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BOOKKEEPER

DEPARTMENT: Social Development
BRANCH: Finance
DESIGNATION: Bookkeeper
REMUNERATION: R26 964,66 pm (basic salary, excluding benefits)
LOCATION: 66 Jorissen Street, Traduna Building, Braamfontein

Minimum Requirements:

- National Diploma in Finance or equivalent qualification at NQF level 6;
- National Treasury Certificate;
- 1 – 3 years of experience in Finance.

Primary Function:

To assist in ensuring the books of account within the Social Development Department are correctly complied with and that all spheres regarding the full bookkeeping spectrum are performed efficiently and effectively.

Key Performance Areas:

- Procurement;
- Expenditure and Reporting;
- Budget Preparation and maintenance;
- Communication;
- Office Administration.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Excellent 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:

- Collaborative/Teamwork, Confidentiality, Values and Integrity, Attention to detail, and quality-focused;
- Must be able to make decisions independently;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and influence according to City's protocols, legislation and standards.



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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/1cuc9pngaQXOwB1bKzDM6pwew554>

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

ENQUIRIES ONLY:

Contact Person: Tiyani Maringa
Tel No: 011 407 6514

CLOSING DATE: THURSDAY, 22 MAY 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