Annexure A

CITY OF JOHANNESBURG
VACANCY CIRCULAR: 036/2020

1. Interested applicants are invited to apply for the positions listed in the circular.
2. If hand delivering applications, please liaise with relevant contact person for the physical address (as per attached circular). A separate application form for each position must be submitted and it must be clearly indicated on the application form for which post(s) applicants are applying, (eg. post no. 2).
3. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
4. The City of Johannesburg reserves the right not to make an appointment.
5. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
6. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
7. The City of Johannesburg is an equal opportunity employer.
8. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 12 AUGUST 2020

CLOSING DATE: TUESDAY, 25 AUGUST 2020

ENOCH MAFUYEKA
DIRECTOR: TALENT ACQUISITION REMUNERATION
PERFORMANCE & TRANSFORMATION

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

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PERMANENT POSITIONS

This Vacancy is ONLY open to Employees of the City of Johannesburg

1. **Department:** Citizen Relationship & Urban Management
   Branch: **Regional Management Support**
   Designation: **Driver**
   Salary Range: R10 553.63 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 10/NQF level 2;
- Must have a valid driver's licence Code 8, with PDP (Public Driving Permit); and
- 1 year relevant experience.

Primary Function Render an effective and efficient driver and internal and external Courier Service involving the transportation of equipment, material, documents and personnel by driving and safeguarding a Council leased motor vehicle in compliance with the City's vehicle utilization policies.

Key Performance Areas: Perform specific tasks/activities prior to and on completion of allocated assignments. Complete internal transaction documentation (e.g. schedules, log sheet, progress report, overtime compliance etc.) and related forms (vehicles checklist). Collect and deliver correspondence to and from various municipal facilities across the city. Transporting of goods and personnel. Compliance with the City's Fleet Policy. Deliver documentation to various venues as well as organizations and companies with which the region conducts business, as directed. Collect goods. Attend to mail from the post office and deposits/payments. Ensure that a council sponsored cellphone is available to receive calls.

Leading Competencies: Ability to work under pressure and overtime in order to meet deadlines.

Core Competencies: Good communication (verbal and written), time management, customer relation, ability to prioritise and reorganize trips as and when the need arises.

This is an employment equity targeted position and preference will be given to Indian Males, White Males, Indian Females, White Females, including people with disabilities.

Contact Person: Marinda Smit
Tel No: (011) 203 3349
Workplace: Region A
E-Mail: marindas@joburg.org.za

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

2. **Department:** Community Development
Branch: **Sport and Recreation**
Designation: **Executive Secretary**
Salary: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 and a Secretarial Diploma or related qualification/NQF level 6;
- Computer literacy with all MS packages, particularly Excel, Word and PowerPoint; and
- Minimum of 3 years' experience in a secretarial environment.

Primary Function: Coordinate activities and requirements associated with the Office of Director through the application of administrative and secretarial procedures and the execution of sequences associated with the communication, planning, prioritization and organization of confidential and important appointments, events and meetings.

Key Performance Areas: Provide an efficient telephone service for the Director's office. Maintain an efficient record keeping and retrieval system. Perform specific task and activities associated with provision of administration ad secretarial support. Communicate required information to management staff and public.

Leading Competencies: Ability to function under pressure and produce accurate reports within limited time frames; Time management; High level of confidentiality, professionalism and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.

Core Competencies: Teamwork; High level confidentiality; Value and Integrity; Attention to detail and quality focused; Advanced communication skills; Verbal and written reporting.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males and Indian Females, including people with disabilities.

Contact Person: Murrendeni Nelufule **E-Mail:** maleratom@joburg.org.za
Tel No: (011) 407 6553
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PLEASE INDICATE THE VACANCY APPLICATION IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION

This Vacancy is ONLY open to Employees of the City of Johannesburg

3. **Department:** Community Development
Branch: **Sports and Recreation**
Designation: **Officer: Sports and Recreation X 11**
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 plus 3 year Social Sciences tertiary qualification, with specific focus on Sports & Recreation/NQF level 6;
- 2 - 3 relevant experience;
- Computer literacy (Word and Excel); and
- Must have a valid code 8 driver's licence.

Primary Function: Facilities Management duties related to sport and recreation facilities and programmes.

