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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Assistant Director: Asset and Financial Tracking

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: ASSET AND FINANCIAL TRACKING

DEPARTMENT:	Group Forensic & Investigation Services
BRANCH:	Forensic Information Management Centre
DESIGNATION:	Assistant Director: Asset and Financial Tracking
REMUNERATION:	R49 989,72 pm (basic salary, excluding benefits)
LOCATION:	48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12 or Matric/National Senior Certificate plus a relevant tertiary qualification related to Information Technology/Financial Information Systems and/or Finance at NQF level 7;
- 6 – 8 years' relevant managerial experience in the financial environment with statement and/or report writing skills, experience in SAP, BAS, or relevant system reporting together with a full understanding of the City's Billing system environment. Statistical analysis techniques and advanced Excel/Access;
- In-depth understanding of Data Analysis and Fraud Risk will be an added advantage;
- Minimum of 4 years related to middle or operational management experience within public service or private sector;
- Valid driver's license.

Primary Function:

The Assistant Director: Financial and Assets Tracking reports to the Deputy Director: Information Management and he/she is responsible to perform forensic analysis and asset tracking for the City's financial environment to identify potential fraud and/or revenue loss or the misappropriation of its finances.

Key Performance Areas:

- Detect and identify potential financial fraud and/or revenue fraud within the financial sector of the City;
- Forensic financial data analysis, management and interpretation of financial information and/or reports;
- Training and research.

Leading Competencies:

- Computer literacy (All MS Programmes);
- Advanced SAP, BAS, Data Analytics Tools, and/or relevant system administration skills;
- Project management skills;
- Analytical and attention to detail.


Core Competencies:

- Knowledge of local government environment and understanding of the City's billing and revenue collection processes;



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- Knowledge of relevant policies and standards including the Municipal Finance Management Act (MFMA) and other statutory and regulatory framework within which the City's finance departments function;
- Understanding of various systems used within the City such as SAP, BAS or relevant systems, data management systems, electronic document management systems, Outlook, etc.

“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/1ND_zczS5R4S0Nd5GSIeKyQew554

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

ENQUIRIES ONLY:

Contact Person: Puleng Kgabane
Tel No: 011 407 6562

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.