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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Assistant Director: Treasury Operations**
- **Manager: IT & Data**

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: TREASURY OPERATIONS

Department:	Group Finance
Branch:	Treasury
Designation:	Assistant Director: Treasury Operations
Remuneration:	R49 989,72 pm (basic salary, excluding benefits)
Location:	Jorissen Place

Minimum Requirements:

- Grade 12/ NQF level 4 plus BCom Degree with Business Management / Economic /Banking as a major or equivalent NQF level 7 qualification;
- 6 – 8 years' experience in accounting and or Treasury / Banking environment;
- Strong understanding of MFMA;
- Knowledge of banking product and offerings;
- Analysis of bank statements;
- Understanding of banking policies and Acts;
- Code 8 driver's license.

Primary Function:

To provide administration, cash analysis and management of the City's bank accounts.

Key Performance Areas:

- Assist in the management and control of the administration of City's and Municipal Entities bank accounts;
- Facilitate and manage relations with all stakeholders in the banking universe;
- Assist with accounting process as related to banking operations;
- Perform internal treasury banking operations;
- Ensure that all tenders expiring are renewed;
- Manage and interact with banking systems of all major banks;
- Manage and coach staff in the Treasury unit to ensure that all staff meet the departments objectives and requirements;
- Manage and monitor assets and resource of the Directorate;
- To control, consolidate, analyse and submit various reliable reports;
- Practice good governance and management of risk;

Leading Competencies:

- Computer Literacy on SAP (Finance);
- Computer Literacy – Microsoft Office Application – Word, Excel, PowerPoint;
- Report writing;
- Good listening skills;
- Coordinating skills;
- Customer Care Skills;
- Problem solving skills;;
- Excellent written and verbal communications skills;
- Good management skills.



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Core Competencies:

- Teamwork;
- Goal orientation;
- Positive interaction with co-workers and external stakeholders
- Professional;
- Attention to detail;
- Confidentiality.

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Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1C7bpBSI5SIGvfBQhNkPmQQew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mkhuleko Shongwe
Tel No: (011) 021 2545 /0303


CLOSING DATE: TUESDAY, 19 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,
- Employment record verification,
- Criminal check,
- Identity validation.



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MANAGER: IT AND DATA

Department:	Group Finance
Branch:	Property Branch (Finance, Compliance and Data)
Designation:	Manager: IT & Data
Remuneration:	R44 693.36 pm (basic salary, excluding benefits)
Location:	Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 with a Bachelor's Degree in Information Technology (NQF level 7);
- Minimum of 2 years of proven professional Information Technology experience in a data analyst, business analyst, or developer role;
- 5 – 7 years overall experience;
- Proven skills in:
 - Database and systems development (MS Access, MS SQL Server or MySQL and a working knowledge of Python and C#);
 - Extensive knowledge of SQL;
 - Python, Power BI, Tableau, SSRS would be advantageous;
 - Knowledge of SPSS will be advantageous; and
 - Microsoft.Net (C# and VB) programming.

Primary Function: Provide technology and data support for our clients. Collate and verify data from multiple sources. Assist with the implementation of data and software storage systems and execute data analysis and data transfers. Develop systems to automate and streamline business processes in the Property Branch.

Key Performance Areas:

- Improve organizational service delivery through the improvement of data processes;
- Participate in stakeholder management internally and externally, including the City's Municipal Entities (MEs);
- Practice good governance and management of risk;
- Compile reports that seek to provide insight into the performance of the Data Section;
- Manage and monitor assets and resources of the Directorate;
- Perform specific administrative and reporting requirements associated with the Data Section and individual performance.

Leading Competencies:

- Excellent Computer literacy;
- Collaborative Teamwork & Team Building, Management & Accountability
- Building and maintaining effective working relationships
- Excellent report design skills
- Excellent planning, organizing, and time management skills



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Core Competencies:

- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently and where necessary take key decisions in a complex situation;
- High level of Communication skills required to work with people;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Conflict Management and Problem-solving skills;
- Integrity and Professionalism;
- Impact, Influence, and Confidentiality.

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ENQUIRIES ONLY:

Contact Person: Pearl Fambe
Tel No: 011 021 3269

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