



a world class African city



VACANCY BULLETIN: 004/2023 REF 002
DESIGNATION: **MANAGER: PERFORMANCE MONITORING & REPORTING**
GROUP: **FINANCE**
DEPARTMENT: **PERFORMANCE MANAGEMENT**
REPORTING TO: **GENERAL MANAGER PERFORMANCE MANAGEMENT, EVALUATION & REPORTING**

Appointment Minimum Requirements:

- National Diploma (NQF 6) in Business Management/ Commerce/ Monitoring & Evaluation
- 5 years' experience in performance monitoring & evaluation, of which 3 years must be at supervisory capacity.

Added Advantage

- Bachelor's Degree (NQF 7) in Business Management/ Commerce/ Monitoring & Evaluation

Primary Function:

To monitor and track Key Performance Indicators performance of City Power at a company level and furthermore, manage the compilation, consolidation, and timeous submission of accurate quality reports at each MFMA required reporting period to the Shareholder. Promotes alignment to shareholder requirements as well as across functional areas, to support City Power's vision and strategic intent.

Key Responsibilities:

Create a Master Performance Dashboard to track Indicator performance for the Company. Ensure alignment and accuracy of Indicators on the Dashboard using the approved Business Plan. Collect, analyse and track performance information during and at the end of each reporting period. Ensure that all performance related information tracked is as per the approved Business Plan. Ensure all performance information is validated, correct and has supporting BOEs before finalizing performance reports used for decision making and to avoid AGSA findings. Analyse and review performance information to ensure consistency and accuracy in management reporting. Prepare, consolidate and timeous submission of monthly, quarterly, and annual quality performance management reports to ensure continuous improvement of management reports. Provide guide invest and continuously improve in entire man ornament for performance reporting information in the actual reports and in performance-forums. Advise on changes/modifications required in the business plan based on trend analysis and past performance. Track initiatives that are in place to improve underperforming. Track initiatives that are in place to improve underperforming KPI's. Coordinate and review input into performance reports and presentations including submissions to external committees and meetings. Collaborate with Internal Audit on the Audit of Performance Objectives (APO's) to ensure alignment, accuracy, and comprehensibility of KPI audits. Ensure timeous resolution of AOPO findings within management control of the PMER division. Monitor plan/goal deviations at midterm with each Group and realign Business Plan accordingly with performance dashboard. Manage the company performance forecasting process for KPI's. Participate in COJ Reporting processes and ensure integration into City Power process. Identify and manage risk for the division. Compile the company annual report according to City of Johannesburg standards.

CLOSING DATE: 23 April 2024 @17h00

TO APPLY EMAIL: recruitment.finance@citypower.co.za

ENQUIRIES: 011 490 7687/ 7343/ 7909

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NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration.

Note:

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability).
- If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.