

Exciting and Challenging position

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As the development manager of these initiatives, JDA coordinates and manages capital investment and other programs involving both public and private sector stakeholders.

The following positions are available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

MANAGER: RISK AND INTEGRITY MANAGEMENT

Salary Package: R 911 385 – R 1 367 077 TCTC p.a. *Daphne*
(including all benefits)

Purpose of the position: Reporting to the Senior Manager: Strategy, Performance, Risk & Administration the role will formulate and implement risk strategies, frameworks and mitigation plans to manage risk exposure across the JDA and facilitate the provision of organisational risk and integrity management services.

Key Responsibilities: Risk Management & Governance: • Develop the risk management strategy • Design and manage the implementation of risk initiatives across the various functional units of the JDA to ensure a culture of compliance and risk management in our environment • Develop frameworks to identify, measure and mitigate all JDA corporate and development risks • Develop and implement Business Continuity Management (BCM) Programme (i.e. BCM Policy, BCM Framework, Business Impact Assessment, Business Continuity Risk Identification and Assessment, Business Continuity Management Plans). **Compliance Management:** • Develop, initiate, maintain, and revise policies and procedures for the general operation of the Ethics and Compliance Program and its related activities to prevent illegal, unethical, or improper conduct • Report to governance structures (Exco, ARC, Social & Ethics, HR & Remco, CoJ Governance) on risk, compliance, fraud and ethics • Provide leadership and guidance on potential areas of risk and compliance management and ethics related matters to the JDA management and all officials of JDA • Manage day-to-day operations of the Compliance Management Program • Act as an independent reviewer and evaluation body to ensure that compliance issues/concerns within the organisation are being appropriately evaluated, investigated and resolved • Provide employee training on compliance related topics, policies, or procedures • Provide timeous updates of applicable legislative and regulatory compliance obligations and communicate such to affected departments. **Anti-Fraud & Anti Corruption Programme Management:** • Develop the Fraud Risk Management Policy, Whistle-Blowing Policy, Fraud Prevention Plan and Response Strategy • Implement the Fraud Prevention Plan and Response Strategy and evaluate the effectiveness of implementation • Represent the Entity in Anti-Corruption Structures within the City-Wide governance structures and Province • Report all incidents of fraud and corruption • Liaise with relevant stakeholders (e.g. other investigative units -GRAS, specialists, etc.) • Create awareness of the Legislative Framework regulating anti-corruption and fraud prevention, Fraud prevention and anti-corruption to internal stakeholders, including Management, Board and committees, and also external stakeholders (i.e. service providers) • Establish proper information systems for reporting and recording corruption cases • Provide guidance to managers and staff in reporting fraud risk information • Foster and serve as catalyst of good governance practices at all levels of the JDA.

Education and experience required: • Post graduate / Honours Degree in Risk Management or related; • Minimum 5-7 years' experience in Experience in Risk Management, Anti-fraud, Anti-corruption and Compliance management; Minimum 2-3 years of Supervisory or Management experience; Sound Knowledge in Knowledge of Corporate Governance Principles; Sound Knowledge of relevant legislation i.e. Companies Act, MFMA, King IV, Prevention and Combating Corruption Act; Sound Knowledge of ISO 31000 and COSO framework; Sound Knowledge of best practices in compliance management.

Please email a detailed CV in MS Word format to: RiskMgr@jda.org.za.

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience.

PAYROLL SPECIALIST (C4)

Salary Package: R474 109 – R711 218 TCTC p.a.
(including all benefits)

PURPOSE OF THE POSITION: Reporting to the Senior Manager: Human Capital Operations & Talent Management the role will coordinate, implement, maintain, and review the payroll processing function to ensure timely and accurate processing of payroll transactions.

KEY PERFORMANCE AREAS: Payroll Processing: • Process information on the payroll system in accordance with HR policy and procedures and within the required timeframe • Verify that the mandatory fields have been completed • Recover and monitor debt for any salary overpayments • Obtain approval from the Senior Manager and to run the payroll, exporting payslips onto payroll system • File and maintain reports after the monthly payroll run has closed.

Payroll Administration: • Verify the timeous receipt of all time sheets, payroll changes, records and other related material prior to close of payroll run • Liaise with Finance for the processing of payments to 3rd parties and adhere to timeframes for the forwarding of the relevant statutory documentation • Maintain a filing system of all pay records, associated time-keeping data, statistics, leave records and related information in accordance with statutory requirements • Provide input into payroll policies, procedures and processes, and monitor compliance therein • Review payroll manuals, system manuals and training manuals and make recommendations to Senior Manager to improve content • Liaise with service providers on benefit administration i.e. requesting for and receiving medical aid and retirement information, and administer the Pension / Provident Fund portals • Prepare the SARS amount based on payroll system • Maintain integrity of the payroll system at all times and make recommendations on system enhancements and / or maintenance to ensure payroll best practice and system efficiency • Input into the preparation of quarterly statistics in collaboration with the Senior Manager • Liaise with the ICT department to backup payroll reports and any relevant information and save on the server at the end of every month • Provide support during the audit process and ensure availability of the necessary payroll related documentation.

Payroll Query Handling: • Address all payroll queries in accordance with HR policy and procedures and within the allocated timeframe • This includes queries regarding medical aid, retirement, pay slips, garnishing orders, etc • Assist employees with completing and submitting claim forms.

Education and experience required: • Minimum National Diploma in Human Resource Management or Payroll Administration or similar (NQF Level 6) • Extensive knowledge of SAP and VIP payroll systems • Minimum 5-7 years' experience in payroll processing & payroll administration • Sound knowledge applicable HR and Tax legislation • Sound knowledge of Remuneration Best Practice • Sound knowledge of the HR industry • Advanced MS Word and EXCEL skills • Valid unendorsed code EB driver's license

Please email a detailed CV in MS Word format to: payroll1@jda.org.za

Closing date: 05 August 2023

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets



3 Helen Joseph Street
(formerly President Street),
Newtown,
2000