Key Performance Areas: Manage all financial matters at the recreation facility. Initiate and manage programs (Including outreach programs) and activities. Manage and/or assist with the managing of staff, schedules and activities. Manage the facility and administration. Implement research and development results.

Leading Competencies: Interpersonal and conflict resolution. Attention to detail and report writing.

Core Competencies: Organising skills, good communication, bilingualism (proficient in English and at least one other language), financial management, problem solving and negotiating skills.

This is an employment equity targeted position and preference will be given to African Male, Indian Male, White Male, Indian Female, including people with disabilities.

Contact Person: Nonjabulo Sibiya **E-Mail:** thabangmu@joburg.org.za
Tel No: (011) 407 7035/6553
Workplace: Various Regions

PLEASE INDICATE THE VACANCY APPLICATION IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

4. **Department:** Community Development
Branch: **Arts, Culture & Heritage**
Designation: **Operational Manager: Buildings**
Salary: R27 494.16 pm (basic salary excluding benefits)

Appointment Requirements:

- Matric with a National Diploma or Advanced Certificate in Facilities Management, Construction Management or related field (NQF level 6);
- Technical training in safety codes, practices and regulations for buildings (e.g. fire safety, electrical, OHASA generally);
- 3 – 5 years' experience in managing the maintenance of large buildings, with experience of centralized air conditioning, sprinkler systems, smoke detectors, lifts, alarms, access and CCTV systems;
- Knowledge of MFMA regulations;
- Supervisory experience;
- Knowledge of Building Control, Fire Fighting and First Aid;
- Must be able to meet the physical requirements of the job (good mobility, vision, hearing and dexterity levels) as the job entails climbing, crawling, bending, stooping, lifting, carrying etc.;
- Prepared to be on call after hours and work irregular hours; and
- Driver's licence.

Primary Function: Plan, organize and manage building maintenance and repair requirements of the James Hall Museum of Transport inside and out in order to maintain the building fabric, finishes, plant and machinery, air-conditioning, access control, smoke detection and firefighting systems, plumbing, electricity, lifts, lighting and displays etc. in good order. Manage the cleaning of the museum and pest control, in order to support the museum activities while maintaining the facilities in optimum condition, to provide a hygienic and safe building environment for staff and visitors and to protect the museum collections from pests and other hazards. Manage OHASA compliance and adherence to other relevant legislation. Draw up an operating and capital budget and adhere to the MFMA. Plan and undertake emergency procedures for disaster management.

Key Performance Areas: Undertake planning of building maintenance and improvements. Manage lighting maintenance for all areas, including display lighting, stores, offices and emergency lighting in fire escapes and other escape routes. Manage maintenance and repairs of all the museum's fire control systems, including fire escapes, fire extinguishers, fire hoses, hydrants, smoke detectors, sprinklers, gas systems and smoke louvers. Repair and maintenance of the Museum's systems, including security, air-conditioning, lifts and electricity. Manage and monitor the cleaning of the facility. Manage lead and direct building staff. Perform administrative functions.

Leading Competencies: Collaborative/Teamwork & Accountability; Good Communications ability; Networking skills; Problem solving through negotiation; People management.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males, Indian Males, White Males, Indian Females, including people with disabilities

Contact Person: Thato Sepuru **E-Mail:** vacancies-comdev@joburg.org.za
Tel No: (011) 407 7198
Workplace: Alexandra Heritage Centre, cnr Hofmeyer Street and 7th Avenue, Alexandra

PLEASE INDICATE THE VACANCY APPLICATION IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is ONLY open to Employees of the City of Johannesburg

5. **Department:** Community Development
Branch: **Finance**
Designation: **Manager: Capital Management**
Salary Range: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 plus B Com degree in Accounting/Finance or related Finance qualification (NQF level 7);
- 5 – 7 years' relevant experience;
- Local Government finance experience will be an added advantage; and
- Moderate computer literacy skills in terms of Excel, Word;
- Extensive knowledge of SAP Financial Management System; and
- Code 8 Driver's licence.

