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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

### PERMANENT POSITION

## Assistant Director: Bulk Contribution Assets Insurance & Capital Projects

### 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: BULK CONTRIBUTION ASSETS INSURANCE & CAPITAL PROJECTS

**DEPARTMENT:** Development Planning  
**BRANCH:** Regulatory and Management Support  
**DESIGNATION:** Assistant Director: Bulk Contribution Assets Insurance and Capital Projects  
**REMUNERATION:** R52 239,26 pm (basic salary, excluding benefits)  
**LOCATION:** 158 Civic Boulevard, Metro Centre, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- Bachelor's degree in financial management, Finance, Accounting or equivalent at NQF 7;
- At least Code 8 driver's license;
- This position requires at least 6 – 8 years' relevant experience in Financial, Accounting or Business Management in either the public or private sector, 3 of which in supervisory or management level;
- It is necessary that the successful applicant has revenue collection and asset management experience;
- It is necessary that the successful applicant has a thorough understanding of IT innovation in a related industry/field and potential application to the Department function;
- Problem resolution experience requiring strong analytical skills, sound judgement and ability to work effectively with technical staff.

### **Primary Function:**

To manage key performance and result indicators associated with the collection of bulk contributions, management of reporting of Capital and Special Projects and Assets and Insurance claims within Development Planning.

### **Key Performance Areas:**

- To direct and control the short to medium-term objectives and priorities of bulk contribution collections;
- Management and reporting Capital and special projects to ensure accounting for capital projects adheres to the requirements of GRAP disclosure and treasury regulations;
- Monitor and control assets register for all movable assets to ensure that assets which are lost, stolen or damaged are replaced via the insurance branch. To write off assets that no longer exist due to them being stolen, lost or damaged. To accurately update the Assets Register;
- Identify and mitigate risk factors and management compliance within the unit to meaningfully contribute and to ensure adherence to effective risk management through sound controls and good governance principles in the department;
- Ensure Statistical Analysis and Regression Modelling to ensure and provide effective communication and support to the unit in terms of stakeholder engagements to the department;



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- Manage and coach staff in the Unit to ensure that all staff meet the department's objectives in line with broader organizational objectives and requirements to enhance performance thereby promoting efficient service delivery to the City of Johannesburg and its stakeholders;
- Manage and monitor assets and resources of the Directorate to ensure effective and efficient utilisation of assets and resources to achieve maximum benefit;
- Control, consolidate, analyse and submit various reliable reports to ensure analysis of information to allow decision-making based on clear, accurate and reliable information.

#### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel);
- Computer literacy on SAP (Finance);
- Report writing;
- 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:**

- Sound knowledge of the Municipal Systems Act 32 of 2000, Municipal Structures Act, Municipal Finance Management Act, 2004 and Municipal Fiscal Powers and Functions Act, 2007, GAAP, Income Tax Act and PFMA;
- Strong financial analysing abilities;
- Strong Financial and Risk Management analytical skills;
- Sound knowledge and ability to develop accurate, well-written and clear reports and documentation;
- Principles and practices of municipal revenue budget preparation and administration;
- Sound knowledge of accounting policies, costing methodologies and ratio analysis;
- Sound knowledge of audit principles and practices;
- Communicate clearly and concisely, both orally and in writing;
- Principles and practices of administration and personnel management;
- Knowledge of corporate governance;
- Principles of supervision, training and performance evaluation;
- Transformation and change management ability;
- Business Acumen;
- Ability to analyse and solve problems;
- Ability to use math and mathematical reasoning;
- Ability to perform highly detailed work on multiple, concurrent tasks;
- 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 the City's protocols, legislation, and standards.


***Candidates who applied in Circular 091/2024 are encouraged to re-apply***



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*“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/1u\\_9Wt5KIQpqxS0GLIhpskgew554](https://share-eu1.hsforms.com/1u_9Wt5KIQpqxS0GLIhpskgew554)

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

**ENQUIRIES ONLY:**

Contact Person: Thabang Mushwana

Tel No: 011 407 6579

**CLOSING DATE: TUESDAY, 28 JANUARY 2025**

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, and
- Identity validation.