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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Assistant Director: Transactions and Quality Assurance

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: TRANSACTIONS AND QUALITY ASSURANCE

DEPARTMENT:	Group Corporate & Shared Services (GCSS)
BRANCH:	Group Human Capital Management (Transactional Shared Services)
DESIGNATION:	Assistant Director: Transactions and Quality Assurance
REMUNERATION:	R49 989,72 pm (basic salary, excluding benefits)
LOCATION:	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- Grade 12 plus a Degree in Human Resources Management (HRM), Finance, Taxation and Payroll or appropriate/related tertiary qualification in the Discipline of HRM, Finance, Taxation, Payroll (NQF level 7);
- 6 - 8 years' management experience in Transactional Back Office or payroll activities or Field Service Human Resources Management, in the public sector;
- 3 – 5 years' experience in Transactional/Payroll system or Field Services HR Management value chain environment;
- Appropriate SAP HCM expertise or at least be able to work and lead a team whose daily functionality is on the SAP R/3 system.

Primary Function:

Manage, monitor and control the Transactional Back Office and all related staff and functions. The development and implementation of all activities/tasks associated with the updating of information on the SAP administrative functionality, generating transactional documentation and reports and managing functional related queries, managing the implementation of procedures, applications, systems control to facilitate and support the recording, updating and maintenance of information from departments with regards to various HR payroll activities related to employees' remuneration and benefits. Assist the Deputy Director: Transactional Shared Services (TSS) to coordinate and implement salary administrative and payroll services within the City through the alignment of legislation, conditions of services, policies and procedures and control critical payroll interventions and applications, providing tactical advice aimed at supporting Corporate & Shared Services, key performance areas and service delivery objectives.

Key Performance Areas:

- Strategic and Policy Planning and Implementation;
- Administrative functions and Information Processing update;
- Manage Transactional Back Office within the City and accept the responsibility and accountability of all financial functions of the TSS Back Office as part of the control and assisting the Deputy Director with financial responsibilities of an estimated R426 million monthly net pay amount;
- Communication and Customer satisfaction control;
- Manage the personnel within Transactional Back Office and all related activities.



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Leading Competencies:

- Computer literacy (Microsoft Word and Excel);
- Good Communication skills;
- Coordinating skills.

Core Competencies:

Knowledge of the following:

- Formulation of Vision and Strategy,
- Group HR Policy Frameworks and processes,
- Public Service Environment,
- Skills Development (and Levies) Act,
- Employment Equity Act,
- MFMA,
- Municipal Systems Act,
- Tax Act,
- Administration procedures,
- Labor legislation (LRA, BCEA).

“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/1oDyxfMJoRKycqt9ytCMsRwew554>

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

ENQUIRIES ONLY:

Contact Person: Regina Hartley
Tel No: 011 407 7172

CLOSING DATE: TUESDAY, 19 DECEMBER 2023



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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.