Primary Function Assist the Community Development directorates to control their key performance and result indicators so that their capital expenditure and Repairs and Maintenance Projects is reported accurately, efficiently an defectively in order to conform to the requirements of the Municipal Finance Management Act and the City's financial strategies and policies. This unit manages community development repair and maintenance expenditure and procurement, capital procurements and reporting and analysing financial systems in terms of overall strategic plan. Prepare and monitor the Community Development annual budget. Analyse and report the financial position of the department accurately on a monthly quarterly and annual basis. Ensure adherence and manage the implementation of specific procedures, systems and controls and the ensure expenditure relating to processing and recording sequences are performed in accordance with audit guideline and general recognized accounting practices.

Key Performance Areas: Lead, direct and control the identification and defining of the short to medium term objectives and priorities of the Unit. Lead direct and control the key performance indicators and outcomes of personnel within the Unit. Lead, direct and control the implementation of specific procedures, systems and controls associated with key functional area embodied in the Community Development directorates. Lead, direct and control application and sequences associated with recording authorization and execution of the expenditure transactions. Lead, direct and control capital expenditure of Community Development.

Leading Competencies: Provide support within the Budget and Accounting Capital Section of the Finance Department of Community Development to ensure that this section of Finance runs effectively and effectively and that community Development directorates conform to the requirements of the Public Finance Management Act, the Municipal Finance Management act and the financial strategies and policies are adhered to in terms of Budget and Financial Reporting.

Core Competencies: Attention to detail and high levels of accuracy in the financial field of Local Governments, good organizing and time management skills. Good problem solving skills in line with resolving financial solutions. Ability to work independently with minimal supervision. High level of financial skills.

This is an employment equity targeted position and preference will be given to African and White males and African females, including people with disabilities.

Contact Person: Nonjabulo Sibiya **E-Mail:** thatose@joburg.org.za
Tel No: (011) 407 7198
Workplace: Metropolitan Centre. Braamfontein,

PLEASE INDICATE THE VACANCY APPLICATION IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

6. **Department:** Group Forensic & Investigation Services (GFIS)
Branch: **Forensic Investigation Management Centre**
Designation: **Deputy Director: MISS Vetting**
Salary: R50 238.79 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 or Matric;
- Bachelor Degree/National Diploma or equivalent qualification in Policing, Forensic Investigation, Security Management) and Basic Vetting Course at NQF level 7;
- State Security Agency (SSA) Advisory course will be an advantage;
- 7 years' in MISS environment of which 3 years' should be at management level within public service or private sector;
- Competed SSA/South African Police Service/South African National Defense Force vetting investigation course or should be completing the course within one year of appointment;
- Membership to relevant regulatory bodies will be an added advantage or should register for membership within one year of appointment;
- Basic knowledge and understanding of Minimum Information Security Standards (MISS) and other relevant legal mandate; and
- Valid driver's licence.

Primary Function: Responsible for administering, managing and implementing City of Johannesburg (CoJ) vetting initiatives and other related MISS programmes.

Key Performance Areas: Administer and manage the execution of vetting and other related services within the CoJ. Develop, manage and implement policies, guidelines, norms and standards with regards to vetting. Stakeholder management. Provide administrative support in relation to recruitment and procurement processes. Ensure accountability of managing resources, projects, handling of all vetting applications, requests and files. Human capital and performance management. Financial management.

Leading Competencies: Strategic management; Project management; Values; Batho Pele principles; Stakeholder management; Ethics and Integrity; Conflict management; Business acumen; Fairness and transparency; Work independently; Team player; Customer focus and responsiveness; Communication; Creativity; Problem solving; Assertive and accurate intellectual capacity; Confidentiality of personel information to be maintained at all times; Loyalty and ability to work extended hours, Performance management and excellent presentation skills.

Core Competencies: Vetting systems investigations; excellent computer skills; information gathering; profiling, analysis; interpretation; interviewing; administering of MISS files and excellent report writing and compliance management.

This is an employment equity targeted position and preference will be given to African, Indian, White Males, African, Indian, White Females, including people with disabilities.

