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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION Valuer (Property Branch)

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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VALUER

<u>Department:</u>	Group Finance
<u>Branch:</u>	Property Branch (Valuation Services)
<u>Designation:</u>	Valuer
<u>Remuneration:</u>	R31 462,75 pm (basic salary, excluding benefits)
<u>Location:</u>	66 Jorissen Place, Braamfontein

Minimum Requirements:

- National Diploma/NQF level 6 in Real Estate: Property Valuation or a qualification recognised by the South African Council for the Property Valuers Profession (SACPVP);
- 3 - 4 years of Valuation experience;
- Computer literacy preferably with spreadsheet and word processing;
- Valid registration with SACPVP as a Candidate Valuer/Professional Associated Valuer; and
- Valid driver's license and access to a vehicle.

Primary Function:

Undertake specific tasks associated with all aspects of property valuations, including property market research and the physical attributes of property as well as fieldwork to be able to operate as a technical expert on property valuation matters for the compilation and maintenance of the City of Johannesburg's General and Supplementary Valuation Rolls in order to comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004, as amended.

Key Performance Areas:

- Undertake research and fieldwork for the valuation of all types of properties and collecting information in preparation for property valuation including identifying and inspecting both the subject and comparable properties;
- Correct application of market value principles;
- Partake in the preparation and maintenance of the general and supplementary valuation rolls in a manner that meets all legal requirements and Council policy;
- Perform administrative functions in line with the provisions of the MPRA;
- Perform ad hoc tasks as Parks Contributions as and when required;
- Develop and execute day-to-day operational plan;
- Provide enhanced process optimisation, efficiency, and continuous improvement in property valuation;
- Maintain and monitor the assets and resources allocated to the Valuer;
- Engage relevant stakeholders and represent the Valuations Division on property valuation matters;
- Practice good governance and management of risk;
- Compile and submit various reliable reports.



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Leading Competencies:

- Computer literacy including MS Office Applications, SAP and any other Accounting packages;
- Report writing;
- Communication (verbal and written);
- Planning, organizing, and time management;
- Ability to work under pressure;
- Confidentiality, integrity, and tenacity;
- Good judgment, assertiveness, and analytical thinking.

Core Competencies:

- Ability to process and understand complex and technical information;
- Ability to systematically analyse problems;
- Identify key issues and draw logical conclusions;
- 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 the 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/1FEr2KnhmR12DaV84fQtLIQew554>

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



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ENQUIRIES ONLY:

Contact Person: Pearl Fambe

Tel No: 011 021 3269

CLOSING DATE: TUESDAY, 30 APRIL 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.