JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

DEPUTY DIRECTOR: QUALITY ASSURANCE AND CITIZEN MOBILISATION

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.
- 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 acknowledgment 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.

VACANCY CIRCULAR

086/2025

City of Johannesburg

Publication Date:
Wednesday, 16 July 2025

Closing Date:
Tuesday, 29 July 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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DEPUTY DIRECTOR: QUALITY ASSURANCE AND CITIZEN MOBILISATION

Department: Health
Branch: **District Health Systems**
Designation: **Deputy Director: Quality Assurance and Citizen Mobilisation**
Remuneration: R87 105.15 pm (basic salary, excluding benefits)
Location: Health Department

Minimum Requirements:

- Matric Certificate/ Grade 12;
- A degree / NQF level 8 in Nursing Administration or Health Service management;
- Basic Nursing Diploma or equivalent at NQF level 6 accredited with the Nursing Council plus Diploma in Clinical Nursing Science, Health Assessment Treatment and Care at Care at NQF level 7;
- Proof of registration with the South African Nursing Council.
- 8 years' experience working with the National Priority Programme, of which 4 years or more must be at the middle management level in a Primary Health care setting;
- 5 years of managerial experience in Quality Assurance and Health Promotion / Health Programme;
- Valid driver's license.

Primary Function:
Lead, manage, develop, coordinate, implement, monitor and evaluate District Health Systems (DHS) Priorities, i.e National Health Insurance (NHI), Quality Assurance, Health Promotion / Social mobilisation, including Ward Based PHC Outreach programme in the City of Johannesburg.

Key Performance Areas:

- Provide the direction, planning, support and leadership with respect;
- Lead the directorate Services Delivery and Budget implementation Planning (SDBIP) process;
- Lead the Sub-directorate's financial planning and budget process;
- Lead and facilitate Sub Sub-directorate Performance Management planning process;
- Lead and manage the development of the Sub-directorate's individual Learning Plans (ILPs) process;
- Ensure effective and efficient sub-directorate functions, processes, procedures, systems and policies;
- Leading the Recruitment, Selection & Placement process for the sourcing of suitably qualified staff for the directorates;
- Provide sound leadership for the achievement of the directorate's objectives;
- Direct the delivery of the District Health Systems Quality Assurance Citizen Mobilisation Services;
- Ensure effective Sub-directorate Financial Resource control;
- Ensure effective Directorate Assets management and control;
- Implement good governance and effective risk management systems;

- Ensure effective control of the Sub-directorate's Human Resources;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance.

Leading Competencies:

- Advance computer skills to ensure the ability to compile reports, keep the database up to date; manipulate and analyse data, deliver presentations at meetings/training sessions/workshops, etc;
- Good communication skills;
- Coordinating and Intersectoral collaboration skills;
- Proficiency in Microsoft Suite (MS Word, MS Excel, MS PowerPoint);
- Good leadership skills;
- Managerial Skills;
- People Management.

Core Competencies:

- Knowledge of principles and practices of municipal budget preparation and administration;
- Extensive knowledge and experience in Quality Assurance and Health Promotion / Health Programmes; District Health Information System, Training and Development, in-depth training in customer care and complaints management.
- Extensive training and experience in National Priority Programmes, District Health Information System (DHIS), Skills Development and Training, Quality Assurance, Research and Health Promotion Programme Work;
- Extensive administrative and advanced Computer literacy to write reports plus District Health Management, to be able to develop the COJ District Health and Project Management;
- Knowledge of the local government environment,
- Knowledge of relevant standards as well as the statutory and regulatory framework within which the Employee Development function operates,
- Knowledge of other business processes feeding into and those dependent on the skill development processes.

"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 following link below:

https://share-eu1.hsforms.com/1JymDWtTsTlmGp_RVCXAwlQew554

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

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ENQUIRIES ONLY:
Contact Person: Nonhle Mngadi
Tel No: 011 407 7239

CLOSING DATE: TUESDAY, 27 JULY 2025

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 process. 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,
- Identity validation.