Applicants will be subjected to screening process prior to appointment as part of the recruitment process

Contact Person: Puleng Kgabane **E-Mail:** KgabaneP@joburg.org.za
Tel No: (011) 407 6562
Workplace: SAPPI building, East Wing, 48 Ameshoff Street, Braamfontein

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

7. **Department:** Group Forensic and Investigation Services (GFIS)
Branch: **Strategic Management Services**
Designation: **Deputy Director: Business Planning and Performance Management**
Salary: R50 238.79 pm (basic salary excluding benefits)

Educational Requirements:

- Bachelor Degree in Social Sciences or any related qualification/NQF level 7;
- Post graduate qualification in Monitoring and Evaluation/Governance or any related qualification in governance will be an added advantage;
- At least 6 years of experience within strategic planning and performance management;
- Experience in the monitoring and evaluation environment will be an added advantage;
- 3 years must be at management level at National, Provincial or Local Government or Government Entity;
- Proven track record of facilitating a strategic and performance management support service to a Director or at a similar level;
- Experience in supervising multiple, diverse service functions simultaneously with a strong supervisory and team leadership skill;
- Ability to work with various levels of personnel in a fast paced environment; and
- Experience compiling performance reports and managing budgets as well as business administration.

Primary Function: Support the Director: Strategic Management Services by ensuring the provision of strategic planning and performance management functions to enable the GFIS to effectively and efficiently deliver on its mandate. Supervise the Assistant Director responsible for this portfolio.

Key Performance Areas: Implement Departmental strategic planning processes. Performance monitoring and evaluation coordination. Compilation of the Department's performance report. Implement Departmental Individual performance management and reporting processes. People and risk management as well as other related activities related to the function.

Leading Competencies: Strategic management; Project management; Values; Batho Pele principles; Stakeholder management; Ethics and Integrity; Conflict management; Business acumen; Fairness and transparency; Work independently; Team player; Customer focus and responsiveness; Excellent Communication; Creativity; Problem solving; Assertive and accurate intellectual capacity; Confidentiality of staff personal information to be maintained at all times; Loyalty and ability to work extended hours, Performance management and excellent presentation skills.

Core Competencies: Leadership and people management skills; Goal orientation; Handling of confidential matters; Emotional intelligence; Change management; Attention to detail; Performance management; Financial management; Planning and organizing skills; and Integrity.

This is an employment equity targeted position and preference will be given to African, Indian, White Males, African, Indian, White Females, including people with disabilities.

Applicants will be subjected to screening process prior to appointment as part of the recruitment process

Contact Person: Puleng Kgabane **E-Mail:** KgabaneP@joburg.org.za
Tel No: (011) 407 6562
Workplace: SAPPI building, East Wing, 48 Ameshoff Street, Braamfontein

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinic and Substance Abuse

8. **Department:** Health
Branch: **Region F**
Designation: **Operational Manager: Clinics**
Salary Range: R27 494.16 – R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:
- Grade 12 plus a Diploma in General Nursing and Midwifery/NQF level 6;
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care/NQF level 7;
- Registration with South African Nursing Council;
- 5 years' experience post registration as a General Nurse or midwife;
- 5 years' or more in a similar PHC environment;
- 1 – 4 years' experience after registration as a Clinical Nurse Practitioner;
- Knowledge of City processes, best practices, policies and procedures on health issues;
- Computer literacy and must have a valid driver's licence; and
- Should be able to function under pressure in terms of emergencies and increased workloads.

Primary Function: Provide specialized managerial implementation process that is regulated by legislation, monitoring and evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives and statutory requirements related to the provisions of a health consultation and primary health care service to the community and clinics.

Key Performance Areas: Identify with the community services strategy with respect to the provision of a comprehensive health service and define, implement and monitor the short-term plans/objectives for the clinical services functionality. Direct controls of the key performance indicators and outcomes of staff within the clinical services section. Implement procedures, systems and controls to regulate specific work sequences and general practices/processes as dictated in health legislation, code of conduct associated with the professions, labor relations and employee benefits. Coordinate specific sequences associated with the provision of education and training to communities and staff on clinical approaches to safe and healthy living. Implement financial processes according to supply chain management policy and MFMA. Implement effective stock and financial control processes. Supervision and leadership in the implementation of standards and criteria for quality clinical nursing. Data management Implement and provide leadership for good governance and risk control processes to ensure compliance to legislation, policies and guidelines.

Leading Competencies: Collaborative Teamwork, Management & Accountability.

Core Competencies: Attention to detail and high level of accuracy in the recording and capturing of information; Ability to work independently; High level of Communication skills required to work with people; Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism; Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African, Indian, White Males and Indian, White Females including people with disabilities.

