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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

### PERMANENT POSITIONS:

- **Distribution Officer**
- **Senior Nurse: Occupational Health HIV and AIDS**

### 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.

### DISCLAIMER

- 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 acknowledgement 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.



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## DISTRIBUTION OFFICER: SAFETY, HEALTH ENVIRONMENT, LOGISTICS AND ADMINISTRATION AND FLEET CONTRACT MANAGEMENT

<b><u>DEPARTMENT:</u></b>	Group Corporate & Shared Services
<b><u>BRANCH:</u></b>	Group SHELA & FCM
<b><u>DESIGNATION:</u></b>	Distribution Officer
<b><u>REMUNERATION:</u></b>	R11 458,23 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### **Minimum Requirements:**

- Grade 10/NQF level 2;
- Must have a valid driver's license Code 8, with PDP (Public Driving Permit); and
- 1-year relevant experience.

### **Primary Function:**

Perform duties of a messenger internal and external to the Metropolitan Centre, to facilities the smooth running of the department, by collecting and distributing documents, including postal, file retrieval and dispatch, photocopying, updating files, agenda, minutes, etc. Render a general administrative support to the Development Planning, Transportation and Environment Department.

### **Key Performance Areas:**

- Perform the duties of delivering documentation and mail deliveries;
- Perform maintenance actions to the vehicle;
- Working overtime on a regular basis.

### **Leading Competencies:**

- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organizational skills;
- Time Management, working independently, under pressure and ability to prioritize.

### **Core Competencies:**

- Ability to prioritise and reorganize trips as and when the need arises;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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**Please take note that only online applications will be considered. Please apply by using the following link below:**

[https://share.hsforms.com/19t\\_E9xa1RB2JKrH4cNnCRQ469tl](https://share.hsforms.com/19t_E9xa1RB2JKrH4cNnCRQ469tl)

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Contact Person: Boitumelo Mokgaba

Tel No: 011 407 6076

**CLOSING DATE: WEDNESDAY, 17 AUGUST 2022**

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.



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## SENIOR NURSE: OCCUPATIONAL HEALTH HIV AND AIDS

<b>DEPARTMENT:</b>	Group Corporate & Shared Services
<b>BRANCH:</b>	Group SHELA & FCM
<b>DESIGNATION:</b>	Senior Nurse: Occupational Health HIV and AIDS
<b>REMUNERATION:</b>	R29 850,81 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

### Minimum Requirements:

- Grade 12 plus a 4-year Comprehensive Nursing Diploma, BA. CUR or equivalent majoring in community nursing science;
- Diploma in Occupational Health Nursing;
- Registration as a professional with the South African Nursing Council;
- 3 – 5 years clinical experience.

### Primary Function:

**Conduct medical surveillance as per Departments, Region and MEs. Conduct and control the activities, procedure and outcome associated with implementation of the Occupational Health Unit. Ensure that employees are provided with efficient and effective comprehensive clinical care, management and treatment of HIV and AIDS, while implementing the national strategic plan on HIV and AIDS.**

### Key Performance Areas:

- Consult and provide information and treatment to employees as per the Occupational Health Act, procedures and protocols including the HIV and AIDS policies;
- Conduct Education and Training programmes on Occupational Health standards, HIV and AIDS programmes and prevention and promotion of health to employees within the Departments, Regions and Municipal Entities;
- Coordinate specific administrative and reporting requirements associated with operational key performance and result indicators.

### Leading Competencies:

- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organizational skills;
- Time Management, working independently, under pressure and ability to prioritize.

### Core Competencies:


- Counselling skills and knowledge;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, Legislation and standards.



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<https://share.hsforms.com/1GK9ljMF3QDCbCZ7BjaJrRw469tl>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Contact Person: Sydney Kuduza

Tel No: 011 407 7139

**CLOSING DATE: WEDNESDAY, 17 AUGUST 2022**

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