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WE AN HAVE EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION Officer: Finance

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



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OFFICER: FINANCE
SHORT-TERM CONTRACT POSITION
 (Not exceeding 12 months)

Department: Office of the Ombudsman
Branch: Finance
Designation: Officer: Finance
Remuneration: R25 422,17 pm (Basic salary, no benefits)
Location: Sappi Building, East Wing, 48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus National Diploma in Financial Accounting at NQF level 6;
- 1 – 3 years' experience in Public Administration or Municipal Finances and knowledge of Finance systems such as SAP system and Data Base 17.

Primary Function:

Perform the full spectrum of financial accounting duties in accordance with CoJ's Policies and Regulations. Assist the Manager: Finance, in supporting Unit Heads in achieving their goals, and ensure that all Income and Expenditure is reflected in the books of accounts in terms of the Financial Regulations and Procurement Policies.

Key Performance Areas:


- Assist and monitor the accounting function within the Office of the Ombudsman;
- Assist with the preparation on monthly budget statements and variance reports;
- Assist with the asset management and procurement processes;
- Assist Finance manager with all aspects of capital and operational capex management and reporting.

Leading Competencies:

- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint);
- Verbal and written communication skills;
- High level of confidentiality and organisation skills;
- Flexibility and adaptability;
- Interpersonal, decision-making and problem-solving ability;
- Strong work ethic;
- Ability to work under pressure and Independently;
- Ability to prioritise.



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Core Competencies:

- Conducts work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant;
- Knowledge of applicable local government legislation (e.g. MSA, MFMA);
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:

Contact Person: Semakaleng Kekana

Tel No: (010) 288 2800

“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/1B8GiXNXORMG85JP5Z_Cftwew554

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: TUESDAY, 24 OCTOBER 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.