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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION
OFFICER: FINANCE

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 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 acknowledgement 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.



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OFFICER: FINANCE
SHORT TERM CONTRACT POSITION
 (Not exceeding 12 months)

<u>DEPARTMENT:</u>	Environmental & Infrastructure Services Department (EISD)
<u>BRANCH:</u>	Finance
<u>DESIGNATION:</u>	Officer: Finance
<u>REMUNERATION:</u>	R26 964,66 (all-inclusive cost to company)
<u>LOCATION:</u>	118 Jorissen Street, Traduna House, Braamfontein

Minimum Requirements:

- Grade 12 plus a three-year national diploma or bachelor's degree (NQF level 7) in Accounting, Management Accounting, Finance or equivalent.
- Basic knowledge of Finance.
- SAP R3 Finance.
- 1 to 2 years relevant experience, preferably within the public sector

Primary Function:

Coordinate and apply the Supply Chain Management principles, policies and procedures within the Environment, Infrastructure and Services Department by attending to procurement of goods and services in accordance with the City of Johannesburg guidelines as well as the implementation of effective record keeping in compliance with statutory requirements and MFMA.

This entails the following:

- Analysing goods and services to be procured through signed terms of reference.
- Sourcing of quotation (below R30 000) through the principle of fair, equitable, transparent,
- competitive, and cost-effective system in terms of Section 217 of the Constitution of South
- Africa No 108 of 1996.
- Sourcing of quotation within existing and approved COJ Panel.
- Compare & evaluate quotations from service provider.
- Maintaining accurate Purchase & pricing.
- Creation of accurate and complete Purchase order a legal and binding document for goods & services.
- Departmental stock management.
- Ensure a paper trail of all procurement documentation.
- Ensuring effective communication between requesting directorate & Supply Chain Management.



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Key Performance Areas:

- Performs specific tasks associated with the sourcing and processing of procurement transactions.
- Performs specific tasks associated with the processing of transactions through liaison with GSSCM and different stakeholders in compliance with the CoJ-approved supply chain management policy.
- Performs specific tasks associated with the ordering, receiving, maintaining, and issuing of EISD internal stock items through liaison with COJ Internal stores and different stakeholders in compliance with the CoJ-approved supply chain management policy.
- Performs specific tasks associated with Record Keeping and Management.
- Coordinates specific administrative arrangements and captures the Departmental Demand Plan on the E-Procurement Platform.

Leading Competencies:

- Collaborative/Teamwork;
- Value and Integrity;
- Attention to detail and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Professionalism.

Core Competencies:

- Good communication skills.
- Computer literate.
- Administration and coordination.

“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:

<https://share-eu1.hsforms.com/11XF7OhhIRla-2g0SBUU3Nwew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Siphwe Khumalo
Tel No: 011 082 7997

CLOSING DATE: TUESDAY, 10 JUNE 2025



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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.