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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
OFFICER: COMMITTEE FACILITATION AND MANGEMENT

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

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- 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.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
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OFFICER: COMMITTEE FACILITATION AND MANAGEMENT

Department: Group Finance
Branch: Group Strategic Supply Chain Management
Designation: Officer: Committee Facilitation and Management
REMUNERATION: R24 119.71 pm (basic salary, excluding benefits)
LOCATION: Metro Centre 15th Floor, Braamfontein

Minimum Requirements:

- Grade 12 and higher certificate or equivalent to NQF level 5 /6 plus National Diploma in Administration / Financial Studies/Legal studies.
- 1 - 3 years relevant experience.
- Knowledge required: Section 217 of Constitution; MFMA and Regulations; PPPFA and Regulations; Supply Chain Management (SCM) Policy and Procedures.

Primary Function:

Support service to Ops Manager. Responsible for the effective and efficient of the Committee.

Key Performance Areas:

- Manage all activities related to the administration of committees.
- Effective administration support.
- Perform specific task / activities associated with provision of administration and secretarial support.

Leading Competencies:

- Office management;
- Attention to details;
- Public relations;
- Customer Service and Management;
- Time Management

Core Competencies:

- Computer literacy (MS Office),
- Communication (Verbal and written),
- Planning and organising;
- Excellent comprehension skills;
- Ability to record and transcribe accurate minute

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<https://share.hsforms.com/1z5Mrm7R1SR672yavYZiolQ469tl>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mmaphuthi Dikgomo
Tel No: (011) 021 2570

CLOSING DATE: TUESDAY, 30 AUGUST 2022

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION**CONSULTANT: EMPLOYMENT EQUITY & DIVERSITY
MANAGEMENT****APPLICATION REQUIREMENTS**

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CONSULTANT: EMPLOYMENT EQUITY & DIVERSITY MANAGEMENT

DEPARTMENT: Group Corporate & Shared Services (GCSS)
BRANCH: Group Human Capital Management (GHCM)
DESIGNATION: Consultant: Employment Equity & Diversity Management
REMUNERATION: R42 403,58 pm (basic salary, excluding benefits)
LOCATION: Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Grade 12 plus Degree/NQF level 7 in Social Science or Human Resource Management or related qualification;
- 5 - 7 years relevant experience in Human Resources Management of which 2 years must be in a professional EE & Diversity Management discipline;
- Must have Code 8 Driver's license.

Primary Function:

Manage, facilitate, and monitor the implementation and evaluation of Employment Equity, Gender Mainstreaming, Disability and Diversity Management in a Core Administration of the City of Johannesburg by developing, modifying and maintaining employment practices to support regulatory and business requirements. Partner with Human Resources and other relevant external stakeholders to ensure that the City complies with all the transformational issues.

Key Performance Areas:

- Manage, monitor and facilitate the implementation of Employment Equity, Gender, Disability and Diversity Management policies plans, policies, strategies and procedures and ensure that they are communicated to the relevant stakeholders and implemented so that the Talent Acquisitions, Remuneration and Performance Unit (TARPT) strategic imperatives of the sector are met;
- Facilitate and coordinate Core Administration projects and programmes on Employment Equity, Disability, Gender Mainstreaming and Diversity Management;
- Monitor and promote Service Level Agreements (SLA Adherence with service Providers, departments and other stakeholders (SLA, relevant legislation, policy);
- Implement communication strategies aimed at creating awareness and keeping all the CORE Administration Departments fully informed on Employment Equity gender, Disability and Diversity Management.

Leading Competencies:

- Computer literacy (Microsoft Word and Excel);
- Good written and verbal communication;
- Project management, good consulting, interpersonal, problem solving, good presentation, coordinating and time management skills required.



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Core Competencies:

- Knowledge of EE and Diversity Management concept and functions;
- Knowledge of related policies and legislation governing the EE and Diversity Management functions; and
- Work under pressure, work independently and write reports.

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<https://share.hsforms.com/1yewonl-1SSyMIWISUn6b2g469tl>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Regina Hartley
Tel No: 011 407 7191

CLOSING DATE: TUESDAY, 30 AUGUST 2022




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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **MANAGER: CLINICS**
- **HEALTH PROMOTER**

APPLICATION REQUIREMENTS

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MANAGER: CLINICS

DEPARTMENT:	Health
BRANCH:	Primary Health Care
DESIGNATION:	Manager: Clinics
REMUNERATION:	R56 658.80 pm (basic salary excluding benefits)
LOCATION:	Region G

Minimum Requirements:

- Grade 12;
- Basic Nursing Diploma/Degree or equivalent (NQF level 7);
- Accredited with SANC;
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care at NQF level 7;
- Proof of current registration with SANC as a Professional Nurse;
- 1 year Post Basic Diploma accredited with SANC in terms of Government Notice R212 in the relevant Nursing specialty (Psychiatric Nursing Science/Advanced Midwifery/Community Nursing Science) at NQF level 7;
- Post Basic Degree/Advanced Diploma in Health Service Management (Nursing Administration); with Community Nursing Science and/or Nursing Education (NQF level 8);
- 10 years' experience after the basic qualification.
- 5 years' experience in the Primary Health care setting;
- 3 years' experience as Operational Manager: Clinics or Programs;
- Extensive knowledge and experience in Research, Monitoring and Evaluation of Health Programmes, District Health Information Systems, Training and Development.
- Must have a valid driver's license.
- Computer literacy.

