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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Operational Manager: Corporate Governance (Administration)**
- **Specialist: Human and Social Development Services**
- **Specialist: Economic Growth Cluster**

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 is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- 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 acknowledgment 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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OPERATIONAL MANAGER: CORPORATE GOVERNANCE (ADMINISTRATION)

<u>DEPARTMENT:</u>	Group Governance
<u>BRANCH:</u>	Shareholder Services
<u>DESIGNATION:</u>	Operational Manager: Corporate Governance (Administration)
<u>REMUNERATION:</u>	R31 462,75 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	33 Hoofd Street, Braampark Forum 1, Braamfontein

Minimum Requirements:

- Diploma in Office Management, Public Administration or Governance (NQF level 6);
- 3 – 4 years relevant experience in Administration;
- Relevant experience in Administration;
- Corporate Governance and Risk Management will be an added advantage;
- Computer literacy with intermediate to advanced Excel skills preferable;
- Valid driver's license.

Primary Function:

Provide administrative support, coordination, and sequences associated with administrative activities in terms of Board of Director and Meeting Management.

Key Performance Areas:

- Ensure all logistics for the Annual General Meetings (AGMs) are held in accordance with legislation and best practice;
- Assist with Board Induction and ensuring that Assessment processes are taking place;
- Appointment/Retirement/Rotation of the NEDs/AICs for the MEs Boards;
- Provide full administration function for the Shareholder Services Unit;
- Submission of signed quarterly and Ad Hoc reports to be tabled at the Mayoral Committee meeting;
- Supply Chain Management Processes and Performance Management and Progress Reporting assistance.

Leading Competencies:


- Computer literacy with intermediates to advanced MS Word and Excel skills;
- Good Communicator;
- Good Office Administration;
- Strong interpersonal skills.


Core Competencies:

- Business Acumen;
- Resource Management and Good Corporate Governance.



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Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1KWWnOkhxR7OXfW2vJWP9hwew554>

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

ENQUIRIES ONLY:

Contact Person: Nthabiseng Makhele

Tel No: 011 021 6345


CLOSING DATE: TUESDAY, 30 JANUARY 2024

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SPECIALIST: HUMAN AND SOCIAL DEVELOPMENT SERVICES

Department:	Group Governance
Branch:	Human and Social Development
Designation:	Specialist: Human and Social Development Services
Remuneration:	R49 989,72 pm (basic salary, excluding benefits)
Location:	33 Hoofd Street, Braampark Forum 1, Braamfontein

Minimum Requirements:

- Grade 12/ NQF level 4 plus Bachelor's Degree in Accounting/ Public Administration/ Science/ Finance/ Corporate Governance or LLB (NQF level 7);
- 6 - 8 years of working experience in a role/s that required the candidate to undertake either preparing annual financial statements and performing financial analysis or extensive legal and/ or good governance experience in a legal environment or experience in gathering and analyzing information, formulating and testing hypotheses and developing and communicating recommendations to clients and/ or senior management.

Primary Function:

The Specialist is required to work independently with respect for their allocated cluster committees whilst being required to operate as part of a team and share knowledge and expertise with their specialists in the unit and the broader Group Governance department. A very close working relationship is necessary with peers, Specialist (Assistant Directors) In other three Clusters (Sustainable Services Cluster, Economic Growth Cluster and Good Governance Cluster), not excluding the Deputy Directors in the very cluster and the Unit Head Governance and Reporting and other members of the department. On a day-to-day basis there is interaction with senior management and staff at all levels in the Group as well as the cluster, to ensure administrative arrangements and effective support in relation to Governance and reporting and other meetings/events as required. To monitor, evaluate, analyse and report on the performance results from Municipal Entities so that the Department is Informed of the financial status and risks to each entity. Oversight must be provided on key performance Indicators of municipal entities in line with sector plans to ensure attainment of service delivery objectives. Also, to report on and advise on corrective action plans to correct non-compliance with corporate governance and legislative issues in all the Municipal Entities. Oversight must be provided as a shareholder representative to the Board and Board Committees of the Municipal entities by attending their respective meetings and communicating the deliberations of those meeting to the shareholder. Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and assessing shareholder value derived from the municipal entities. Ultimately determining shareholder value through the monitoring of service delivery performance and municipal legislative compliance.



