



City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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www.joburg.org.za

a world class African city

CITY OF JOHANNESBURG

CIRCULAR: 053/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 28 JULY 2021

CLOSING DATE: WEDNESDAY, 11 AUGUST 2021

PUBLICATION DATE: 28 JULY 2021

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VACANCY CIRCULAR: 053/2021

PERMANENT POSITIONS (EXTERNAL)

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

1. **Department:** Group Finance
Branch: Property Branch
Designation: Manager: Strategic Support
Salary Range: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's degree in Public Administration/Management or Commerce (NQF level 7); and
- 5 - 7 years' work experience in the following exposure areas: basic to intermediate numeracy skills with high attention to detail; ability to work under pressure; intermediate supervisory skills; good interpersonal and communication skills (in customer service); basic computer skills; highly service orientated; monitoring and evaluation skills; deadline orientation; team player; highly self-motivated; independent and highly organized and focused.

Primary Function: provide strategic, analytical, human resources, administrative and business solutions support to enable the Group Head and Property Branch to effectively and efficiently deliver on their mandate.

Key Performance Areas: Manage operations in the Office of the Group Head: Property Branch. Effective implementation of Strategic Objectives and Functions for the Office of the Group Head. Effective management of expenses and procurement in the Office of the Group Head. Comply on monitoring and reporting of dashboard objectives. Monitor information requested from Section 79, Mayoral Committee, Group Finance Exco, PVC, EMT and other Committees of the City. Update, monitor and follow up with all requests and action items from the Group Head to subordinates. Capture and monitor departmental strategic risks. Monitor and update Departmental Performance Report. Prepare and submit draft business plan, including action plans/year planner, risk register, presentations to management Support and PMS and Administration. Prepare and submit monthly strategic reports to the Group Head for submission to Group Finance Exco. Manage reports that require the Group Head's approval. Update and maintain Disciplinary Register for the Property Branch on a monthly basis.

Leading Competencies: Conflict Resolution; Customer Service and Management; Time Management and ability to manage and motivate staff.

Core Competencies: Computer literacy (MS Office), Leadership; report writing, and presentation skills required.

This is an employment equity targeted position and preference will be given to African/White Males and Females including people with disabilities.

Contact Person: Pearl Fambe **Tel No:** (011) 358 3279
Workplace: 66 Jorrissen Place

All applications will be through the website using this link:

Manager: Strategic Support - <https://share.hsforms.com/1SXLVnsPRTzO2xR5JHAGJig469t>

Or visit www.joburg.org.za and click on Vacancies.

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2. **Department:** Health
Branch: Region A
Designation: Medical Doctor
Salary Range: R86 443.89 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Health Sciences (MBChB)/NQF level 8;
- Current registration with Health Professions Council of South Africa (HPCSA);
- 7 - 9 years' experience in working in a primary health care setting;
- Knowledge of Legislation, best practices and policies and protocols on Health;
- MS Office and good communication skills;
- Must be willing to work extended hours whenever required;
- Must be willing to work across the sub-district facilities of the City of Johannesburg;
- Must be willing to provide in service training and case studies;
- Must form part of the multidisciplinary team;
- Must be resilience and ability to cope with change;
- Must have a valid driver's license; and
- Computer literacy

Primary Function: Lead, give strategic direction, control and monitor and evaluate the implementation of health programmes that minimize the burden of disease resulting from NCD's. Develop a multi-sectoral approach that address the social determinants of NCD's such as preventing the behavioral risk factors of eating unhealthy foods, using tobacco, consuming alcohols and inactivity and ensuring that the health services are geared to undertake early detection, cost-effective and appropriate treatment and control. Ensure that the provision of Non-Communicable Diseases programme in the City is developed and implemented within and aligned to the national and provincial framework. Conduct research on NCD's. Assist executive management in taking informed decisions on NCD's based on the latest research and health management information.

Key Performance Areas: Provide strategic direction, planning, decision making and leadership relating to NCD management in the City. Participate and advise in the development and reviews of appropriate strategies, business plans, policies, SOP's and Standard Treatment Guidelines and ensure that the approved ones are communicated to the relevant stakeholders and implemented. Monitoring and evaluation of health services as it relates to health programmes, and health promotional campaigns. Research and development to identify programme gaps and new initiatives implemented by other Provinces/Municipalities and to enhance the knowledge base for ongoing local, provincial, national and global action. Support training and mentoring to strengthen the capacity of manager and operational staff in relation to NCD's. Lead, support and control the financial management, budgeting and forecasting. Provide leadership in creating intersectoral collaboration support in relation to proceedings.

Leading Competencies: Must be able to work under pressure, work independently and make decisions.

Core Competencies: Must form part of the multidisciplinary team. Must be resilience and ability to cope with change. Work extra hours whenever required. Customer and Service Delivery Management

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(Batho Pele) Ethics, Integrity and Professionalism Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African/White Males, African/White Females, including people with disabilities.

Contact Person: Sam Ndou

Tel No: (011) 407 7062

Workplace: Region A

All applications will be through the website using this link:

Health **Medical Doctor** - <https://share.hsforms.com/1cdVyE0SdTE2bRFC4g92cCA469t>

Or visit www.joburg.org.za and click on Vacancies

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