

PERMANENT POSITIONS**Department: Office of the City Manager - Branch: Office of the Executive Director****Personal Assistant****Salary: R19 632.61 pm (basic salary excluding benefits)**

Appointment Requirements: • Grade 12 / NQF level 4 is required • Executive Secretary Certificate/ Diploma or Office Management Certificate or Diploma. (NQF level 6) • Four (4) - five (5) years' experience operating within a similar high pressure environment, e.g. Government Office or Political office • Experience in working with people • Computer literacy in MS Office and Internet • Communication / Liaison skills required • Office administration procedures • Basic protocol and etiquette.

Primary Function: Provide Personal assistance and Office Management for the Executive Head: OCM Executive Management.

Key Performance Areas: Manage and maintain a neat and tidy office of the Executive Head: OCM so that the office is comfortable to work in on a daily basis. Manage correspondence as screened by the Section Head marked for the Head: OCM's attention so that all correspondence is attended to ensure that the EH: OCM's instructions are carried out within stipulated turnaround times. Coordinate the monthly internal management meetings between the Executive Head: OCM and his direct reports. Manage the diary of Executive Head: OCM in line with the CM and COO Programme of action as well as approved Council diary.

Leading Competencies: Teamwork and Accountability.

Core Competencies: High level of confidentiality. Ability to work in a team environment. Multi-skilled on a range of roles applicable to the position.

Contact Person: Pelisa Sindelo. Tel No: (011) 407 6560. E-Mail: PelisaS@joburg.org.za
Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein.

Department: Group Corporate and Shared Services**Branch: Employee Relations & Development****Deputy Director: Presiding, Presenting and Research****Salary: R44 397.73 pm (basic salary excluding benefits)**

Appointment Requirements: • A B Degree in HRM/LR or Labour Law / NQF level 7 • Seven (7) - nine (9) years' working experience in LR field, of which five (5) years at a senior level • Skills Required: Computer literacy; Project Management; Facilitation; Negotiation, Conflict Resolution; Presentation; Assessments; Research; Communication; Interpersonal; Group Dynamics; Diversity management; Policy analysis; Change Management and Organisational Development • Proven track record in Labour Relations Management, Management external stakeholders; Conflict Resolution, Change Management and Organisational Development.

Primary function: Lead, direct and control Employee Relations and Development Unit in the monitoring of strategies, policies and procedures to ensure that these policies and procedures are implemented by respective Units, departments and Sections.

Key Performance Areas: Manage the activities relating to Presiding and Presenting sub directorate according to the City's policies, SALGBC Collective agreement, Labour Relations Acts (LRA) and related labour legislation; guidelines. Ensure that all departments and Municipal Entities within the City of Joburg comply with said Presiding and Presenting systems and relevant legislations at all times to safeguard the department. Manage and controls procedures and research sequences associated with Disciplinary processes. Monitor and control the unit's annual operating and capital budget so that spending in line with the Municipal requirements and or Municipal Financial Management Act. Lead and direct staff within the Sub directorate so that they achieve the objectives set for them. Defining / adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. Monitor and promote Service Level Agreement (SLA) adherence with service providers, departments and other stakeholders (SLA, relevant legislation, policy). Research current labour trends.

Leading Competencies: Ability to work with Executive and Senior Management of the City, Municipal Entities and other stakeholders.

Core Competencies: People Management, Leadership, COJ values, Batho Pele principles, Ethics and Integrity, Confidentiality of staff personal information to be maintained all times, Loyalty.

Contact Person: Mashudu Rasalanavho. Tel No: (011) 407 6322. E-Mail: Mashudurasa@joburg.org.za
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

Department: Community Development - Branch: Arts, Culture and Heritage**Head: Arts****Salary: R44 397.73 pm (basic salary excluding benefits)**

Appointment Requirements: • Degree / NQF level 7 qualification in a related field of Arts / Development Studies / Public Administration is required • Seven (7) - ten (10) years in Arts management position • Knowledge and/or experience of government policies and strategies with respect to the development of the Arts and creative industries in general • Communication (verbal and written), computer literacy skills required • Must have a valid driver's licence.

Primary Function: Plan, direct and manage key performance and result indicators associated with the provision of Creative Industries policy development and implementation, design and implementation of an Arts Development and Promotion Programme. Manage, coordinate and implementation of business planning processes, performance management, monitoring and evaluation mechanisms with regard to development and implementation of all Arts programmes and relevant staff. Interact with and cultivate new and existing stakeholder relations hereby enhancing the scope and reach of arts development and funding in the City.

Key Performance Areas: Identify, define and chart the short and longer-term plans and objectives for the management of Arts. Oversee the management of Art sites, structures and areas. Lead and manage projects and programmes. Develop and improve collaborations amongst the City and public. Coordinate the Arts documentation and list of Arts groups and stakeholders and making this information available.

