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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **Fare Collections Specialist**

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 process.
- However, registering your CV and/or receipt and acknowledgment 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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FARE COLLECTIONS SPECIALIST

DEPARTMENT: Transport
BRANCH: Scheduled Public Transport
DESIGNATION: Fare Collections Specialist
REMUNERATION: R33 371.75 pm (basic salary, excluding benefits)
LOCATION: 75 Helen Joseph Street, Old Mutual Building, Johannesburg

Minimum Requirements:

- Grade 12 / Matric certificate plus National Diploma IT (NQF level 6);
- 3 – 4 years in limited transportation experience.

Primary Function:

To operate the terminal of the AFC system in the control centre. Receive online data in respect of sales, from the Automated Fare Company (AFC) and off station top up vendors and the BOC in complimentary and feeder buses. Implement checks and balances consistency of technology. Monitor the data received from the AFC to identify problem areas, e.g. in adequacy of turnstiles. Request Manager Control Centre to focus on any problem area identifies. Monitor above to determine extent and nature of problem areas and present a motivated and substantiated proposal to Deputy Director Operations to address problem area. Brief daily to the Deputy Directors Operations in respect of number extent and nature of intervention dealt with. Weekly and monthly reports to the Deputy Director Operation. Provide support and cooperate with the Fare Analyst to measure revenue against operational expenditures i.e checking the top-up vendors report, check the contract payment obligations, adjustment formular and the daily deposit report to evaluate and to project the economical cost of the operational plans and the technical and public fare.

Key Performance Areas:

- Strategy management;
- Achieve financial management;
- Achieve sustainable stakeholder Relations;
- Leading and directing staff;
- Deliver project on time and within budget (Project Management).

Leading Competencies:

- Computer literacy skills;
- Good project management skills;
- Ability to map and monitor across various mediums to check consistency;
- Ability to immediately package problem situation and take appropriate decisions in terms of delegation authority;
- Good interpersonal and communication skills.



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Core Competencies:

- Ability to focus on detail;
- Ability to perform under pressure and to execute deadline management.
- Ability to report regularly and inclusively.

“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/1w3utHwJXSwuujYdAtYAsIAew554>

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

ENQUIRIES ONLY:

Contact Person: Karabo Khumalo

Tel No: 011 022 8656

CLOSING DATE: MONDAY, 02 JUNE 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.