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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
**Assistant Director: Technical Innovation and
Coordination**

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: TECHNICAL INNOVATION AND COORDINATION

<u>DEPARTMENT:</u>	Group Finance
<u>BRANCH:</u>	Core Accounting
<u>DESIGNATION:</u>	Assistant Director: Technical Innovation and Coordination
<u>REMUNERATION:</u>	R49 989,72 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	66 Jorissen Place, Braamfontein

Minimum Requirements:

- B Com in Accounting/CTA, with Board 1 and/or Board 2 exams at NQF level 7;
- 6 - 8 years' experience with an audit firm or accredited SAICA organization, with 1-year technical accounting experience as an added advantage in IFRS/GRAP;
- Understanding of the application of MFMA concerning financial reporting;
- Presentation and Excel skills; and
- Chartered Accountant will be an added advantage.

Primary Function:

Assist with overseeing the core financial reporting for the City of Johannesburg.

Key Performance Areas:

- Plan, manage, and perform the year-end closure for the Core Council on an annual basis;
- Ensure that financial statements are reviewed, reported, and completed;
- Primary review;
- Implement and ensure that the financial statements are prepared in line with any new accounting standards;
- Ensure that all inter/intra company balances are confirmed on a monthly basis;
- Financial control and risk management;
- Liaise with internal and external departments within the CoJ, other bodies, and external consultants;
- Management of year-end audit process.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Good 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:

- 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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- Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders;
- Analyse and report on the core financial position;
- Ensure that all activities conform to regulations, policies and procedures, communicate with National Treasury and Auditor General, make independent decisions on improving the level of core financial reporting.

“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/1H6v-0O1VRZ2-KsSWgoBghQew554>

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

ENQUIRIES ONLY:

Contact Person: Bonokwakhe Ngcobo

Tel No: 011 020 9968

CLOSING DATE: TUESDAY, 14 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,
- Employment record verification,
- Criminal check,
- Identity validation.