Enrolled Nursing Assistant
Salary: R10 285.41 – R11 950.29 pm (basic salary excluding benefits)

Experience/Skills/Educational Requirements
• National Diploma (NQF level 4).
• Enrolled Nursing Assistant Certificate.
• Must be enrolled with the South African Nursing Council.
• One (1) year training experience.
• Computer literacy.

Job Description
• The purpose of the job is to apply nursing procedures by assisting in the management of comprehensive primary health care services and participation 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.

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Workplace: Region A
Hand delivers to 875 16th Road Randjespark Midrand

Assistant Director: Logistics and Administration (1 position)
Salary: R26 079.66 pm (basic salary excluding benefits)

Educational Requirements and Experience
• Bachelor’s degree in Administration / NQF level 7.
• Six (6) years experience in professional administration of which three (3) years is obtained at management level within the public service or private sector.
• Prawn success operating at supervisory level, including the management of administration staff.
• Knowledge of administration and logistical processes, control and the identification of systemic weaknesses.
• Presentation and report writing.
• Understanding of legal implications of policies.
• Human resource procedures and regulations.
• Confidentiality, professionalism and no criminal record of fraud, theft, corruption or other white collar crime.

Job Description
• The incumbent be responsible for management support, efficient and effective administration and logistics management of the GFIS Department.

Contact Person: Pelsa Sibeko
E-Mail: PelsaS@joburg.org.za
Tel No: (011) 407 6560
Workplace: SAPPI Building

Assistant Director: Property Hijacking Investigations (5 positions)
Salary: R36 079.66 pm (basic salary excluding benefits)

Educational Requirements and Experience
• Bachelor’s degree in Policing or Forensic Investigation / NQF level 7.
• Six (6) years’ experience of which three (3) years at supervisory level within the public service or private sector.
• Must be able to perform investigations independently.
• Analytical and problem solving skills.
• Applying legislation and policies etc.
• Knowledge of government wide legislation, policies and procedures.
• Good knowledge of corporate governance requirements (King IV and MFMA).
• Self-discipline and ability to interact at all levels.
• Confidentiality, professionalism and no criminal record of fraud, theft, corruption or other white collar crime.
• Must have a valid driver’s license.

Job Description
• The incumbent will be responsible for the implementation and monitoring of the strategies, policies, procedures and response plans regarding the investigations of Property Hijackings, non-compliance with applicable legislations including facilitation of taking legal action against the perpetrators for successful prosecution in order to curb the rising number of property problems.

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E-Mail: PelsaS@joburg.org.za
Tel No: (011) 407 6560
Workplace: SAPPI Building

Assistant Director: Special Projects (5 positions)
Salary: R36 079.66 pm (basic salary excluding benefits)

Educational Requirements and Experience
• An appropriate 3-year Diploma in Forensic Investigation or Policing / NQF level 7.
• Full of Associate membership or professional bodies such as AFGE or relevant professional bodies in the field of investigation.
• Five (5) years’ experience within forensic investigation environment of which two (2) years is at supervisory level within the public service or private sector.
• Ability to perform complex investigations independently.
• Knowledge of administration and logistical processes, control and the identification of systemic weaknesses.
• Presentation, interview and report writing effectively.
• Understanding of quality implications of policies.
• Quality assurance and human resource procedures and regulations.
• Confidentially, professionalism and no criminal record of fraud, theft, corruption or other white collar crime.
• Must have a valid driver’s license.

Job Description
• The incumbent will be responsible for the investigation of reported complex cases as well as assisting in the effective implementation of strategies, policies, procedures and response plan. Monitor and report on progress on all identified projects. These types of investigations require a project management approach in order to effectively and efficiently monitor and track each step of the investigation.

Contact Person: Tuhelofelo Tlhothothumang
E-Mail: TuhelofeloT@joburg.org.za
Tel No: (011) 407 6311
Workplace: SAPPI Building

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Workplace: Region A
Hand delivers to 875 16th Road Randjespark Midrand

Contact Person: Sindy Ngubeni
Tel No: (011) 718 9641
Fax No: (011) 718 9761
Workplace: Region B (Randburg Clinic)
Hand delivers to ACA Kreus Building, 4th floor, 35 Symonds Street, Auckland Park

Contact Person: Thoileke Zitha
Tel No: (011) 382 1052
Workplace: Region E
Hand delivers to 137 Dairy Cres Greyton, Sandton

Contact Person: Kgomotsa Mokgeti
Tel No: (011) 407 6396
Workplace: Region P
Hand delivers to Eureka Houses, 32 Marlboro Rd, cnr Rosettenville, Springsield

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8075
Workplace: Region G
Hand delivers to 1 Kat K & Smith Walk Rd, Ennensdale Ext 9

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These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Closing date: 15 May 2018

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Applicant will be made in accordance with the City’s EE Policy. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. Applicants must contain at least 3 referees.

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