



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor  
Forum 1  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

## CHIEF FINANCIAL OFFICER

Department: Office of the Chief Executive Officer  
Designation: Chief Financial Officer  
Reporting to: Chief Executive Officer  
Reference Number: **CFO-07/2024**  
Remuneration: **R2 148 405.00 (All-inclusive Package per Annum)**  
Local: Braam Park, 33 Hoofd Street, Braamfontein

### Minimum requirements:

- Matric Certificate plus a Bachelor's Degree in Finance, Accounting, Economics, or equivalent qualification as recognised by SAQA at (NQF Level 7).
- At least 10 years of working experience of which 5 years are on a senior management level in a relevant discipline or field.
- Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants is a must.
- Has no criminal record (excluding previous conviction relating to political activities in the previous dispensation) and such a person shall undergo security vetting.
- Have proven successful management experience in finance administration and management.
- National Treasury Municipal Finance Management Programme an added advantage.
- Valid Driver's license

### Primary function:

**To develop and implement the financial sustainability strategy, policies and guidelines of the Joburg Property Company (JPC) and the City. To ensure overall optimisation of JPC Financial Services management value chain, through effective strategic planning, directing, alignment of functional management frameworks and operational delivery of the JPC Departments. To provide sound, complete and accurate financial management in accordance with relevant prescripts and finance the strategic plans, objectives of the JPC to achieve sustainable financial health, accelerated capital investment and service delivery.**

### Key Performance Areas:

- Alignment of objectives, measurable and deliverables to strategy
- Ensure sufficient budget for delivery of strategic objectives
- Develop and communicate plans on how to support the business on alignment to MFMA and Treasury regulations.
- Design solutions to enhance cost effectiveness and efficiencies in operations.
- Facilitate the implementation of financial norms and standards.



**JOBURG**  
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)  
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |  
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |  
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini  
City of Joburg Property Company SOC Ltd.  
Registration Number: 2000/017147/07



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## Budget Management

- Lead and manage the budget preparation, adjustment and implementation process.
- Support the lines of business in ensuring that the budget is aligned to the relevant policies and the and Service Delivery, and JPC Budget Implementation Plan.
- Oversee capital and operational budget expenditure.
- Monitor and manage irregular, unauthorized and/or wasteful expenditure.

## Financial Management

- Ensure that budget is spent cost-effectively.
- Ensure effective corporate governance within the MFMA/ PFMA as a basis.
- Design and implement financial model and measures for the division.
- Continuously align budget and expenditure with strategic outlook of business unit
- Provide guidance, direction and support to management and staff on HR budget allocations and usage.

## Revenue Management

- Develop and manage JPC's system for managing revenue, including billing, collection and debt recovery in line with legislative requirements and relevant standards.
- Develop and implement appropriate strategies for enhancing the revenue collection capacity of JPC.

## Reporting

- Ensure JPC financial records are kept in line with applicable norms and standards.
- Ensure reporting on a quarterly basis for Chairman, stakeholder assessment and Group Audit (CoJ).
- Report on Company Audit Committee for the Group and JPC.

## Supply Chain Management

- Develop and implement a supply chain management strategy for the JPC
- Develop / review JPC's supply chain management policies and procedures
- Monitor, evaluate and report on level of compliance to the supply chain management policy and procedures.
- Develop and manage the implementation of a procurement plan and strategy for JPC
- Oversee the maintenance of registers to support the supply chain management process.
- Implement and monitor the implementation of measures aimed at combating the abuse of the supply chain system, e.g. fraud, favoritism, corruption, unfair and irregular practices.
- Implement and monitor delegations for supply chain management powers and duties in accordance with Supply Chain Management Regulations
- In line with the delegations framework, resolve relevant supply chain management related disputes, objections, complaints and queries.



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## Audit and Assurance

- Ensure 100% clean audit on an annual basis, for investor confidence
- Prepare the relevant reports and documents necessary for the carrying out of an effective and efficient audit process
- Analyse reports and advice of the relevant audit authorities and provide appropriate management responses
- Manage /Coordinate the implementation of specific actions within/related to areas of responsibility as part of the process of responding to audit queries and/or findings.
- Managing relevant communications with the Auditor General

## Transformation Management

- Direct and manage transformation initiatives across own department, providing a governance structure that sustains long-term organizational transformation.
- Ensure that the approved projects fully achieve the anticipated business benefit.
- Ensure deliverables meet schedule, budget and quality goals by working with individual teams.
- Develop a plan/approach for the support and promotion of small business in own area.
- Assesses the initiatives for their risk and return, reporting on the status of the initiatives.
- Serve as a communication medium to the whole organisation and executive sponsors of the transformation.

## Quality Management

- Develop an operational quality management plan for own department in support of JPC's QMS framework.
- Ensure that the performance of the quality management plan is reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness.
- Ensure assessment of the quality processes focusing on opportunities for improvement and the need for changes to the quality management plan.
- Ensure that all new staff are inducted into the requirements of the quality management plan related to their own roles and responsibilities.

## People Management

- Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively.
- Ensure that identified training is budgeted for and executed.
- Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles.



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- Ensure that managers create effective workforce plans and recruitment demands plans for their areas.
- Address the performance of any team member through the formal Performance Improvement process.
- Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

### **Leading Competencies:**

- Computer literacy (Microsoft Word and Excel).
- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and in the presentation of results for the identification of best practices and to inform decision-making.
- Proficiency in using databases and statistical software is required as well as strong skills in Excel, Word, PowerPoint, and mobile technologies to report data.
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders.
- Coordination and Time Management Skills.
- People Management Skills

### **Core Competencies**

- Knowledge of the local, provincial, and national political and legislative frameworks related to town planning and/or urban/spatial planning.
- Sound knowledge of the relevant legislation that governs employment practices.
- In-depth understanding of Government strategic thinking and policies and how they can practically be applied.
- Considerable knowledge of modern policies and practices of public personnel administration.
- Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, and training.
- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.
- Knowledge of and analysis of the impact of labour market conditions and socio-economic issues.
- Understand and interpret policies and procedures and explain them to others

**“All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the 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”.**



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**Please take note that only online applications will be considered. Please apply by using the following link: <https://share-eu1.hsforms.com/1RwFKRkLiRgK5vGDeF44UbQew554>**

**APPLY ONLINE: [www.jhbproperty.co.za](http://www.jhbproperty.co.za)**

**ENQUIRIES ONLY:**

Contact Person: Mbali Mchunu  
Tel No: (010) 219-9095

**Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at 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.

**Publication Date:  
Sunday 5 July 2024**

**This Vacancy is open to Employees of the  
City of Johannesburg and External Candidates**

**Closing Date:  
Saturday: 18 July 2024**



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