Primary Function:

Manage, lead, plan, organize, control, monitor and evaluate the implementation, of all health programmes, reporting sequences of outcomes associated with PHC plans and programmes designed to accomplish key PHC service delivery objectives with respect to National PHC core. Package of services, District Health Information System (DHIS), Skills Development and Training, Quality Assurance, Research and Health Promotion programs within the City. Develop Strategies, programmes and action plans in accordance with the principles of the District Health System (DHS) Model using the Primary Health Care Approach, within the relevant health legislation and statutory requirements that are in line with the National, Provincial and Local Government Policies, Protocols, Procedures and guidelines to meet to meet the targets in the Health Business Plan, the Health Sector and the District Plan within the City. Support and ensure that all PHC facilities are ready for the National Health Insurance (NHI) implementation, including the implementation of the Electronic Health Record. FastTrack PHC re-engineering in all facilities and in the catchment areas.



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Key Performance Areas:

- Identify and define the immediate, short, intermediate and long-term objectives/plans associated with the provisions of National PHC Core Package of service District Health Information System (DHIS), Skills Development and Training, Quality Assurance, Research and Health Promotion programmes within the Region.
- Identifies and defines the short to medium term objectives and priorities of the National core Package of service encapsulating procurement, expenditure and control functionalities by monitoring and evaluating the implementation of the activities and procedures in accordance with the MFMA and other relevant legal frameworks.
- Monitor and evaluate Health information processes that are specific to the operations of the service delivery issues pertaining to the National Core package of service, District Health Information Systems (DHIS).
- Manage, lead, plan, organize, control, monitor and evaluate the implementation, of all key performance indicators ad outcomes of personnel involved in the National Core Package of services, District Health Information Systems (DHIS), e-Health, Skills development and Training, Quality Assurance Research and Heath promotion programs.
- Manage, lead, plan, organize, manage, control, monitor and evaluate the implementation of the key performance areas and outcomes of personnel involved in the National Core Package of services, DHIS, Skills Development and Training, Quality Assurance, Research and Health Promotion programs.
- Implement procedures, systems and control to regulate specific work sequences associated with the functionality of health care services in the sub district. Manage, lead, plan, organize, control, monitor and evaluate the implementation, of National Core Package of services, District Health Information System (DHIS), Skills Development and Training, Quality Assurance,
- Research and Health Promotion programs activities. Coordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Leading Competencies:

- Collaborative/Teamwork management & Accountability;
- Good Communications ability;
- Networking skills;
- Problem solving through negotiation, c
- Consensus building or compromise;
- People management; and
- Leadership.

Core Competencies:

- Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values;
- Integrity and Professionalism Impact and Influence and Confidentiality.
- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently;
- High level of Communication skills required to work with people.



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<https://share.hsforms.com/1dyFFqd7zQxyVCtIsWX6AxA469tI>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mathapelo Nare

Tel No: (011) 407-6704

CLOSING DATE: TUESDAY, 30 AUGUST 2022

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HEALTH PROMOTER

DEPARTMENT:	Health
BRANCH:	District Health Systems
DESIGNATION:	Health Promoter
REMUNERATION:	R16 427.66 pm (basic salary, excluding benefits)
LOCATION:	Region C, D, E and F

Minimum Requirements:

- Grade 12/NQF level 4 plus Certificate in Health promotion or equivalent/NQF level 3 or equivalent Certificate in Community Health Work/NQF level 4;
- 1 years' experience as a Health Promoter in the Primary Health Care environment;
- Understanding of the city's policies as they relate to WBOT, school health and disease outbreak response;
- Computer literacy; and surveillance;
- Must have a valid driver's license.

Primary Function:

Apply procedural Health Promotion sequences by assisting in the management of comprehensive primary health care services and participate in community focused awareness initiatives, providing support, information distribution and demonstrations to ensure that the health objectives in terms of all relevant National Policies and standard guidelines are met.

Key Performance Areas:

- Plan and coordinate Health Promotion activities in the health facility in the community.
- Create conducive environments that support healthy behavior in the surrounding community.
- Facilitate the implementation of all priority health programmes.
- Facilitate the coordination and implementation of Advocacy and Communication Strategy.
- Conduct targeted community mobilization.
- Provide support and technical assistance to the WBOT teams.
- Integrate health promotion into school health services and health promoting schools.
- Plan, coordinate and implement health promotion activities in support for disease outbreak response and intervention in collaboration with the sub-district outbreak response team.

Leading Competencies:


- Accountability.
- Must be able to work under pressure,

Core Competencies:

- Computer literacy;
- Strong decision-making skills;
- Time management;



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- Communication;
- Conflict management;
- Analytical thinking.

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Region C- <https://share.hsforms.com/1rG9rGBfiTYqXA32Vw8wzug469tl>

Region D- <https://share.hsforms.com/1pkK7a-2RQHOqerLgZpR97w469tl>

Region E- <https://share.hsforms.com/1R2npsfo1SHuNvvx25qU11A469tl>

Region F- <https://share.hsforms.com/1mKuXiVcSRliHWbfRasINGQ469tl>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Murendeni Nelufule
Tel No: (011) 407- 6680

CLOSING DATE: TUESDAY, 30 AUGUST 2022

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