

CITY OF JOHANNESBURG VACANCIES

019/2017

PERMANENT POSITIONS

THIS POSITION IS AIMED AT RE-ENFORCEMENT OF STAFFING LEVELS IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS

Department: Health
Branch: District Health Systems

Enrolled Nursing Assistant

Salary: R10 285.41 – R11 950.28 pm (basic salary excluding benefits)

Experience/Skills/Educational Requirements

- Matric / 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 deliveries 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 deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers)

Contact Person: Tholakele Zitha
Tel No: (011) 582 1502
Workplace: Region E
Hand deliveries to 137 Daisy Cnr Grayston, Sandton

Contact Person: Kgomoiso Mogotsi
Tel No: (011) 407 6396
Workplace: Region F
Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8903
Workplace: Region G
Hand deliveries to 1 Katz & Smith Walk Rd, Ennerdale Ext 9

THIS POSITION IS AIMED AT RE-ENFORCEMENT OF STAFFING LEVELS IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS

Department: Health
Branch: District Health Systems

Administrative Assistant

Salary: R12 496.77 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12 relevant to administrative functions / NQF level 4 OR relevant experience.
- Two (2) years' clerical experience.
- Must be computer literate including the MS Office applications.

Job Description:

Undertake administration and clerical duties at a health centre/clinic during rendering of comprehensive health care services.

Contact Person: Tholakele Zitha
Tel No: (011) 582 1502
Workplace: Region E
Hand deliveries to 137 Daisy Cnr Grayston, Sandton

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8903
Workplace: Region G
Hand deliveries to 1 Katz & Smith Walk Rd, Ennerdale Ext 9

THIS POSITION IS AIMED AT RE-ENFORCEMENT OF STAFFING LEVELS IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS

Department: Health
Branch: District Health Services

Health Promoter

Salary: R12 496.77 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12 / NQF level 4 plus Certificate in Health promotion or equivalent/NQF level 5
- Two (2) years' experience in health promotion within communities.
- Must have a valid driver's license.

Job Description:

Assist in the implementation, monitoring and control of community developmental programmes aimed at empowering communities to take responsibility in improving their overall health status. This includes health promotion and education, clinical support and administration.

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Workplace: Region A
Hand deliveries to 137 Cnr. George & 16th Road Randjespark Midrand

THIS POSITION IS AIMED AT RE-ENFORCEMENT OF STAFFING LEVELS IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS

Department: Health
Branch: Region A & B

Professional Nurse

Salary: R18 348.23 - R23 014.10 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Matric plus Diploma / B Degree in General Nursing, Midwifery and Community Health Sciences (NQF level 7).
- Three (3) year post basic experience.
- Skill required: good communication and interpersonal and customer relations skills and computer literacy (MS Office).
- Must have a valid driver's license.
- Clinical Nursing skill will be an added advantage.

Job Description:

Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease and participates in community focused awareness initiatives and personal development interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable, accessible and cost effective health care are realized.

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Workplace: Region A
Hand deliveries 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 deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers)

Department: Office of the City Manager
Branch: Group Forensic and Investigation Services (GFIS)

Assistant Director: Logistics and Administration (1 position)

Salary: R36 079.66 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Bachelor's degree in Administration / NQF level 7
- Six (6) years' experience in public service administration of which three (3) years is obtained at management level.
- Proven success operating at supervisory level, including the management of administration staff.
- Knowledge of administration and logistics processes, controls and the identification of systematic 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.
- Must have a valid driver's license.

Job Description:

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

Contact Person: Pelisa Sindelo
E-Mail: PelisaS@joburg.org.za
Tel No: (011) 407 6560
Workplace: SAPPI Building

Department: Office of the City Manager
Branch: Group Forensic and Investigation Services (GFIS)

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.
- Degree in Law will be an added advantage.
- 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-confidence 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 acceptable applicable legislations including facilitation of taking legal action against the perpetrators for successful prosecution in order to curb the rising number of problem properties.

Contact Person: Pelisa Sindelo
E-Mail: PelisaS@joburg.org.za
Tel No: (011) 407 6560
Workplace: SAPPI Building

Department: Office of the City Manager
Branch: Group Forensic and Investigation Services (GFIS)

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 or Associate membership to professional bodies such as ACFE, 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 logistics processes, controls and the identification of systematic weaknesses.
- Presentation, interview and reporting effectively.
- Understanding of quality implications of policies.
- Quality assurance and human resource procedures and regulations.
- 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 and 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 type of investigations require a project management approach in order to effectively and efficiently monitor and track each step of the investigation.

Contact Person: Tsholofelo Tshotlhomisang
E-Mail: TsholofeloT@joburg.org.za
Tel No: (011) 407 6311
Workplace: SAPPI Building

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. Appointment will be made in accordance with the COJ's EE Policy. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. Applications 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.

