

CITY OF JOHANNESBURG VACANCY CIRCULAR: 013/2019

1. Interested applicants are invited to apply for the positions listed in the circular.
2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).
3. Only applications from employees of the City of Johannesburg will be considered.
4. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
5. The City of Johannesburg reserves the right not to make an appointment.
6. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
7. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
8. The City of Johannesburg is an equal opportunity employer.
9. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: THURSDAY, 02 MAY 2019

CLOSING DATE: WEDNESDAY, 15 MAY 2019



ENOCH MAFUYEKA
A/DIRECTOR: TALENT ACQUISITION REMUNERATION
PERFORMANCE & TRANSFORMATION

This Vacancy is ONLY open to Employees of the City of Johannesburg

22. **Department:** Transport
Branch: Finance
Designation: Officer: Assets x2
Salary Range: R19 632.61 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4;
- Advanced National Certificate or equivalent/NQF level 5;
- Two (2) years' experience in the Capex and Asset management;
- Computer literate, good communication, analytical, problem solving and report writing; and
- Team player and cope under pressure.

Primary Function: Provide a comprehensive expenditure, procurement and management of assets, making sure that financial principles, policies and procedures are adhered to.

Key Performance Areas: Asset management; Physical asset verification; Capital expenditure; Monitoring the implementation of internal controls; Insurance claims.

Leading Competencies: Collaborative Teamwork & Accountability.

Core Competencies: Attention to detail and high level of accuracy in the recording and capturing of information; Ability to work independently; High level of Communication skills required to work with people; Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Darryl Wicks
Tel No: (011) 780 4638
Workplace: JRA Building

E-Mail: darrylw@joburg.org.za

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