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CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## PERMANENT POSITION

### Filing Clerk

#### 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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@CityofJoburgZA @CityofJohannesburg CityofJoburg **FILING CLERK**

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Group Finance (Property Branch)                        |
| <b><u>Branch:</u></b>       | <b>Finance, Compliance and Data</b>                    |
| <b><u>Designation:</u></b>  | <b>Filing Clerk</b>                                    |
| <b><u>Remuneration:</u></b> | R12 076,97 pm (basic salary, excluding benefits)       |
| <b><u>Location:</u></b>     | 66 Jorissen Place, 2 <sup>nd</sup> floor, Braamfontein |

**Minimum Requirements:**

- Grade 12/NQF level 4 or recognized prior learning;
- 1 year experience in general Office Administration.

**Primary Function:**

Play an active role in the execution of duties pertaining to scanning, attaching, filing and administration of finance documents in support of the Financial Management Branch in order to ensure better financial management with guidance from the operational manager.

**Key Performance Areas:**

- Receipt and record all documents received for filing;
- Scan all journals and other documentation;
- Attach all scanned journals and supporting documentation to the debtor account;
- Filing and record retrieval;
- Stakeholder relations and communication;
- Asset and resource management.

**Leading Competencies:**

- The incumbent must be able to maintain the filing system, give full attention to detail;
- Mathematical literacy at high school levels;
- Computer literacy including MS Office Applications;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

**Core Competencies:**

- Knowledge of Archive and Records Policy.
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.



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*“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/1N6IISdykS\\_qBOsvPfJNsdwew554](https://share-eu1.hsforms.com/1N6IISdykS_qBOsvPfJNsdwew554)

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Gabsile Zitha

**Tel No:** 011 032 0415

**CLOSING DATE: WEDNESDAY, 27 MARCH 2024**

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.