Minimum Requirements:

- Grade 12 plus Degree/NQF level 7 in Real Estate: Property Valuation or a qualification recognised by the South African Council for the Property Valuers Profession (SACPVP);
- 6 – 8 years' experience in Valuation of which 3 years should be at Managerial level;
- Broad experience and understanding of Legislative and developmental aspects of property in a Municipal environment;
- Demonstrated experience in project development and management;
- Registration as Professional Valuer/Professional Associated Valuer with the South African Council for the Property Valuers Profession (SACPVP), Computer literacy, is preferable, with experience in spreadsheets and word processing;
- Must have a valid driver's license and own transport.

Primary Function:

Lead, direct, plan, develop and manage Property Valuations in the designated regions within the City of Johannesburg with regard to the compilation and maintenance of Valuation Rolls to fulfill the objectives of the City's IDP, policies, programs, and all legislative requirements in order to comply with all legislative requirements and responsibilities of the position as delegated by the Municipal Valuer in terms of the Municipal Property Rates Act 6 of 2004 as amended.

Key Performance Areas:

- Develop, lead and manage the technical, professional, and operations outcomes associated with the functions of the Valuations directorate;
- Effective service delivery to the City of Johannesburg and all its stakeholders and manage adherence to relevant legislation and Council Resolutions;
- Direct, lead and manage the performance of Parks Contributions valuation requests from Development Planning;
- Develop and execute an operational plan for Division;
- Lead and direct staff in the Valuation Department to ensure that all staff meet the department's goals in line with organizational objectives and requirements as well as resources constraints;
- Develop a record-keeping system to ensure that a proper and functional filing and document retrieval system is implemented and adhered to;
- Manage and monitor the assets and resources of the Team;
- Manage and control the financial processes within the area of jurisdiction;
- Lead control consolidate analyse and submit various reliable reports;



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- Practice good governance and management of risk;
- Provide enhanced process optimisation, and effective and continuous improvements in property valuation;
- Engage relevant stakeholders and represent the valuations Division on property valuation matters.

Leading Competencies:

- Report writing;
- Communication (verbal and written);
- Planning, organizing and time management;
- Integrity and tenacity;
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Have extensive experience in property valuation/negotiations of a complex nature;
- Ability to work under pressure and manage staff;
- Confidentiality;
- assertive and analytical 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.

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