CITY OF JOHANNESBURG VACANCIES

CIRCULAR 054/2018

PERMANENT POSITIONS


Officer: Quality Assurance & Reporting Officer

Educational Requirements and Experience: • Relevant diploma / NQF level 7 is required. • At least five years’ experience in a similar function including the following: • Strong knowledge in writing and organizational skills. • Advanced knowledge of performance Management System. • Computer literacy – MS Applications Job Description: Implement a quality assurance and reporting function. • To oversee the quality assurance and reporting process of the City. • Effective coordination of the various activities related to the City’s data management system, including data consolidation, data processing, data analysis. • To prepare comprehensive, accurate and timely reports. • To access the effectiveness of actions and interventions taken to address service delivery breakdown and determine quality assurance objectives for improvement. • Participate in the development of the City’s data management strategy and its alignment with the required quality standards. • Facilitate and support the education and training of the monitoring and evaluation team. • Facilitate the integration of the City’s data management system with the relevant business processes and other community based health related activities. Support management in all health related issues.

Salary: R66 603.02 pm (basic salary excluding benefits)

Closing date: 30 October 2018

Amplify your career with a job in the City of Johannesburg and make an appointment. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

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