

**Permanent Positions****Department: Office of the City Manager****Branch: Group Strategy Policy Coordination & Relations****Specialist: Knowledge Products****Salary: R32 257.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

• Degree in Information Management/Information Science or a Knowledge Management-related discipline/NQF level 7 • Project Management Certificate or diploma • At least 3 years' relevant experience in producing knowledge products and structuring knowledge in a well packaged manner • Experience working in a large organisation in either the public or private sector will be advantageous • Management of third party (service providers) experience through service level agreements • Project management orientation and experience is key.

**Job description:**

The incumbent will develop, produce and manage the knowledge products through innovative and structured knowledge sharing avenues with various stakeholder insight for preserving institutional memory using cost-effective project management mechanisms to enable the delivery of stakeholder value proposition.

**Applications, accompanied by a comprehensive CV, should be e-mailed to Glyniss@joburg.org.za**

**Enquiries: Glynis Scheepers, tel. (011) 407-7076**

**Department: Health****Branch: Environmental Health****Deputy Director: Environmental Health Services****Salary: R41 493.20 per month (basic salary excluding benefits)****Educational requirements and experience:**

• B degree/NQF level 7 or other relevant tertiary qualification in Environmental Health • A post-basic qualification in Management will be an added advantage • In-depth technical knowledge of Municipal Health Services, norms and standards and Environmental Health legislation • Knowledge of Local Government Environment programmes and projects as well as knowledge of MFMA • Good computer skills including MS Office (Word, Excel and PowerPoint) • Registered with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner • A valid driver's licence • 8 years' experience in environmental health • The ability to analyse and interpret data and write monthly, quarterly and annual reports.

**Job description:**

The successful candidate will assist the Director in directing and managing the implementation of Municipal Health Services as defined in the National Health Act, 2003, through the coordination and support of regional Environmental Health Sections of the Health Department and participate in the planning and monitoring and control of the Department's annual operating capital budget so that spending is aligned with the departmental budget. In addition, he/she will implement the National Environmental Health norms and standards, including District Health Information Systems (DHIS), advise the Regional Environmental Health Services in terms of the Municipal Health Services as well as support and develop leadership and professional skills of Environmental Health Practitioners and assist the Director in taking informed decisions on Environmental Health-related issues.

**Applications, accompanied by a comprehensive CV, should be e-mailed to Promisemb@joburg.org.za**

**Enquiries: Promise Mbedzi, tel. (011) 407-7048**

**Department: Housing****Branch: Public Housing Programme****Executive Secretary****Salary: R18 348.23 per month (basic salary excluding benefits)****Educational requirements and experience:**

• Grade 12 plus a Diploma in Secretarial Management or Office Administration/NQF level 5 • Minimum of 3 years' experience as an Executive Secretary at Senior Management level is essential to cope with the high degree of work output expected of the incumbent • Advanced communication skills and written and verbal reporting.

**Job description:**

The incumbent will coordinate activities and requirements associated with the Director's Office through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, prioritisation and organisation of critical, confidential and important appointments, functions and meetings.

**Applications, accompanied by a comprehensive CV, should be delivered by hand to 222 Smit Street, Braamfontein.**

**Enquiries: Regina Hartley, tel. (011) 018-6858**

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

**Closing date: 23 August 2017**

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.

Applications must contain at least 3 referees. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above.

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

