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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Deputy Director: Property Hijacking Investigations**
- **Assistant Director: Theft of City Assets**

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 processes.
- 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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DEPUTY DIRECTOR: PROPERTY HIJACKINGS INVESTIGATIONS

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| <u>Department:</u> | Group Forensic and Investigation Services (GFIS) |
| <u>Branch:</u> | Property Hijackings Investigations |
| <u>Designation:</u> | Deputy Director: Property Hijackings Investigations |
| <u>Remuneration:</u> | R64 033,65 pm (basic salary, excluding benefits) |
| <u>Location:</u> | East Wing, 48 Ameshoff Street, Braamfontein |

Minimum Requirements:

- Matric / Grade 12 plus a 3-year relevant tertiary qualification in either Forensic Investigations/Property/Estate Law/Finance/Policing/Criminal Justice, or a related equivalent qualification in property.
- A degree in Law will be an added advantage.
- 8 years or more experience within Property/Estate investigations environment or within the Criminal Justice System, which includes 2 years or more experience, should be at a supervisory level within public services or private sector, covering all aspects of corporate forensic investigations in Property/Estate.
- Experience in local government matters will be an added advantage.
- Understanding of relevant laws and regulations to combat allegations of illegal occupation of buildings.
- Understanding the impact of late estate on hijacked properties and/or properties that are non-compliant with relevant laws and regulations.
- Understanding of corporate governance, compliance and risk management processes.
- Knowledge and understanding of local government legislation/property management environment.
- Quality assurance, presentation and reporting effectively.
- Human resource procedures and regulations.

Primary Function:

The Deputy Director: Property Hijackings Investigations reports to the Director: Property Hijackings Investigations and is responsible for the implementation and monitoring strategies, policies, procedures and response plans regarding the investigations of property Hijackings, non-compliance with applicable legislation, including facilitation of taking legal action against the perpetrators for successful prosecution in order to curb the challenges related to hijacked properties.

Key Performance Areas:

- Direct and manage the investigations of property hijacking cases/matters to ensure that all reported cases/matters are tracked up to finalisation and file closing
- Direct, manage and review systems and processes for understanding investigations on Problem and hijacked properties to ensure that quality investigations are performed in line with the approved standards



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- Manage the execution of the work programmes with the multi-disciplinary teams to ensure that the forensic investigative objectives of tackling the challenges created by problem and hijacked properties are met, to ensure that the execution of different forensic investigation projects is comprehensive, and that objectives are met
- Develop robust and responsive strategies to address problem properties and hijacked buildings, addressing the underlying socio-economic factors that contribute to property hijacking
- Recommend possible legal action to be taken against the perpetrators for successful prosecution in order to curb the challenges related to hijacked properties in the City.
- Participate in the Group Forensic Investigation Services (GFIS) fraud prevention campaigns to educate, inform and collaborate with various stakeholders to fight syndicate led hijacked properties and non-compliance with relevant laws and regulations, and to always be ahead of the criminal syndicate's modus operandi
- Provide input for the Departmental Strategic planning processes to support the City's strategic agenda in accordance with the approved planning and reporting standards
- Implement sound governance practices, effective risk management systems, and better compliance with laws and regulations.
- Effective Human Resource Management
- Strengthen working relations with internal and external stakeholders.
- Promote a high-performance culture within the unit to ensure team compliance with performance management policy and relevant prescripts
- Financial Management to participate in the budgeting process and its deployment

Leading Competencies:


- Analytical and problem-solving skills
- Willingness to share knowledge and to learn
- Interact effectively with both management and clients
- Capable of applying legislation, policies, etc.
- Knowledge of government legislation, policies and procedures
- Ability to meet deadlines and work under pressure
- Good knowledge of corporate governance requirements (King IV and MFMA)
- Ability to chair and facilitate meetings
- Excellent verbal and written communication skills
- Self-confidence and ability to interact at all levels
- Project Management skills
- Proven presentation, facilitation and negotiation skills
- Handle forensic assignments on his/her own and should effectively lead
- Batho Pele, Ethics, Professionalism.


Core Competencies:

- Knowledge of the PIE Act, the Constitution of RSA, the Environmental Act and other relevant legislation applicable to the City of Johannesburg policies and procedures.
- Demonstrate expertise in complaint handling processes and ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment.
- Knowledge of the criminal syndicate's modus operandi



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- In-depth knowledge of processes of Local Government and different Spheres of Government and their operation thereof.
- Basic knowledge of relevant legislation, policies and procedures relating to illegal occupation of properties and/or problem properties investigations and any other legislation impacting on property hijacking.
- Advanced knowledge and application of property bylaws.
- Effective project and time management

“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.hsforms.com/1K6ZSHhKBRhuD-r21IMViNA469t>

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

ENQUIRIES ONLY:

Contact Person: Puleng Kgabane

Tel No: 011 063 6442

CLOSING DATE: MONDAY, 16 FEBRUARY 2026

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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



