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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 in 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

- 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)

DEPARTMENT: Environmental & Infrastructure Services Department (EISD)
BRANCH: Finance
DESIGNATION: Officer: Finance
SALARY RANGE: R28 315,59 (basic salary, excluding benefits)
LOCATION: 118 Jorissen Street, Traduna House, Braamfontein

Minimum Requirements:

- Matric/Grade 12 plus a 3-year National Diploma (NQF level 6) in Accounting, Management Accounting, Finance or SCM equivalent;
- 1 - 2 years' relevant experience, preferably within the Public Sector.

Primary Function:

Coordinate and apply Supply Chain Management principles, policies and procedures within the Environmental & Infrastructure 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.

Key Performance Areas:

- Perform specific tasks associated with the sourcing and processing of procurement transactions;
- Perform specific tasks associated with the processing of transactions through liaison with GSSCM and different stakeholders in compliance with the CoJ-approved SCM Policy;
- Perform 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 SCM Policy;
- Perform specific tasks associated with Record Keeping and Management;
- Coordinate specific administrative arrangements and capture of the Departmental Demand Plan on the e-Procurements 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:

- Computer literacy (MS Word and Excel);
- Good communication skills;
- Coordinating skills.



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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.hsforms.com/1Rw_9yu6eSIKExb23NI6EwA469tI

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

ENQUIRIES ONLY:

Contact Person: Siphiwe Khumalo

Tel No: 011 082 7997

CLOSING DATE: TUESDAY, 03 MARCH 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.