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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**PERMANENT POSITIONS**

- **MANAGER: MANAGEMENT SYSTEMS, PATTERNS AND TREND**
- **HEALTH PROMOTER (REGION A-G)**

**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.

**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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## MANAGER: MANAGEMENT SYSTEMS, PATTERNS AND TREND

|                             |   |
|-----------------------------|---|
| <b><u>Department:</u></b>   | Health  |
| <b><u>Branch:</u></b>       | <b>Management Support and Development</b>             |
| <b><u>Designation:</u></b>  | <b>Manager: Management System, Patterns and Trend</b> |
| <b><u>Remuneration:</u></b> | R42 403.58 pm (basic salary excluding benefits)       |
| <b><u>Location:</u></b>     | Central   |

### **Minimum Requirements:**

- Grade 12 plus Advanced Diploma or Degree in Administration or Labour or Industrial Relations (NQF level 7);
- Five (5) - seven (7) relevant experience in Labour Relations and administration.
- Must have a valid Code Driver's license.

### **Primary Function:**

**To lead, direct, manage, guide, monitor and facilitate implementation as it relates to all administrative and labour relation issues in COJ.**

### **Job Description:**

- Directs and control the key performance indicators and outcomes of personnel within the MSD unit.
- Oversee, monitor, and evaluate the strategic plan for the training and development in the unit.
- Manage the implementation of financial control, policies and procedures and give the necessary financial support
- Represents management in labour contract negotiations to reconcile opposing claims and recommend concessions or proposes adoption of new procedures.
- Perform specific activities associated with providing support to line functions

### **Leading Competencies:**

- Good managerial skills
- Great team leader
- Good time management skills

### **Core Competencies:**

- Computer literacy;
- Outstanding negotiation and liaison skills
- Strong ability to establish and maintain good relationships with Management and labour.



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

<https://share-eu1.hsforms.com/1veG4K2XgRJiwX3Sj2Crmzwew554>

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

**ENQUIRIES ONLY:**

Contact Person: Nonhle Mngadi

Tel No: (011) 407-7239

**CLOSING DATE: TUESDAY, 13 DECEMBER 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.

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 and
- Employment record verification,
- Criminal check, and
- Identity validation.



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## HEALTH PROMOTER

|                             |  |
|-----------------------------|--|
| <b><u>Department:</u></b>   | Health   |
| <b><u>Branch:</u></b>       | <b>District Health Systems</b>                   |
| <b><u>Designation:</u></b>  | <b>Health Promoter</b>                           |
| <b><u>Remuneration:</u></b> | R16 427.66 pm (basic salary, excluding benefits) |
| <b><u>Location:</u></b>     | Region A - G                                     |

### **Minimum Requirements:**

- Grade 12/NQF level 4 plus Certificate in Health promotion or equivalent/NQF level 3 or equivalent Certificate in Community Health Work/NQF level 4;
- 1 years' experience as a Health Promoter in the Primary Health Care environment;
- Understanding of the city's policies as they relate to Health Promotion WBOT, school health and disease outbreak response;
- Computer literacy; and surveillance;
- Must have a valid driver's license.

### **Primary Function:**

Apply procedural Health Promotion sequences by assisting in the management of comprehensive primary health care services and participate in community focused awareness initiatives, providing support, information distribution and demonstrations to ensure that the health objectives in terms of all relevant National Policies and standard guidelines are met.

### **Key Performance Areas:**

- Plan and coordinate Health Promotion activities in the health facility & in the community.
- Create conducive environments that support healthy behavior in the surrounding community.
- Facilitate the implementation of all priority health programmes.
- Facilitate the coordination and implementation of Advocacy, Information Education and Communication Strategy.
- Conduct targeted community mobilization.
- Provide support and technical assistance to the WBOT teams.
- Integrate health promotion into school health services, creches and health promoting schools.
- Plan, coordinate and implement health promotion activities in support for disease outbreak response and intervention in collaboration with the sub-district outbreak response team.



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**Leading Competencies:**

- Accountability.
- Must be able to work under pressure,

**Core Competencies:**

- Computer literacy;
- Strong decision-making skills;
- Time management;
- Events planning;
- Project implementation.
- Communication;
- Conflict management;
- Analytical thinking.

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Region B- <https://share-eu1.hsforms.com/1IPTdhqzSSNWBQliB5Ng5EAew554>

Region C- <https://share-eu1.hsforms.com/19MYE4eV4QQuk3piMm-zn9gew554>

Region D- <https://share-eu1.hsforms.com/1hUfHGsuft6-hS4ZQ7nB2YAew554>

Region E- <https://share-eu1.hsforms.com/1kIPV6HvzTqi3hK8U3doY5Aew554>

Region F- <https://share-eu1.hsforms.com/1UoHpCjEzSNi38V3T-EfPLgew554>

Region G- [https://share-eu1.hsforms.com/1ZOM\\_2GsqRum41pGDXboA0gew554](https://share-eu1.hsforms.com/1ZOM_2GsqRum41pGDXboA0gew554)

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**ENQUIRIES ONLY:**

**Contact Person:** Murendeni Nelufule

**Tel No:** (011) 407- 6680

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