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**JUNIOR BUSINESS & DATA ANALYST
 SHORT-TERM CONTRACT POSITION
 (Not exceeding 12 months)**

Department: Group Finance
Branch: Property (Finance Compliance & Data)
Designation: Junior Business & Data Analyst
Remuneration: R25 422.17 pm (Basic salary, no benefits)
Location: 66 Jorissen Place

Minimum Requirements:

- Matric (NQF level 4) plus National Diploma or Degree in Information Technology, Information Systems, Financial Information Systems, Computer Science, Informatics, Data Analytics, or related field
- At least twelve (12) months' relevant experience.

Primary Function:

The development of systems and software requires a broad knowledge of (1) the information technology industry (2) problem identification and resolution and (3) municipal policies and procedures to ensure the effective management of client specifications.

Key Performance Areas:

- Database and systems development (MS SQL Server, MySQL or PostgreSQL and a working knowledge of Python or C# and MS Visio)
 - Ability to document systems or perform business analysis.
 - Ability to perform data analysis.

Leading Competencies:

- Computer Literate;
- Excellent report design skills;
- Excellent verbal and written communication skills to all levels and personalities
- Excellent planning, organising and time management skills.

Core Competencies:

- Ability to work independently and where necessary take key decisions in complex situations, as well as stand by the decision/s taken.
- Building and maintaining effective working relationships
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Integrity and Professionalism;
- Impact and Influence; and
- Confidentiality.



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ENQUIRIES ONLY:

Contact Person: Pearl Fambe
Tel No: 011 021 3269

“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/195wVcrHaTAW86UMNztkY6gew554>

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: FRIDAY, 30 NOVEMBER 2023

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.
- Identity validation.