



JOBURG CITY THEATRES

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre.

Branch: Soweto Theatre
Designation: Finance Clerk [REF: FC/19] x 1
Salary: R13 371.55 (plus applicable benefits)

Key responsibilities will include, but not be limited to:

Ensure the proper management of finances at Soweto Theatre • Prepare petty cash reconciliation and purchase order requisitions • Acquire quotations • Prepare weekly and Monthly invoices • Ensure that Soweto theatre finances are managed effectively to avoid irregular expenditure • Administering the tender process for the bid specification meeting until the evaluation of tenders and compilation of submission for approval • Ensure proper implementation of Preferential Procurement Policy, Supply Chain Management Framework and BBBEE • Administer skills in planning and ability to maintain an efficient filing system • Ensure that all processes are free of corruption and that all suppliers have access to provide services for Soweto Theatre • Disseminate information within the department and provides reports detailing divisional interventions and outcomes • Ensure that goods and/service are procured in accordance with a system that is fair, equitable, transparent, competitive and cost effective • Follow supply chain processes when procuring any goods at the theatre • Ensure compliance with legislature and applicable laws that govern the theatre and public entities.

Education and experience required:

Grade 12/Matric plus Degree/Diploma in Finance/Public Administration and or Supply Management Qualification • Minimum of three (3) years' experience in supply chain as well as knowledge and understanding of government procurement regulations, MFMA and treasury regulations • Experience working with small businesses/youth owned businesses in procurement will be an added advantage • Must be computer literate • Must be familiar with accounting software such as SAGE, PASTEL etc. • Good communication in English and interpersonal skills.

Interested persons are requested to send a cover letter and detailed CV, quoting the relevant reference number to Mr. Thomas Sadiki, Human Resources Manager, Joburg City Theatres, via email to: jobapplications@joburgtheatre.com

Enquiries: (011) 877 6821

Closing date: 31 JANUARY 2019

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. **Preference will be given to designated groups including people with disabilities.**

JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Please ensure that applications are accompanied by certified copies of qualifications as per job requirements. Certified copy of Identity document is a prerequisite. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.