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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Assistant Director: Monitoring & Reporting**

**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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## ASSISTANT DIRECTOR: MONITORING & REPORTING

<b><u>DEPARTMENT:</u></b>	Group Finance
<b><u>BRANCH:</u></b>	Management Support
<b><u>DESIGNATION:</u></b>	Assistant Director: Monitoring & Reporting
<b><u>REMUNERATION:</u></b>	R49 989,72 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Jorissen Place, 66 Jorissen Street, Braamfontein

### **Minimum Requirements:**

- Grade 12/Matric plus a BCom Degree in Accounting (NQF level 7);
- Project Management and Risk Management will be an added advantage;
- 6 – 8 years relevant experience (of which 3 years in management) in the monitoring and reporting of budget and overall accounting knowledge;
- Proven track record of managing in a similar field, in Public Sector.

### **Primary Function:**

**Manage and oversee a variety of duties involved in accounting. Provide support to the Director: Finance in managing duties in Accounting, Expenditure and Budgets of the Group Finance Department. Manage the key performance and results indicators associated with each Key Performance Area so that their financial position is reported accurately, the finance section runs efficiently and effectively and the Group Finance Units conform to the requirements of the MFMA and the City's financial strategies and policies. Manage and support the Accounting, Expenditure and Budgets of Directorates within the Department, such as Management Support (incl. the GCFO and MMC), Strategic Supply Chain Management, Property Branch, Revenue Shared Services Centre, Core Accounting, Group Accounting and Treasury.**

### **Key Performance Areas:**

- Analyse, lead, direct and manage the financial management reporting sub-directorate;
- Lead, direct and manage the Financial Management Monitoring sub-directorate;
- Lead, monitor and review the Expenditure Management of group Finance;
- Budget formulation and monitoring;
- Monitoring and ensuring maintenance of Legislative Compliance;
- Manage and direct the KPIs and outcomes of personnel within Financial Management;
- Maintain an effective internal control environment;
- Manage applications and sequences associated with recording, authorization and execution of expenditure transactions.

### **Leading Competencies:**

- Financial Management and reporting skills;
- Analytical thinking with good insight;
- Ability to work and lead a team;
- Results driven;
- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);



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- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

#### **Core Competencies:**

- Knowledge of MFMA;
- Extensive knowledge of SAP Financial system to generate reports and authorize various documents;
- 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.

***“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/1dXzv249qRTqv\\_c0SF8iOCQew554](https://share-eu1.hsforms.com/1dXzv249qRTqv_c0SF8iOCQew554)

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

#### **ENQUIRIES ONLY:**

**Contact Person:** Keabetswe Makola

**Tel No:** 011 022 0389

**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.