






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

SHORT-TERM CONTRACT POSITIONS

- **Officer Accounting Procurement**
- **Admin Officer: Logistics and Administration**

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 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**OFFICER ACCOUNTING PROCUREMENT
SHORT-TERM CONTRACT POSITION
(Not exceeding 12 months)**

Department: Economic Development
Branch: Economic Development SMS
Designation: Officer Accounting Procurement
Remuneration: R17 314.75 pm (no benefit)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 or equivalent;
- National Diploma in accounting or related field (NQF level 6);
- 1 – 3 years' experience in a financial environment with Supply Chain Management exposure;
- In-depth understanding of documentation management;

Primary Function:

Provide an efficient procurement (supply chain management) function within Economic to ensure that the requirement goods and service are sourced efficiently and in line with Supply Chain policies and procedures under the guidance of the line manager.

Key Performance Areas:

- Process purchase requisitions inline with the Group strategic Supply Chain Management (GSSCM) policy and procedures when requests are made and when invoices are received;
- Process purchase orders in line with the GSSCM policies and procedures;
- Process stock order requests in line with GSSCM policies and procedures when stock is required in the Economic Development;
- Compile, record, consolidate and submit various procurement related reports;
- Provide administrative and support assistance in the finance section;
- Represent the finance section in various finance forums and structures where procurement issues are discussed

Leading Competencies:

- Excellent Computer Literacy – Microsoft Excel, Microsoft Word, SAP and any other Accounting package;
- Excellent Good communication (verbal and written) skills;
- Excellent planning, Organising and Time management skills)

Core Competencies:

- Accountability
- Confidentiality
- Team Player



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Attention to detail and diligence.
- Batho Pele Principle Ethics.
- Professionalism.

“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/1aoi_5oufTQCA1-4xaqfvMQew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Thembelihle Nogemane

Tel No: 011 061 3193

CLOSING DATE: TUESDAY, 26 SEPTEMBER 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.
- Employment record verification.
- Criminal check.
- Identity validation.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

**ADMIN OFFICER: LOGISTICS AND ADMINISTRATION
 SHORT-TERM CONTRACT POSITION
 (Not exceeding 12 months)**

Department: Economic Development
Branch: Finance
Designation: Admin Officer: Logistics and Administration
Remuneration: R17 314.75 pm (no benefit)
Location: 66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 / NQF level 4 or equivalent;
- Tertiary qualification on Logistics, Administration and Supply Chain Management
- 1 – 3 years' experience in Office Administration
- Basic knowledge of Logistics and Administration.

Primary Function:

The provision of an effective administration and Auxiliary Services including (Procurement: capturing of stock orders of goods and services, stationery, refreshment) overseeing of cellphone contract, building and maintenance, overseeing office machines, management of Health and safety.

Key Performance Areas:

- To ensure effective management of Administration & logistics;
- Management of Office machines;
- Management of cellphone contract;
- Facilities management;

Leading Competencies:

- Excellent Computer Literacy – Microsoft Excel, Microsoft Word, SAP and any other Accounting package;
- Excellent Good communication (verbal and written) skills;
- Excellent planning, Organising and Time management skills)

Core Competencies:

- Accountability
- Confidentiality
- Team Player
- Attention to detail and diligence.
- Batho Pele Principle Ethics.
- Professionalism.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

“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/1RVy-JMJVSJSj39kCx1QENwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Thembelihle Nogemane

Tel No: 011 061 3193

CLOSING DATE: TUESDAY, 26 SEPTEMBER 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.
- Employment record verification.
- Criminal check.
- Identity validation.