Leading Competencies: Confidentiality and Professionalism. Leadership and Policy Development in the Arts Culture Heritage Sectors.

Core Competencies: Arts Programme Design and Management. Knowledge and Experience of Arts Administration. HR values and COJ Policies. Due diligence and attention to detail.

Contact Person: Thato Sepuru. Tel No: (011) 407 7035. E-Mail: vacancies-comdev@joburg.org.za
Workplace: 2 Helen Joseph Street, Newtown.

Head: Culture**Salary: R44 397.73 pm (basic salary excluding benefits)**

Appointment Requirements: • BA Fine Arts and Postgraduate degree majoring with the following: Anthropology, History, Heritage Studies, Arts Administration or Humanities (NQF level 8) • Seven (7) - nine (9) years' experience in the Management of Museum and galleries, Cultural Institutions and Heritage sites • Knowledge of Cultural policy development; Arts, Culture and Heritage stakeholders. All legislative laws such as South African Heritage Resources Agency (SAHRA), Resistance and Liberation Heritage Route (RLHR), Heritage Resource Act, international treaties and multi-lateral fora in heritage and museums • Communication (verbal and written), computer literacy skills required • Must have a valid driver's licence.

Primary Function: Provide strategic leadership for the directorate and manage key aspects associated with the provision of Museum and galleries services within the Arts, Culture and Heritage directorate through the development, coordination and implementation of policies and business planning process, performance management, monitoring and evaluation mechanism in regard to the development. Manage safe guarding and promotion of Museum, galleries and associated collections within the City of Johannesburg.

Key Performance Areas: Manage and control the identification and define the short to medium term objects and priorities of the sub-directorate. Manage and control the implementation of specific

procedures, systems and control associated with key functional areas embodied in the cultural institution (museum and galleries in the sub-directorate. Manage and control the key performance and outcome of personnel within the City's Cultural institution sub-directorate of Arts, Culture and Heritage. Assists in the administration of Arts, Culture and Heritage so that the strategies, policies and procedures of the council are adhered to and ensure optimum utilisation of resources in terms of administrative laws. Coordinate process and procedures to determine Arts, Culture and Heritage institution exposure to operational compliance risk. Manage Heritage Institutions.

Leading Competencies: Confidentiality and Professionalism. Leadership and Policy Development in the Arts, Culture and Heritage Sectors.

Core Competencies: Batho Pele Principles, Knowledge and experience of the arts, Culture and Heritage, Management of Culture Constitution. HR values and COJ Policies, Due diligence and attention to detail.

Contact Person: Thato Sepuru. Tel No: (011) 407 7035. E-Mail: sineada@joburg.org.za
Workplace: 2 Helen Joseph Street, Newtown.

Department: Development Planning - Branch: Building Development Management**Deputy Director: Building Control Officer****Salary: R44 397.73 pm (basic salary excluding benefits)**

Appointment Requirements: • A tertiary qualification / NQF level 7 in following Disciplines: Architecture, Civil Engineering, Structural Engineering, Building Management; Building Science and Building Surveying • Nine (9) years' relevant experience of which four (4) years should be on managerial level.

Primary Function: Promote and enhance city wide application of building standards and uniformity in application of the law relating to the erection of buildings in order to ensure a safe, healthy and aesthetically acceptable built environment.

Key Performance Areas: Identify and define immediate short and long term objective. Ensure city wide Building Standards (BS) Application. To ensure compliance with legislature i.e. National Building Regulations and Building Standards Act (Act 103 of 1997) and Council Resolution of the 25th November 2005. To approve, monitor and support Building Control & Development Compliance function at Strategic level. Manage relationship with both external and internal stakeholders at strategic level. Evaluate strategic building projects in COJ.

Leading Competencies: Strategic Management, People Management, Stakeholder Management and Conflict Management. **Core Competencies:** Attention to detail, high levels of accuracy, excellent planning, organising and time management skills. Technical and Managerial skills.

Contact Person: Sofiah Rahiman. Tel No: (011) 407 6287. E-Mail: SofiahR@joburg.org.za
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

These positions are aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinic and Substance abuse.

Department: Health - Branch: District Health Systems**Medical Doctor****Salary: R44 397.73 - R60 394.35 pm (basic salary excluding benefits)**

Appointment Requirements: • Bachelor of Medicine and Surgery (MBChB) / NQF level 8 • Current registration with Health Professions Council of South Africa (HPCSA) • Ten (10) years' relevant experience • Knowledge of Legislation, best practices and policies and protocols on Health • MS Office and good communication skills • Must be willing to work extra hours whenever required • Must be willing to work across the sub-district facilities of the City of Johannesburg • Must be willing to provide in-service training and case studies • Must form part of the multidisciplinary team • Must be resilient and have ability to cope with change • Must have a valid driver's licence.

