

**Permanent Positions****Department: Public Safety****Branch: Licensing, Investigation & Prosecutions****Pitt Assistant****Salary: R7 187.34 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A Grade 10/NQF level 2 is required.

**Job description:**

The successful candidate will assist the examiners during the testing of vehicles for road-worthiness. He/she will also perform other duties assigned by senior staff, maintain and keep testing facilities clean as well as be responsible for administration.

**Applications for the above position, including a comprehensive CV, should be delivered by hand at the HR Offices, 1st Floor, Public Safety Headquarters, 195 Main Road, Johannesburg.**

**Enquiries: Anastacia Joseph, tel. (011) 758-9287**

**Branch: Licensing, Investigation & Prosecutions****Deputy Director: Prosecutions****Salary: R41 493.20 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A Grade 12/NQF level 4 plus an appropriate Honours degree in Business Administration, Law, Public Management and Public Administration (NQF level 7)
- A minimum of 10 years' managerial experience in local government and/or the public sector and 5 years' general experience
- Knowledge of the AARTO Act, Municipal by-laws and Natis
- A valid driver's licence.

**Job description:**

The successful candidate will manage the Fine Administration Division in all offices within the City of Johannesburg, and will ensure that there is service delivery in all regions so as to achieve operational efficiency. In addition, he/she will ensure compliance with relevant traffic municipal by-laws, licensing legislation and guidance, provide strategic legal and statutory advice and support with respect to specific traffic and licensing functional areas to council as well as properly manage AARTO Act and other projects.

**Applications for the above position, including a comprehensive CV, should be e-mailed to leratomathiane@joburg.org.za**

**Enquiries: Lerato Mathiane, tel. (011) 758-9287**

**Department: Housing****Branch: Public Housing Programme****Operational Managers: Project (2 Posts)****Salary: R22 707.97 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A National Diploma in Civil Engineering on Constructions Management (NQF level 7)
- A minimum of 4 years' experience within the built environment in the private sector and local government
- Experience in construction projects, both building and civils (preferably in local government)
- Quality assessment skills
- Computer literacy
- Valid driver's licence.

**Job description:**

The successful candidate will actively facilitate the implementation of integrated housing developments and projects from inception to completion (ie planning, design, implementation and completion), implemented by housing departments within City of Johannesburg, and ensure overall compliance with set policies and procedures of the City.

**Applications for the above positions, including a comprehensive CV, should be e-mailed to Reginah@joburg.org.za**

**Enquiries: Regina Hartley, tel. (011) 018-6860**

**Department: Group Communications & Marketing****Branch: Marketing****Deputy Director: Priority Projects****Salary: R41 493.20 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A Bachelor's degree in Advertising, Marketing or Communications (NQF level 7) or related field
- 5 years' experience in a managerial position
- Previous experience in project management will be preferred
- The candidate must have working knowledge and strong understanding of traditional digital and new media advertising and marketing methods.

**Job description:**

The successful candidate will oversee the workflow and communication for CoJ marketing efforts. The position serves as the point of contact for special or priority requests and external marketing and communication outreach. The incumbent will be expected to conceptualise and implement ATL, BTL and digital marketing campaigns.

**Applications for the above position, including a comprehensive CV, should be e-mailed to sofiah@joburg.org.za**

**Enquiries: Sofiah Rahiman, tel. (011) 407-6287**

**Department: Health****Branch: District Health Systems Development (DHS) Region F****Professional Nurse****Salary: R18 348.23-R23 014.10 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A diploma/B degree/NQF level 7 in General Nursing, Midwifery and Community Health Science
- Registration with the South African Nursing Council (SANC)
- A diploma in Clinical Nursing Science, Health Assessment, Treatment and Care will be an added advantage
- 1 year's post-Basic experience
- A valid driver's licence.

**Job description:**

The successful candidate will apply nursing procedures with regard to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease. In addition, he/she will participate in community-focused awareness initiatives and personal development interventions through the dissemination of advice and information on health issues and associated treatment applications to ensure that objectives related to affordable, accessible and cost-effective health care are realised.

