

The Johannesburg Development Agency 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 GDS 2040.

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

This is a 5-year fixed-term performance-based contract. JDA offers a market related salary commensurate with qualifications and experience.

CHIEF AUDIT EXECUTIVE

MARKET-RELATED SALARY PACKAGE (E1)

Purpose of the position: Reporting to the Audit & Risk Committee and the CEO administratively, the successful candidate will provide strategic leadership by managing the internal audit unit. The role will strategically manage, develop, maintain, and implement audit measures to minimize risk while ensuring maximum compliance with applicable legislation and regulations. Manage the completeness of working papers and audit related documentation for quality review purposes. Provide leadership and management to ensure the mission and core values of the company are achieved.

Key Responsibilities: Develop a 3-year rolling annual audit plan by using an appropriate risk-based methodology and submit to the Audit Committee for review and approval. Implement the annual audit plan as approved by the Audit Committee. Plan audits to include key operational data and scope areas as defined by risk assessment in compliance with Audit Standards. Oversee the preparation of audit findings and the development of value-adding recommendations. Manage the preparation of quality reports that clearly highlight internal control weaknesses and risks, as well as areas of strength, identified. Ensure appropriate evaluation and monitoring of corrective actions. Communication of audit results through clear, concise and effective audit reporting. Coordinating the follow-up process of both internal and external audit reports, to ensure the audited unit reports follow-ups on a timely basis and in-line with timelines. Manage the planning and execution of financial audits in line with regulations; audit scope and objectives; verifying audit programmes. Manage the verification and assessment of risks and internal controls by reviewing areas of non-compliance; overseeing manual and automated financial processes; reviewing process weaknesses and inefficiencies and operational issues.

Requirements: A Bachelor's degree in Internal Audit/Finance/Accounting or equivalent. A minimum of 5 to 10 years' experience, 3 years' executive management. Extensive knowledge of MFMA, Treasury Regulations and IIA standards, internal audit methodologies, tools, systems and procedures, Risk Management Framework, King IV and King Code. Certified Internal Auditor (CIA) and/or Professional membership with IIA. Understanding of government environment both at national, provincial and local sphere. Sound proven leadership qualities and strong vision.

Please email a detailed CV in MS Word format to: caejda23@jda.org.za

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CHIEF FINANCIAL OFFICER

MARKET-RELATED SALARY PACKAGE:(E2)

Purpose of the position: Reporting to the Chief Executive Officer and a member of the Board of Directors, the role will provide strategic financial leadership to the JDA and oversee the provision of financial management, management accounting and supply chain management functions, in accordance with legislation and regulations.

Key Responsibilities: the role will be responsible to develop an alternative financial revenue model with multiple income streams to sustain the JDA. Develop the Finance Strategy in line with MTREF and aligned to the overarching Business Strategy and Business Plan. Contribute towards the development of short, medium and long-term plans and strategies for the JDA, to give effect to national and provincial government objectives and the City of Joburg's Growth and Development Strategy, as a member of the Executive Committee. Oversee the establishment and management of an efficient budgeting control system. Oversee the timeous and accurate monthly, quarterly, and annual financial reporting, as per legislation.

Assess financial implications propositions and align expenditure to cash flow projections to ensure JDA's objectives are met. Identify operational and strategic financial risk within area of responsibility and implement risk mitigation plans. Oversee the management of internal and external audits, inclusive of stakeholder engagement and resolution of audit findings. Support the Accounting Officer of the organization and the Board in terms of the Municipal Finance Management Act in fulfilling his financial responsibility.

Requirements: A minimum of an Honours degree in Accounting, Finance, Commerce or any related field is required. CA (SA) qualification and Master's Degree or MBA will be advantageous. Minimum of 5 to 10 years' experience in Financial Management and 3 years' in a Senior management role, extensive knowledge of MFMA, Treasury Regulations, GRAP, IFRS and IIA Standards. Understanding of local, provincial, and national government environment. Understanding of best practice leadership principles and track record in managing human capital.