Primary Function: Render Primary Health Care Services within the DHS legal framework and in terms of the National Norms and Standards. Render clinical, medical and emergency services within the relevant scope of practice and in support of the NHI implementation process. Facilitate and support the education and training of medical, pharmaceutical and nursing staff. Participate in research within the City and conduct health promotion. Be involved with outreach programmes and other community based health related activities. Support management in all health related issues.

Key Performance Areas: Render comprehensive health care service to patients and the community. Conduct, coordinate and monitor health education and training for communities and personnel. Participate in outreach programmes within communities. Promote and facilitate research and in-house project to establish trends in health as a whole and identify emerging health challenge. To improve, maintain and sustain service delivery and health care outcome in terms of the strategic objectives within health.

Leading Competencies: Must be able to work under pressure, Work independently and make decisions. **Core Competencies:** Must form part of the multidisciplinary team. Must be resilient and have ability to cope with change. Work extra hours whenever required.

Contact Person: Promise Mbezi. Tel No: (011) 407 7048. E-Mail: promisemb@joburg.org.za
Workplace: Various Regions.

General Worker: Mobile Clinic**Salary: R8 074.98 pm (basic salary excluding benefits)**

Appointment Requirements: • Grade 10 / NQF level 4 is required • Basic Cleaning skills.

Primary Function: The position will undertake cleaning duties of clinics under supervision in the prescribed way so as to facilitate the delivery of acceptable health care services and standards.

Key Performance Areas: Provide daily cleaning and when necessary cleaning services that will create a clean and healthy environment conducive for quality health services, in Clinics or all other Health facilities.

Leading Competencies: Teamwork & ability to read and write.

Core Competencies: Perform cleaning duties. Follow basic instructions.

Administration Assistant: Mobile Clinic**Salary: R13 371.55 pm (basic salary excluding benefits)**

Appointment Requirements: • Grade 12 / NQF level 4 is required • Computer literacy in MS Office Applications • Two (2) years' experience in Health Administration • Communication and Interpersonal skills required.

Primary Function: Undertake administration and clerical duties at Clinic.

Key Performance Areas: Coordinate and execute sequences / action associated with the provision of support and administration, Data Management and record keeping with regards to Management Systems Development. Execute all activities / tasks related to administration, clerical and record keeping for the PHC facility.

Leading Competencies: Accountability. **Core Competencies:** Batho Pele principles.

Enrolled Nursing Assistant: Mobile Clinic**Salary: R11 005.39 pm (basic salary excluding benefits)**

Appointment Requirements: • Grade 12 / NQF level 4 plus Higher Certificate: Auxiliary Nursing • One (1) year's post training as Enrolled Nursing Assistant • SANC registration • Computer literacy, SAP administration; Project management, communication (verbal and written); coordinating and interpersonal skills required.

Primary Function: Applies procedural nursing sequences in the management of comprehensive primary health care services and participates 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: Communicate with patients at the clinic and access case files and records / or referring emergency clients / situation to professional personnel. Participate in the delivery of awareness and educational programmes on clinical approaches to safe and healthy living to the community. Conduct specific and administrative processes and procedures. Render leave management administrative support

to employee development Unit.

Leading Competencies: Teamwork & Accountability. **Core Competencies:** Communication (verbal and written); Interpersonal Relationship and basic problem solving skills.

Enrolled Nurse: Mobile Clinic**Salary: R13 371.55 pm (basic salary excluding benefits)**

Appointment Requirements: • Grade 12 / NQF level 4 plus 2 years' Enrolled Nurses' Certificate and be registered with SANC • Two (2) years' experience after training, provision of comprehensive primary health care services, be licensed to perform relevant nursing duties according to the scope of practice • SANC registration • Knowledge of relevant standards as well as statutory and regulatory framework within the Nursing Act • Computer literacy, SAP administration; Project management, communication (verbal and written); coordinating and interpersonal skills required.

Primary Function: Applies procedural nursing sequences in the management of comprehensive primary health care services and participates 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: Perform support functions to professional staff / clinicians in respect of specific applications associated with the provision of treatments for communicable and non-communicable diseases. Participate in the delivery of awareness and educational programmes on clinical approaches to safe and healthy living to the community. Assist in the design and participate in health awareness campaigns at clinic level and in the community to ensure improved, maintained and sustained health lifestyle and living conditions. Initiate and perform certain administrative functions.

Leading Competencies: Teamwork & Accountability. **Core Competencies:** Solution based approach to problem solving. Communication (verbal and written); Planning, Implementation and Management of variety of projects.

Professional Nurse: Substance Abuse**Salary: R19 632.61 - R24 625.08 pm (basic salary excluding benefits)**

Appointment Requirements: • Matric certificate (NQF level 4) • Diploma/Degree in General Nursing, Midwifery and Community Sciences Post basic (NQF level 7) • SANC registration • Three (3) years' post basic experience • Computer literacy • Must have a valid driver's licence.

