
DIRECTORATE
CORPORATE SERVICES

DEPARTMENT
Public Empowerment &
Development

SALARY

R1122322.00 - R1576194.00

REFERENCE NUMBER

CS 121/26 Ext

CLOSING DATE

25.09.2026

ELIGIBILITY

Suitably qualified candidates

Senior Professional Officer - EPWP Finance

Requirements

- A minimum of a three-year tertiary qualification/BCom with a focus on finance
- MFMA Minimum Competency
- Relevant SAP and PPM experience / working knowledge would be advantageous to have
- Effective communication and collaborative abilities to engage key relevant stakeholders
- Five (5) to eight (8) years' and/or Supervisory/Management Experience
- Knowledge of local government legislation, MFMA and Supply Chain Management policies and procedures
- Computer literacy in MS Office.

Key Performance Areas

- Manage the coordination and facilitate the EPWP operating Grant and Capital Budgetary process to ensure an approved budget for the ensuing year
- Coordinate and monitor income from external sources for the department to ensure compliance with legislation with policy and procedures
- Provide financial monitoring and reporting to the Manager: EPWP and CDW and the department to ensure compliance with legislation, policies and procedures
- EPWP cost centre management
- Render an efficient finance support and coordination service to the Manager EPWP and CDW and the department to ensure prudent financial management and compliance with legislation policies and procedures
- Coordinate the Adjustment and review of the Operating Grant and Capital Budget
- Monitor and report on the Cost Centre Management
- Applying effective and efficient management of staff within the finance section by the correct allocation of work, monitoring performance and applying discipline, training and development
- Oversees the overall handling and management of the Department's assets.



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How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ONLINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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