Please email a detailed CV in MS Word format to: cfojda23@jda.org.za

Closing date: 07 May 2023

Previous applicants are advised to reapply. 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

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COMPANY SECRETARY

MARKET-RELATED SALARY PACKAGE (D4)

Purpose of the position: Reporting to the Board of Directors and to the CEO administratively, the successful candidate will manage the provision of secretariat services to the Board and sub-committees, ensuring compliance with all applicable legislation, corporate governance regulations and guidelines. To act as the main liaison between the Board and Executive Management.

Key Responsibilities: The role will be responsible to develop an annual working plan for the business unit in line with the overarching Business Strategy. Develop Charters for Board and sub-committees. Develop the Governance Framework to plan, direct and coordinate JDA's governance activities to ensure that governance practices are consistent and aligned to applicable legislation and regulations. Provide guidance and support to the JDA Board, its committee(s) and the Executive Management on corporate governance. Establish terms of reference for the Board inclusive of function requirements and levels of authority. Develop an annual schedule of Board and respective sub-committee meetings and circulate to members.

Monitor the implementation of Board resolutions and legal compliance requirements to always ensure compliance and keep the Board informed on the status and progress. Act as liaison between management and the Board and the Shareholder. Continuously facilitate the training of Board members and actively raising awareness around Corporate Social Responsibility and the Ethics Code.

Requirements: A minimum of a Law degree or equivalent qualification and an admitted Attorney/Advocate. A minimum of 5 to 10 years' Company Secretarial experience, Extensive knowledge of Corporate Governance, Company Law, MFMA, MSA, Risk Management Framework, King IV and King Code, Treasury Regulations. Certified Chartered Secretary (CIS) qualification would be advantageous. Understanding of government environment both at national, provincial and local sphere. Sound proven leadership qualities.

Please email a detailed CV in MS Word format to: CoSec23@jda.org.za

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EXECUTIVE MANAGER: CORPORATE SERVICES

MARKET-RELATED SALARY PACKAGE (E1)

Purpose of the position: Reporting to the Chief Executive Officer, the role will oversee and strategically lead the provision of corporate services to the JDA, encompassing Human Capital, Facilities Management, Communications & Marketing and Information Technology, to enable and strategically support the JDA in accordance with company policies and applicable legislation.

Key Responsibilities: The role will be responsible to develop the Corporate Services Strategy in line with the overarching JDA Business Strategy and mandate encompassing Human Capital, ICT, Marketing & Communications and Facilities Management. Monitor the implementation of the Corporate Services Strategy and functional strategies, reporting on business unit performance against the annual performance plan to EXCO, Board Committees, the Board and Shareholder. Contribute towards the development of the JDA Business Strategy, as a member of the Executive Committee.

Drive strategic direction, innovation and sustainable HC practices. Direct and lead the establishment of and adherence to an IT Governance Framework and Charter. Oversee the development and implementation of new IT business systems and solutions, driving technology innovation to improve IT offerings to the JDA. Oversee the provision of ICT services and the design and implementation of the JDA infrastructure. Manage and lead the development of the Communication, Marketing & Public Relations (PR) Strategy and monitor the implementation of the strategy aligned to the Corporate Services Strategy and overarching Business Strategy. Manage and lead development of facilities related practices, policies and procedures in collaboration with the line managers, ensuring alignment to the Corporate Services Strategy.

Requirements: A minimum of a Postgraduate/Honours degree in Human Resource Management or Business Management or any related field is required (NQF level 8), a Masters qualification would be advantageous. Minimum of 10 years' experience in Business Management and/or HR Management and/or IT Management and 3 years' in a Senior/Executive management role, extensive knowledge of the Human Capital best practices, ICT Governance frameworks, Information Systems including SAP, relevant legislation i.e. Companies Act, King Code, MFMA, Occupational Health & Safety Act, Labour Law, etc. Understanding of best practice leadership principles and track record in managing human capital.

Please email a detailed CV in MS Word format to: execmgrcs23@jda.org.za