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Key Performance Areas:

- Monitor, evaluate and report on the financial performance, service delivery performance as well as assess and report of the financial position, identify financial risk for all Municipal Entities;
- Develop key performance Indicators in line with sector plans;
- Develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder value derived from the Municipal Entities;

Leading Competencies:

- Computer literacy with intermediate to advanced Excel skills;
- Attention to detail and high levels of accuracy and excellent planning, organising, and time management skills;
- Analytical thinking;
- Resource and financial management skills;
- Excellent verbal, written, and communication skills;
- Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high-quality work standards;
- Ability to work independently with minimal supervision;
- Good communication and resources management;
- Business acumen.

Core Competencies:

- Strategic Management;
- People Management;
- Stakeholder Management;
- Conflict Management and Risk; and
- Asset Management/Financial Management.

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SPECIALIST: ECONOMIC GROWTH CLUSTER

Department: Group Governance
Branch: Governance and Reporting
Designation: Specialist: Economic Growth Cluster
Remuneration: R49 989,72 pm (basic salary, excluding benefits)
Location: 33 Hoofd Street, Braampark Forum 1, Braamfontein

Minimum Requirements:

- Grade 12/ NQF level 4 plus bachelor's degree in any of the following qualification: Accounting/ Economics/ Finance/ Law/ Developmental Studies/ Auditing/ ICT/ Taxation/ Town Planning/ Public Policy Studies (NQF level 7);
- Minimum of 6 - 8 years' working experience in a Financial Management Environment or Public Institution or Non-Government Institution (NGO);
- Experience in Financial reporting/ report analysis and interpretation of financial statements and performance reports;
- Exposure to Integrated Annual reporting.

Primary Function:

Analyse financial results from Municipal Entities (ME's) so that the department is informed of the financial status and risk of each entity. Monitor, evaluate and report of the financial position, identify financial risk at municipal entities. Develop key performance indicators in line with sector plans to ensure attainment of service delivery objectives. To ensure that municipal entities comply and report on all applicable legislation vis MFMA, KING IV, MSA and any applicable regulation issued by the National Treasury. To develop and direct enterprise governance systems and processes in the municipal entities to assist the City in the monitoring and assessment of shareholder value derived from the municipal entities. Determine shareholder value through monitoring of service delivery performance and municipal legislative compliance. Develop corrective action plans to correct non-compliance with corporate governance and legislative issues in all the entities. Support on ability to rotate to other clusters (Sustainable Services Cluster, Human & Social Development Cluster or Good Governance Cluster) when required.

Key Performance Areas:

- Ensuring that a corporate governance framework is put in place by group Governance so that corporate governance principles are in place and applied in each of the municipal entities and so that strategic interventions are made in cases of non-compliance;
- Establish a framework for accountability and finding a balance between conforming to governance constraints and business growth and development of municipal entities;
- Working with CEO Company Secretaries and the Board of Directors to ensure they have the information and advice necessary to enable them to make informed decisions;
- Manage the appointment/retirement/rotation of Non-Executive Directors (NEDs) and Independent Audit Committees Members. Board, Audit Committee. Remuneration, Social and Ethics Committee (REMSEC) and Audit & Risk Committee (ARC).



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- Assessments: Quarterly Performance of Municipal Entities (ME's); Integrated Annual Reports (IAR); Business Plans; Standard Operation Procedures (SOPs); Policy Framework; Scorecards.
- Identify and assist with the development of turnaround strategies for municipal entities requiring the same and monitor the implementation thereof;
- Develop uniform accounting policies between the City and its municipal entities to enable ease in the consolidation process;
- To ensure that Municipal Entities with all applicable legislation and service delivery objectives are being monitored.

Leading Competencies:

- Advanced computer literacy with intermediates to advanced Excel skills preferable;
- Attention to detail and high levels of accuracy and excellent planning, organising, and time management skills;
- Analytical thinking;
- Resource and financial management skills;
- Excellent verbal, written, and communication skills;
- Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high-quality work standards;
- Ability to work independently with minimal supervision;
- Good communication and resources management;
- Business acumen.

Core Competencies:

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- People Management;
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