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## OFFICER: FINANCIAL ADMINISTRATION

**Department:** Social Development  
**Branch:** Finance  
**Designation:** Officer: Financial Administration  
**Remuneration:** R26 964,66 pm (basic salary, excluding benefits)  
**Location:** 66 Jorissen Street, Jorissen Place, Braamfontein

### **Minimum Requirements:**

- Grade 12 / NQF level 4 plus National Diploma at NQF level 6 in Financial Administration or Accounting;
- 1 – 3 years' experience in Finance;
- Knowledge of accounting or budgets.

### **Primary function:**

To ensure that the accounts 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:**

- Budget and expenditure monitoring;
- Monthly reporting;
- Procurement;
- Communication;
- Office administration;
- Manage and monitor the unit's needs.

### **Leading Competencies:**

- Basic Computer literacy, including MS Office Applications;
- Data Capturing, analytical and communication skills (verbal and written);
- High level of confidentiality and organisational skills;
- Time Management, ability to work independently and as part of a team and ability to prioritise;
- Accountability.

### **Core Competencies:**

- Knowledge of Accounting and Budgets;
- Data Capturing skills;
- Basic Computer skills;
- Communication skills;
- Analytical 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-eu1.hsforms.com/1HGM4hOCRTmu\\_I0HbR0wovQew554](https://share-eu1.hsforms.com/1HGM4hOCRTmu_I0HbR0wovQew554)

**APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Refilwe Mokgako  
**Tel No:** 4907 7472

**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