

**Permanent Positions****Department: Group Communications and Marketing****Branch: Strategic Communications****Specialist: Stakeholder Management****Salary: R21 151.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Degree/NQF level 7 in Public Relations/Communication
- Five (5) years' relevant experience in media relations either in public or private sector of which (two) 2 years must have been at a supervisory/operational manager level
- Research, writing, reporting and editing, Computer literacy (MS Office package); Project management; Networking; in-depth knowledge of stakeholder management; and strong communication skills (verbal and non-verbal).

**Job description:**

The incumbent will develop and maintain positive, collaborative relations with key stakeholders, liaise, influence and persuade stakeholders on key issues that will support the achievement of the organisation's mandate and ensure the successful implementation of the stakeholder relations and engagement strategy. He/she will establish key relationships with stakeholders, internally and externally within both the public and private sectors and to position the Joburg brand positively regionally, nationally and internationally.

**Specialist: Legislature and Communication****Salary: R21 151.24 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Degree/NQF level 7 in Public Relations/Communication
- 5 years' relevant experience in media relations either in public or private sector of which 2 years must have been at a supervisory/operational manager level
- Research, writing, reporting and editing; Computer literacy (MS Office package); Project management; Networking; in-depth knowledge of stakeholder management; and strong communication skills (verbal and non-verbal).

**Job description:**

The incumbent will provide professional communication support and services to the Legislature of the City of Johannesburg which includes ongoing stakeholder relations and developing strong media relations.

**Applications for these 2 positions, including a comprehensive CV, should be forwarded to e-mail: [gabisilez@joburg.org.za](mailto:gabisilez@joburg.org.za)**

**Enquiries: Gabisile Zitha, tel. (011) 407-6083**

**Department: Health****Branch: District Health Services****Professional Nurse****Salary range: R21 436.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Diploma/B degree in General Nursing, Midwifery and Community Health Sciences (NQF level 7)
- Diploma in Psychiatric Nursing will be an added advantage
- Diploma in Clinical Assessment Treatment and Care will be highly recommended
- Good communication, interpersonal skills and computer literacy are essential
- 1 year's post-basic experience
- Valid driver's licence.

**Job description:**

The incumbent will apply nursing procedures with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease and participate 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, accessible and cost-effective healthcare are realised.

**Enrolled Nursing Assistant****Salary: R11 640.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 plus Auxiliary Nursing Certificate
- 1 year's relevant experience
- Registration with the South African Nursing Council (SANC).

**Job description:**

The purpose of the job is to apply nursing procedures by assisting in the management of comprehensive primary healthcare services and participation 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.

**Applications for these 2 positions, including a comprehensive CV, should be forwarded to fax: (011) 718-9761**

**Enquiries: MJ Mazibuko, tel. (011) 718-9657**

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

**Closing date: 14 March 2017**

**The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.**

**Appointment will be made in accordance with the COJ's EE Policy.**

Applications must contain at least 3 referees. An application letter together with a 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 unsuccessful.



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