Contact Person: Zakhele Ntshangase **Email:** ZakheleN@joburg.org.za
Tel No: (011) 681 8090
Workplace: Health Department, Region F

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is ONLY open to Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinic and Substance Abuse

9. **Department:** Health
Branch: **Management Support**
Designation: **Manager: Administration**
Salary Range: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus a National Diploma/NQF level 6 in Public Administration and Management;
- 3 - 5 years' experience in the middle management;
- Knowledge of the City's processes, best practices and policies and procedures on Health issues, research, monitoring and evaluation, Core PHC norms and standards and relevant national Gauteng and CoJ protocols, standard operating procedures, policies and guidelines;
- Intermediate to advanced computer literacy; and
- Computer skills (MS packages, including web based DHIS, Tier.net, Project Management, Financial Management, PFMA and MFMA.

Primary Function: Provide overall management with regards the initiation, development , oversee implementation, coordination, monitoring, analysing an devaluation of all administrative policies and systems development issues as it relates to contracts, records management , OHASA, Logistics and human resources issues, thus ensuring good governance and a well-managed department.

Key Performance Areas: Control the administrative requirements associated with department. Identify and define the short to medium term objectives and priorities of the administration programme, encapsulating procurement, expenditure and control functionality by monitoring and evaluating the implementation of the activities and procedures in accordance with the MFMA and other relevant legal frameworks. Manage and coordinate and networking of liaison processes with internal and external service providers in Health, other business units and with all relevant external stakeholders. Manage, lead, plan, organize, control, monitor and evaluate the implementation of the key performance indicators and outcomes of the personnel involved. Implement procedures, systems and controls to regulate specific work sequences associated with the functionality of HIV/Aids and STI Care and service delivery in all the sub districts. Manage, lead, plan, organize, control, monitor and evaluate the implementation and administration. Coordinate specific administrative and reporting requirements associated with the key performance and results indicators of the functionality.

Leading Competencies: Collaborative Teamwork & Team Building, Management & Accountability.

Core Competencies: Attention to detail and high level of accuracy in the recording and capturing of information; Ability to work independently; High level of Communication skills required to work with people; Customer and Service Delivery Management (Batho Pele) Ethics, Conflict Management; Problem solving skills; Integrity and Professionalism; Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males and African Females including people with disabilities.

Contact Person: Zakhele Ntshangase **Email:** ZakheleN@joburg.org.za
Tel No: (011) 681 8090
Workplace: Health Department, Region F

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

This position is aimed at re-enforcement of staffing in preparation for the extended clinic hours, Mobile Clinic and Substance Abuse

10. **Department:** Health
Branch: **District Health Systems (Region B and Region F)**
Designation: **Manager: Clinics**
Salary Range: R39 055.92 – R52 185.72 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 and Basic nursing Diploma/Degree or equivalent (NQF level 6) accredited with SANC;
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (NQF level 7);
- Proof of current registration with SANC as a Professional Nurse;
- 1 year Post Basic Diploma accredited with SANC in terms of Government Notice R212 in the relevant Nursing Science/Advanced midwifery/Community Nursing Science (NQF level 7);
- Post Basic Degree/Advanced Diploma in Health Service Management (Nursing Administration) with Community Nursing Science/Nursing Education (NQF level 8);
- 10 years' experience after the basic qualification;
- 5 years or more experience in the Primary Health Care setting;
- 5 years' experience in Managerial position;
- Must have a valid driver's licence; and
- Computer literacy.

Primary Function: Manage, lead, plan, organize, control, monitor and evaluate the implementation, of all health programmes, reporting sequences of outcomes associated with PHC plans and programmes designed to accomplish key PHC service delivery objectives with respect to National PHC core Package of services, District Heath Information System (DHIS), Skills Development and Training, Quality Assurance, Research and Health Promotion programs within the City. Develop Strategies, programmes and action plans in accordance with the principles of the District Health System (DHS) Model using the Primary Health Care Approach, within the relevant health legislation and statutory requirements that are in line with the National, Provincial and Local Government Policies, Protocols, Procedures and guidelines to meet to meet the targets in the Health Business Plan, the Health Sector and the District Plan within the City. Support and ensure that all PHC facilities are ready for the National Health Insurance (NHI) implementation, including the implementation of the Electronic Health Record. Fastrack PHC re-engineering in all facilities and in the catchment areas.