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ASSISTANT DIRECTOR: THEFT OF CITY ASSETS

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| <u>Department:</u> | Group Forensic and Investigation Services (GFIS) |
| <u>Branch:</u> | Operations |
| <u>Designation:</u> | Assistant Director: Theft of City Assets |
| <u>Remuneration:</u> | R55 579,29 pm (basic salary, excluding benefits) |
| <u>Location:</u> | East Wing, 48 Ameshoff Street, Braamfontein |

Minimum Requirements:

- Matric / Grade 12 plus a relevant 3-year tertiary (NQF level 7) qualification in either Finance / Accounting / Audit / Legal / Forensic Investigations / Information Technology;
- 8 years' experience within a forensic investigation environment; investigation of theft, financial misconduct, forensic accounting and/or maladministration related cases, of which 2 years should be at managerial/supervisory level within public service and private sector;
- Proven success at operating and supervisory levels, including the management of experienced and professionally qualified staff;
- Knowledge of corporate forensic investigation (auditing, accounting, finance and investigation) processes, controls and the identification of systemic weaknesses;
- Communication, presentation and reporting effectively;
- Understanding the implications of policies, relevant procedures and regulations;
- Quality assurance and human resource procedures and regulations.

Primary Function:

Responsible for the prevention, detection, investigation and resolution of all reported cases related to Theft of City Assets and other related cases within the City.

Key Performance Areas:

- Ensure that planning, executing and reporting investigations, as well as ensuring that allocated cases conform to the forensic investigation methodology, and any other standards set by Group Forensic and Investigation Services
- Investigate Theft of City Assets and other related alleged transgressions in compliance with relevant laws and regulations.
- Report the outcome of the investigation to provide decision makers with the facts needed to determine a course of action, and to also use the findings and recommendations are communicated timely manner for effective consequence management.
- To ensure that the forensic investigations register is accurate and complete, and that the status of investigation is updated timely manner in the Investigation case management system (iCAM).
- Information management, recordkeeping, and safeguarding of evidence of the investigated cases.



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- To participate in the GFIS anti-theft of City assets awareness campaigns through various engagements. including awareness campaigns on the relevant laws and regulations through various engagements.
Building and maintaining strong relations with internal business units to share information and ensure the correct focus and support around combating theft of City assets and non-compliance with applicable laws and regulations.
- Build and maintain strong relations with external business units to share information and ensure the correct focus and support around combating theft of City assets and non-compliance with relevant laws and regulations;
- Build and maintain strong relations with subordinates and teams in general;
- Provide management support to the Deputy Director and the unit as a whole;
- Compliance and Risk management to ensure proper risk assessments are conducted to reduce not only the likelihood of an event occurring, but also the magnitude of its impact.

Leading Competencies:


- Forensic investigation skills
- Handle forensic assignments on his/her own and should effectively lead and direct investigations.
- Ability to analyse, interpret and apply legislation and policies, etc.
- Ability to meet deadlines and work under pressure.
- Good knowledge of corporate governance requirements (King IV and MFMA), forensic investigation practice and general business and management principles and processes.
- Excellent communication skills
- Excellent Computer literacy
- Analysis and problem-solving skills.
- Strong desire to learn and willingness to share knowledge.
- Interact effectively with both management and clients.
- Ability to work with diverse groups.
- Ability to engage with difficult clients.
- Ability to motivate and inspire other colleagues.
- Knowledge of virtual computer environments.
- Conduct in-depth Interviews.
- Ability to chair and facilitate meetings.
- Excellent verbal and written communication skills.
- Self-confidence and ability to interact at all levels.
- Project management skills.
- Presentation, facilitation and negotiation skills.

Core Competencies:

- Knowledge of Government legislation, policies and procedures applicable to all spheres of Government
- Expertise in complaint handling processes and ethical and professional practice standards, with the ability to operate effectively in a high-volume, sensitive and complex work environment.
- Excellent interpersonal, liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the senior internal and external stakeholders.



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- Excellent written communication skills, including the ability to prepare documents and briefing notes for the Professional Officer on complex and sensitive issues.
- Knowledge of financial principles and practices.
- Knowledge of asset management accounting standards, policies and other relevant guidelines.
- Knowledge of administrative and clerical procedures and systems, such as filing and record management systems, and other office procedures and terminology.
- Capable of corporate investigation, evidence gathering, analysis, storage and safeguarding of information.
- Ability to supervise subordinate employees, to include establishing and applying standards for performance in a fair and impartial manner, distinguishing between effective and ineffective procedures and job performance, providing appropriate discipline, interpreting and implementing instructions by management.
- Ability to maintain and ensure the confidentiality of employee personnel files and contents.
- Good knowledge of corporate governance requirements (King IV and MFMA), forensic investigation standards and practices, and
- General project management principles and processes.

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