



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

6th Floor, B Block
Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

ERRATUM TO VACANCY CIRCULAR 090/2023

The City of Johannesburg (CoJ), published the below position in the above circular as follows:

PUBLISHED DATE: WEDNESDAY, 06 DECEMBER 2023

CLOSING DATE: TUESDAY, 19 DECEMBER 2023

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

THE MINIMUM REQUIREMENTS FOR THE POSITION WAS INCORRECTLY PUBLISHED AS:

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.

THE MINIMUM REQUIREMENTS FOR THE POSITION SHOULD BE:

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' 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 at Management level;**

- 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.

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

PLEASE NOTE THE CLOSING DATE HAS BEEN EXTENDED TO:

CLOSING DATE: THURSDAY, 28 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.

The Department wishes to apologise for the inconvenience caused