Key Performance Areas: Identify and define the immediate, short, intermediate and long-term objectives/plans associated with the provisions of National PHC Core Package of service District Health Information System (DHIS), skills Development and Training, Quality Assurance, Research and Health Promotion pogrammes within the Region. Identifies and defines the short to medium term objectives and priorities of the National core Package of service encapsulating procurement, expenditure and control functionalities by monitoring and evaluating the implementation of the activities and procedures in accordance with the MFMA and other relevant legal frameworks. Monitor and evaluate Health information processes that are specific to the operations of the service delivery issues pertaining to the National Core package of service, District Health Information Systems (DHIS). Manage, lead, plan, organize, control, monitor and evaluate the implementation, of all key performance indicators ad outcomes of personnel involved in the National Core Package of services, District Health Information Systems (DHIS), Skills development and Training, Quality Assurance

Research and Heath promotion programs. Implement procedures, systems and control to regulate specific work sequences associated with the functionality of health care services in the sub district. Manage, lead, plan, organize, control, monitor and evaluate the implementation, of National Core Package of services, District Health Information System (DHIS), Skills Development and Training, Quality Assurance, Research and Health Promotion programs activities. Coordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Leading Competencies: Collaborative Teamwork, Management & Accountability.

Core Competencies: Attention to detail and high level of accuracy in the recording and capturing of information; Ability to work independently; High level of Communication skills required to work with people; Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism; Impact and Influence and Confidentiality.

This is an employment equity targeted position and preference will be given to African Males and African Females including people with disabilities.

Contact Person:	Mpho Sehularo	**E-Mail:** mphosehu@joburg.org.za
Tel No:	(011) 718 9657	
Workplace:	Region B	

Contact Person:	Zakhele Ntshangase	**Email:** ZakheleN@joburg.org.za
Tel No:	(011) 681 8090	
Workplace:	Health Department, Region F	

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

11. **Department:** Housing
Branch: **Finance**
Designation: **Manager: Assets**
Salary: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Finance or a relevant 3 year qualification (NQF level 7);
- Accounting understanding or experience in Finance related field;
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.
- 5 years' experience in asset management;
- Full knowledge of Asset Management concepts and functions;
- Good communication, analytical and problem solving, computer literate, report writing and presentation skills required; and
- Valid driver's licence.

Primary Function: Manage the compilation, maintenance, reconciliation and, from time to time, verification of accuracy of the Computerized Asset Register as laid in the Asset Management Control Procedures. Render supportive and advisory services to Housing units regarding the efficient control and proper accounting of Fixed Assets.

Key Performance Areas: Interacts with Regions and Core functions on Asset Management Control procedures. Manage the maintenance of the Computerized Asset register in accordance with laid down procedures. Reconcile and review the Asset Register as per laid down procedures. Render support and assistance to various stakeholders requesting Asset Management information. Finalise the asset management functions as required in the year-end guidelines.

Leading Competencies: Operational and technical decision-making; People Management; Financial Management; Stakeholder Management; Programmes and Projects Management; Good leadership and change management; Teamwork and Accountability; Proven facilitation, liaison and influencing skills.

Core Competencies: Attention to detail and high levels of accuracy and excellent planning, organizing and time management skills; Good negotiation and conflict management skills. Good problem solving skills and information gathering skills; Excellent verbal, written and communication skills; Ability to operate with continued pressure to deliver high quality work standards; Ability to work independently; Good Ethics; Confidentiality; Multi-tasking; Strong figures; Work under pressure; Lateral thinker; Use own discretion.

This is an employment equity targeted position and preference will be given to Indian Male, White Male, African Female, Colored Female Indian Female & White Female, including people with disabilities.

Contact Person: Tiyani Maringa **E-Mail:** Housingrecruitment@joburg.org.za
Tel No: (011) 407 6630
Workplace: 222 Smit Street, Braamfontein

PUBLICATION DATE: 12 AUGUST 2020 **CLOSING DATE: 25 AUGUST 2020**

VACANCY CIRCULAR: 036/2020
