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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION:**  
**Assistant Director: Planning, Learning and Development**

**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: PLANNING, LEARNING AND DEVELOPMENT

**Department:** Group Governance  
**Branch:** ACA Training Office  
**Designation:** Assistant Director: Planning, Learning and Development  
**Remuneration:** R49 989,72 pm (basic salary, excluding benefits)  
**Location:** 33 Hoofd Street, Braampark, Braamfontein

### Minimum Requirements:

- Post Graduate diploma with CTA and must be qualified CA (SA);
- 6 - 8 years relevant working experience;
- Knowledge of research methodology and good skills in quantitative analysis;
- Knowledge of national development priorities especially relating to the CA (SA) programme;
- Driver's license and flexibility travel.
- Ability to identify and analyse relevant data and present finding.

### Primary Function:

To implement training plans with the available committed resources according to prescribed training regulation for the Academy of Chartered Accountants programme and management of the Training Office.

### Key Performance Areas:

- Prepare and implement training plans and reporting;
- Ensure effective and efficient project management function;
- Develop and implement monitoring, evaluation and assessment function for CA (SA) programme;
- Personnel and Performance Management;
- Maintain the financial control / procedures and providing information to support financial planning processes;
- Management of administration functions for the ACA Training Office;

### Leading Competencies:

- Computer literacy with intermediates to Advance Excel skills;
- Attention to detail and high levels of accuracy and excellent planning, organising, and time management skills;
- Analytical thinking;
- Resource and financial management skills;
- Excellent verbal, written, and communication skills;
- Ability to deliver concise, well written reports to tight deadlines;
- Must be flexible, independent and have self-management skills;
- Good communication and resources management;
- Business acumen.



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**Core Competencies:**

- Strategic Management;
- People Management;
- Stakeholder Management;
- Conflict Management and Risk.

*“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/1vXvKZiDtToeGrMxGUUy02gew554>

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

**ENQUIRIES ONLY:**

Contact Person: Nthabiseng Makhele

Tel No: 011 021 6345

**CLOSING DATE: TUESDAY, 12 DECEMBER 2023**

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.