CITY OF JOHANNESBURG VACANCIES

Salary: R13 624.55 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 is required • University degree holders in Hospitality Management or Tourism Management or Culinary Arts or any related Field • Five (5) years’ experience in the Hospitality industry • Must be computer literate in MS Office Suites and able to work under pressure. Accountability. Core Competencies: Must have knowledge of the job function and duties required. Must be able to work with minimal supervision and must be able to perform all the duties required for this position. Must have the ability to work with people from different backgrounds and cultures.


Salary: R10 084.98 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 Administration/Intercultural and interpersonal skills required. Primary Functions: • Provide strategic leadership for the directorate and manage key aspects associated with human resources and development, including the implementation and development of the organisation's human resource strategic plan. • Provide strategic leadership for 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 procedures and processes. • Manage and control 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 procedures and processes. • Manage and control 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 procedures and processes.

Key Performance Areas: • Manage and control the self-assessment approach to ensure alignment with the City’s EE Policy, including the implementation of the initiatives and programmes.

Contact Person: Thato Sepurwana, Tel No: (011) 410 7035. E-mail: ss@joburg.org.za. Workplace: 158 Civic Boulevard, Maboneng Precinct, Johannesburg.

Salary: R11 005.39 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 plus Higher Certificate: Administration • One (1) year post training as Enrolled Nursing Assistant • SACN registration • Computer literacy, SAP administration, business writing skills, 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, assistance and feedback to staff regarding legislation, policy and procedures, including the implementation of all relevant national policies and standards guidelines are met. Key Performance Areas: • Communicate with patients and the clinical access case files and records or other patients as required. • Provide comprehensive and efficient primary health care and associated services to patients within the City of Johannesburg. • Participate in the development and implementation of all relevant national policies and standards guidelines are met. Key Performance Areas: • Communicate with patients and the clinical access case files and records or other patients as required. • Provide comprehensive and efficient primary health care and associated services to patients within the City of Johannesburg. • Participate in the development and implementation of all relevant national policies and standards guidelines are met.

Contact Person: Thato Sepurwana, Tel No: (011) 410 7035. E-mail: ss@joburg.org.za. Workplace: 158 Civic Boulevard, Maboneng Precinct, Johannesburg.

Salary: R13 371.55 pm (basic salary excluding benefits)

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 City’s Employment Equity Policy. Appointment will be subject to aprobationary period after which the position is permanently advertised.

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

Enrolled Nurse: Mobile Clinic

Salary: R13 371.55 pm (basic salary excluding benefits)

Appointment Requirements: • Grade 12 / NQF level 4 plus Higher Certificate: Administration • One (1) year post training as Enrolled Nursing Assistant • SACN registration • Computer literacy, SAP administration, business writing skills, 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, assistance and feedback to staff regarding legislation, policy and procedures, including the implementation of all relevant national policies and standards guidelines are met. Key Performance Areas: • Communicate with patients and the clinical access case files and records or other patients as required. • Provide comprehensive and efficient primary health care and associated services to patients within the City of Johannesburg. • Participate in the development and implementation of all relevant national policies and standards guidelines are met.

Contact Person: Thato Sepurwana, Tel No: (011) 410 7035. E-mail: ss@joburg.org.za. Workplace: 158 Civic Boulevard, Maboneng Precinct, Johannesburg.

Salary: R44 379.73 pm (basic salary excluding benefits)

Appointment Requirements: • A degree in HRM/WS or Labour Law / NQF level 7 • Seven (7) - nine (8) years’ experience in the Human Resources field • Computer literacy: MS Office Suites and Internet • Excellent interpersonal and negotiation skills. Primary Function: Manage safe guarding procedures and processes. • Manage and control 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 procedures and processes. • Manage and control 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 procedures and processes. • Manage and control 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 procedures and processes.

Key Performance Areas: • Manage and control the self-assessment approach to ensure alignment with the City’s EE Policy, including the implementation of the initiatives and programmes.

Contact Person: Petisa Sindiso. Tel No: (011) 407 6500. E-mail: PetisaS@joburg.org.za. Workplace: 158 Civic Boulevard, Maboneng Precinct, Johannesburg.