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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**DEPUTY DIRECTOR: ASSET MONITORING AND ACCOUNTING**

**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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## DEPUTY DIRECTOR: ASSET MONITORING AND ACCOUNTING

<b><u>DEPARTMENT:</u></b>	Group Finance
<b><u>BRANCH:</u></b>	<b>Core Accounting</b>
<b><u>DESIGNATION:</u></b>	<b>Deputy Director: Asset Monitoring and Accounting</b>
<b><u>REMUNERATION:</u></b>	R57 490.39 pm (basic salary excluding benefits)
<b><u>LOCATION:</u></b>	66 Jorissen Place, Braamfontein

### **Minimum Requirements:**

- Grade 12 plus BCom (HNRS) or BTech or 3-year Finance Degree (NQF level 7) and completed SAICA articles;
- 7 – 9 years' overall experience, of which 4 years' experience at middle management;
- At least 5 years GRAP/GAMAP experience, knowledge of GRAP will be an added advantage;
- 5 years' experience post articles in financial and asset management post articles;
- Must have a valid driver's license (Code 08);

### **Primary Function:**

**Manage the key performance and result indicators associated with the Asset Monitoring and Accounting subsection of the Core Financial Accounting through the implementation of laid down control procedures dictating fixed assets accounting, control and recording requirements. Ensure the existence of and monitor asset management controls with respect to CoJ's assets.**

### **Key Performance Areas:**

- Direct the implementation of the Assets Management Control procedures;
- Direct and manage the maintenance of the Computerised Asset Register in accordance to laid down procedure;
- Additions and disposal of assets are performed a per presented control procedures;
- Ensure that the Asset Management policy is updated and implemented in accordance with the new accounting standards;
- Finalise the asset management functions as required in the year-end guidelines;
- Identify and define the short to medium-term needs for the smooth functioning of the section;
- Control the key performance areas and critical outputs of human resources within the section;
- Manage stakeholder relations and communication;
- Ensure accountability and performance management to deliver the required level of service through monitoring and reporting;
- Asset and Resource (materials and tools) management;
- Perform allocated general operations.



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### **Leading Competencies:**

- Good Management and Interpersonal skills;
- Communication;
- Report Writing and Presentation skills;
- Ability to motivate staff and provide leadership;
- Problem Solving;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and ability to prioritise.

### **Core Competencies:**

- Knowledge of GRAP and application thereof;
- In-depth understanding of the application of the Municipal Finance Management Act;
- Understanding of the national Treasury regulations;
- An understanding of the legislative framework that governs Local Government.
- Knowledge of the local government environment;
- Knowledge of City strategy (IDP), prescribed methodologies, Legislative, Policy and Regulatory Frameworks;
- Knowledge of Corporate Governance;
- Knowledge of principles and practices of municipal organization, administration and personnel management;
- Stakeholder Relations, Performance Management. Governance and Risk; and Monitoring and Reporting;
- 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/1VbGBkRfyT3COiCIyvd2IMgew554>

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



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**ENQUIRIES ONLY:**

**Contact Person:** Bonokwakhe Ngcobo

**Tel No:** 011 020 9968

**CLOSING DATE: WEDNESDAY, 08 MAY 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.