

VACANCY BULLETIN: STC 018/2017

CITY OF JOHANNESBURG

SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, HEALTH department has the following short term contract opportunities for a period NOT exceeding twelve (12) months.

The details are as follows:

1. **Department:** Health
Branch: Integrated Policy, Planning and Research
Designation: Administrative Assistant (Technical Assistant)

Experience/Skills/Educational Requirements

- Grade 12 relevant to administrative functions / NQF level 4 is required or relevant experience.
- Minimum of one (1) – two (2) years relevant experience.
- Must have a driver's license.

Job Description:


Coordinates sequences associated with Administrative activities in terms of conditions standards and procedures in relation to documentation and records-keeping (electronic and manual).

- Trains staff on the use of the eHealth System;
- Performs basic desktop support;
- Controlling documents and filing;
- Providing office support; and
- Co-ordinates provisions of specific administrative and reporting requirements associated with operational key performance and result indicators.

For further information relating to Job Specification and Description, interested applicants can contact Promise Mbedzi at (011) 407 7048, and hand deliver an application letter and a comprehensive CV to Metropolitan Centre, 158 Civic Boulevard, Braamfontein, 5th Floor B Block.

PUBLICATION DATE: 11 OCTOBER 2017

CLOSING DATE: 17 OCTOBER 2017

 10/OCT/2017.

FAHDIEL MOOSA

ACTING DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE
MANAGEMENT & TRANSFORMATION



City of Johannesburg
Group Corporate and Shared Services: Group Human Capital Management

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26 September 2017

Fahdiel Moosa
Deputy Director: Performance Management

Reference: 4/3/4
30033561

Dear Fahdiel,

Acting Arrangements as Director: Talent Acquisition, Remunerations, Performance and Transformation

I wish to advise you that I have confirmed with the Group Head: Group Human Capital Management that you will be assuming the acting capacity of Director: Talent Acquisition, Remunerations, Performance and Transformation from 01 October 2017 to 31 October 2017.

During this period you will assume the responsibilities, signing powers and delegation commensurate with the position.

In line with the Collective Agreement Conditions of Services you qualify for payment of Acting Allowance.

Thank you for your support in this matter.

Yours faithfully


Moogeyn Jones
Acting Group Head: Group Human Capital Management
Date:

SUPPORTED/NOT SUPPORTED


Imran Zardad
Group Head: Group Human Capital Management
Date: 23/9/17

APPROVED/NOT APPROVED


Christo Marais
Acting Group Executive Director: Group Corporate and Shared Services
Date: 3/10/2017