**Applications for the above position, including a comprehensive CV, should be faxed to (011) 861-8209 or delivered by hand at Eureka House, 92 Marlboro Road, cnr Rosettenville, Springfield.**

**Enquiries: Mathibe Monyamane, tel. (011) 861-8133**

**Branch: District Health Systems****Manager: Training****Salary: R32 079.66 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A B degree in General Nursing and Midwifery Clinical Nursing Science, Health Assessment Treatment and Care/BA Cur (Community Nursing Science and Administration or Education: Health Service Management) or NQF level 7
- Registration with SANC
- 3-5 years' experience in management
- Report-writing skills
- Analytical thinking
- Presentation skills
- Knowledge of departmental policies and procedures
- Advanced computer literacy
- A valid Code 08 driver's licence.

**Job description:**

The successful candidate will plan, coordinate, manage, implement, monitor and evaluate Primary Health Care programmes, such as human resource planning and development and skills development for all staff in the CoJ Health Department, as well as ensure that the administration aspect is effected and the provision of quality health care in the CoJ Health facilities. He/she will promote compliance for the preparation of the NHI process through the Ideal Clinic, the National Core standards and the re-engineering of primary health care for improved health outcomes. Training and skills development of staff in the Health Department and coordination with nursing colleges so that student nurses can receive the necessary experiential learning in the CoJ Health Facilities are also important. This is to enhance adequately skilled and competent staff for the delivery of health care services in accordance with all relevant health legislation, policies and guidelines. The Manager will also review strategy and policy changes and procedures in DHSD.

**Deputy Director: District Health Services Resources Monitoring, Capital Projects and Infrastructure Maintenance Coordination****Salary: R41 493.20 per month (basic salary excluding benefits)****Educational requirements and experience:**

- A B degree/NQF level 7 is required plus a Project Management qualification
- 10 years' experience in a Senior Management position with a large budget and diverse human capital components
- Communication and resource management skills are important
- Financial acumen
- The ability to meet tight deadlines
- Advanced skills in strategic planning for major capital building projects and minor upgrading projects
- A valid driver's licence.

**Job description:**

The successful candidate will assist the Director: DHS in leading and managing the Capital Project in the Health Department and will monitor and supervise the quality and alignment in the building and refurbishment of clinics, as well maintenance of infrastructure accordance with National Core Standards for Health Facilities, and other relevant legislative frameworks. The role involves the support to the Director on Primary Healthcare in the infrastructure assessments, planning, directing and coordination of designs and budgets. The planning covers short-term and long-term planning based on a variety of planning tools and platform and the budgeting cycles. The incumbent will also be responsible for leading and managing capital projects (building and upgrading of primary healthcare facilities, including commissioning), that involves coordination, implementation and alignments of designs, monitoring and evaluation to ensure compliance with Health Norms and Standards; Health and Safety, Municipal Finance Management Act & regulations and other building/construction-related regulations and by-laws. He/she will also manage and ensure good working relations with a variety of stakeholders. Project Management and advanced computer literacy are essential.

**Applications for the above two positions, including a comprehensive CV, should be e-mailed to promisemb@joburg.org.za or delivered by hand at Human Resources, 5th Floor, B Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.**

**Enquiries: Promise Mbedzi, tel. (011) 407-7048**

**Branch: Environmental Health****Environmental Health Practitioner****Salary: R18 348.23 per month (basic excluding benefits)****Educational requirements and experience:**

- A Grade 12/NQF level 4 required plus a National Diploma/NQF level 6 in Public Health
- Registered and authorised as an independent practitioner by the Regulatory Professional Board of the Health Professions Council of South Africa
- 2-3 years' relevant experience
- A valid driver's licence.

**Job description:**

The successful candidate will coordinate, investigate, inspect, monitor, evaluate and report on compliance enforcement procedures related to the environment. He/she will distribute information, educate as well as advise on practices that negatively impact on environmental health and will implement measures to prevent and control risk to ensure the provision of a clean and healthy environments conducive to and in support of a better quality of life in the City of Johannesburg.

**Applications for the above position, including a comprehensive CV, should be faxed to (011) 718-9761. Enquiries: Cindy Ngubeni, tel. (011) 718-9641**

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

**Closing date: 16 August 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. Certified copies of Identity Documents are a prerequisite. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