Primary Function: Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and participates in community focused awareness initiatives and personal development interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable and cost effective health care are realised.

Key Performance Areas: Render comprehensive and integrated Primary health care Services by assessing, diagnosing, treating and / or referring which includes all elements and principles of the national Core Package and the national priority programmes. Actively participate in the identification, design and delivery of health awareness campaigns at clinic and community level. Conduct specific administrative processes and procedures. Implement the activities and procedures in relation to the rendering of comprehensive health care services at Primary health care / Facility level and in accordance with the MFMA and other relevant legal framework. Initiate, facilitate and maintain community and intersectoral collaboration at clinic / regional level.

Leading Competencies: Work independently; work under pressure. Accountability.

Core Competencies: Must form part of multidisciplinary team. Good interpersonal and communication skills.

Contact Person: Maggie Sibiyi. Tel No: (011) 237 8023. Fax No: (011) 314 1716.

Workplace: Region A (Hikensile Clinic). Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand.

Contact Person: Sindisive Nqubeni. Tel No: (011) 718 9641. Fax No: (011) 718 9761. **Workplace:** Region B (Randburg Clinic). Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers).

Contact Person: Cathy Mtimkulu. Tel No: (011) 761 0247. Fax No: (011) 472 0016. **Workplace:** Region C (Zandspruit Clinic). Hand deliveries to Rooodeport Civic Centre, 1 Christiaan de Wet Rd, Florida.

Contact Person: Sibongile Maloka. Tel No: (011) 986 0271. Fax No: (011) 986 0165. **Workplace:** Region D. Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto.

Contact Person: Tholakeke Zitha. E-Mail: TholakekeZ@joburg.org.za. Tel No: (011) 582 1502. **Workplace:** Region E Health Department.

Contact Person: Mathibe Monyamane or Kgomotso Mogotsi. Tel No: (011) 861 8133 OR (011) 407 6396. **Workplace:** Region F (Various Clinics). Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.

Contact Person: Mantombi Maloka OR Kgomotso Mogotsi. Tel No: (011) 211 8903. **Workplace:** Region G (Various Clinics). Hand deliveries to Emnerdale Civic Centre, 1 Smith Walk & Katz Rd, Emnerdale or 158 Civic Boulevard, B Block, 5th Floor, Braamfontein.

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours

Manager: Projects**Salary: R34 515.06 pm (basic salary excluding benefits)**

Appointment Requirements: • Grade 12 plus Degree/Diploma in Project Management, Built Environment or Health related field / NQF level 7 is required • Knowledge in construction industry and/or related field • Certificate in Municipal Finance Management Act (MFMA) • Five (5) years' experience in a management position with a large budget and diverse capital components with strong emphasis on communication and report writing as well as resource management and financial acumen, meeting tight deadlines • Must have a valid driver's licence • Must be computer literate (MS Office packages) • Knowledge in Ideal Clinic and Ward Based Concepts • Must have knowledge of occupational health and safety regulations • Must have knowledge of electrical reticulation as applied in the health environment • Must have knowledge of IT Infrastructure requirements (networks and server room).

Primary Function: Establish, lead and direct through the application of knowledge, skills and ability to perform in a high pressure environment. Assist to manage the capital projects in the Health Department. Monitor and supervise the building and refurbishment of clinics and maintain infrastructure in accordance with the national Core Standards for Health Facilities. Coordinate and liaise with various stakeholders on Infrastructure Development, i.e. Development Planning, Budget and Finance, Johannesburg Property Company (JPC), Johannesburg Development Agency (JDA), contractors and professional teams. Attend both planning and implementation meetings of projects with all stakeholders.

Key Performance Areas: Identify, plan and review success areas in the capital project sub unit and undertake specific activities including administration and its components, Strategic Planning, Major Capital Projects, Minor Upgrade Projects, Facilities Enhancement, Network, Relationship and Stakeholder Interactions. Manage Human Capital and Technology. Play a role in developing strategies and plans to monitor, evaluate and take corrective action. Assist with the planning, development monitoring and control of the unit capital budget to permit expenditure to be in line with legislation policies, plans and projects. Manage the operations related to administration and documents flow, management and adherence to own policies, COJ policies and to ensure optimum value and use of resources in terms of Legislation.

Leading Competencies: Must be able to work under pressure. Work independently and make decisions. Stakeholder Management; Leadership; Motivation; Communication, Organisational, Prioritisation, Problem solving, Project Management; Tools and Systems Information Management.

Core Competencies: Batho Pele principles, HR values and COJ Values.

Contact Person: Promise Mbezi. Tel No: (011) 407 7048. E-Mail: promisemb@joburg.org.za
Workplace: Various Regions.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Closing date: 03 April 2019.

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.