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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Social Auxiliary Worker

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 in professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- 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.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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SOCIAL AUXILIARY WORKER

Department: Social Development
Branch: Substance Abuse Unit
Designation: Social Auxiliary Worker
Remuneration: R20 201,48 pm (basic salary, excluding benefits)
Location: Region G

Minimum Requirements:

- Grade 12 / equivalent NQF level 4;
- Social Auxiliary Work Certificate, recognised by Health and Welfare SETA (HWSETA);
- Valid registration with South African Council for Social Service Professions (SACSSP);
- 6 – 12 months' experience in Social Auxiliary Work.

Primary Function:

Provide ancillary services and perform tasks associated with frontline services, administrative support, community education, and empowerment of individuals, families, groups, and communities.

Key Performance Areas:

- Provide frontline services which consist of collecting biographical information, scheduling appointments, and preparing related documents;
- Administrative support services for systematic management of information;
- Community education and empowerment; taking active participation in understanding community needs, assets, trends, and available support services for clients and continued aftercare services to clients;
- Provide practical and logistical support in preparation for outreach and educational programs;
- Participate in outreach services aimed at substance abuse prevention;
- Stakeholder relationship maintenance.

Leading Competencies:

- Basic computer literacy;
- Data collection and capturing skills;
- Basic counselling and communication skills
- High level of confidentiality and organisational skills;
- Basic report writing and record-keeping skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Basic knowledge in working with communities;
- Knowledge of working with a multi-disciplinary team and/or stakeholders;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;



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- Customer and Service Delivery Management (Batho Pele), Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply by using the link below:

<https://share.hsforms.com/1jesfNKBQQIGcVHdKsHzclQ469tl>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

TIPS FOR CANDIDATES - <https://joburg.org.za/work/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx>

ENQUIRIES ONLY:

Contact Person: Tsholofelo Tlhothlomisang
Tel No: 083 702 7678

CLOSING DATE: WEDNESDAY, 05 AUGUST 2026

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. 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 processes. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation