CITY OF JOHANNESBURG

VACANCY CIRCULAR: 049/2020

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 letter for each position must be submitted and it must be clearly indicated on the application letter for which post(s) applicants are applying, (e.g. 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, 21 OCTOBER 2020

CLOSING DATE: TUESDAY, 03 NOVEMBER 2020

ENOCH MAFUYEKA
DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE AND TRANSFORMATION

a world class African city

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

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Braamfontein

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www.joburg.org.za

PERMANENT POSITIONS

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

1. **Department:** Group Corporate and Shared Services
   Branch: Group SHELA and FCM
   Designation: **Administrator: Printing**
   Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Certificate or diploma in Office Administration / Human Resources (NQF level 6).
- One (1) year experience in administration / Human Resources / Support Services.
- Computer literacy. Interpersonal and communication skills required.

Primary Function: Co-ordinate activities and requirements associated to management and the application of administrative and secretarial procedures, communication, planning and prioritization to confidential ad important appointments, events / functions and meetings.

Key Performance Areas: Scheduling and planning of dairy. Administration. Receptionist and Office support.

Leading Competencies: Confidentiality

Core Competencies: Work under pressure, lateral thinker, use own discretion, team player and work independently.

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

Contact Person: Samuel Masonono **E-Mail:** SamuelMa@joburg.org.za
Tel No: (011) 407 6939
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

2. **Department:** Group Corporate & Shared Services
   Branch: **Group SHELA & FCM**
   Designation: **SHE Specialist**
   Salary Range: R27 494.16 pm (basic salary excluding benefits)

Appointment Requirements:

- 3 Year qualification in Occupational Health and Safety or equivalent (NQF level 6);
- Relevant safety course e.g. SAMTRAC, accredited ISO 9000, 14000 and OSHAS 1800 will be an added advantage;
- Computer literacy (MS Office)
- 3 – 4 years' experience;
- Experience in OS risk assessments, ability to analyse and investigate COID related incidents and conduct physical safety audits; and
- Extensive travelling, irregular working hours.

Primary Function: Lead the implementation of an Occupational Health and Safety (OHS) programme that will minimize injuries and diseases and mitigate risks to the health and safety of employees, the community and the environment. Monitor whether the requirements of the OHS Act 85/1993, regulations and other applicable statutes and the provisions of the City of Johannesburg (CoJ) grading system are met. Advice and monitor legal compliance with disaster management act. Ensure pro-active council preparedness relative to potential disasters at council occupied properties and activities. Monitor whether the recommendations for corrective measures are implemented. Monitor and evaluate the successes and failures of the CoJ OH and management programme.

Key Performance Areas: Develop safety audit plan and execute tasks and schedule occupational safety inspections. Keep records associated with monitoring functions and reporting requirements of the OHS sub-directorate; Maximise return on human capital investment through value adding accident prevention intervention to improve organizational performance; Implement the CoJ OHS management programme; Monitor risk and identify organizational employees' needs; Implement communication strategies aimed at creating awareness of services available; Implement interventions for ensuring the health and safety of CoJ employees and members of the public that visit council.

Leading Competencies: Desire to keep abreast with new development within the discipline; Drive for self-improvement; Collaborative/Teamwork & Accountability.

Core Competencies: People Management; Ability to work under pressure and produce accurate reports within limited timeframes; High degree of interpersonal skills to interact with all levels of staff and external stakeholders; Ability to produce documents of a high quality; 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 Indian, White Males and Females including people with disabilities

Contact Person: Tebogo Seema **E-Mail:** TebooSee@joburg.org.za
Tel No: (011) 407 7139
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

3. **Department:** Group Communication and Marketing
Branch: **Marketing**
Designation: **Specialist: Corporate Marketing**
Salary Range: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Bachelor's Degree in either Public Relations, Journalism, Communications or Marketing (NQF level 7);
- Must have a valid Code 8 driver's license;
- 6 - 8 years' relevant experience in marketing (digital and/or traditional) in the public or private sector;
- Sound experience in the successful delivery of medium to large scale marketing campaigns, report-writing, project management, planning and organising;
- Knowledge of government legislation, policies and procedures applicable to South Africa, financial management and budgeting and marketing principles and practices; and
- Computer (MS Office) and research capabilities.

Primary Function: Implement the Communication and Marketing Strategy of the City of Johannesburg, which includes creating and implementing targeted marketing plans, optimising the City's traditional marketing as well as online marketing campaigns across various marketing channels and tracking their progress. Consult and collaborate with City departments and municipal entities to ensure an integrated approach to City-wide marketing related activities.

Key Performance Areas: Oversee the implementation of comprehensive marketing plans and activities in line with the overall Communication and Marketing Strategy. Support the business units within the Group Communication and Marketing Department as well as other departments and municipal entities, in implementing their strategic marketing plans/activities. Oversee and execute the procurement of marketing and advertising initiatives/campaigns and related activities. Ensure that marketing activities are aimed at increasing brand equity and enhancing overall awareness of the Joburg brand, in accordance with the City's Corporate Identity Guidelines. Build and manage new and existing relationships with stakeholders. Conduct market research and analysis on campaigns. Coordinate the activities of the Marketing offices in order to maximize productivity and efficiency. Execute sound financial controls.

Leading Competencies: Superior oral and written communication skills. Networking and negotiation. Emotional intelligence and conflict management. Business acumen. Work independently.

Core Competencies: People Management. Professionalism and Service with Pride. Upholding CoJ and departmental values; Batho Pele principles. Integrity and sound judgement.

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

Contact Person: Bongani Myeni **E-Mail:** BonganiM@joburg.org.za
Tel No: (011) 407 6808
Workplace: Metropolitan Centre,158 Civic Boulevard, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

4. **Department:** Health
Branch: **District Health Systems (Region A, C D and G)**
Designation: **Operational Manager: Clinics**
Salary Range: R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:

- 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;
- 3 - 5 years' experience post registration as a General Nurse or midwife;
- 3 - 5 years' or more in a similar PHC environment;
- 3 - 5 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 license; 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 Indian and White Males and Females, including people with disabilities.

Contact Person: Samuel Ndou **E-Mail:**HCMHEALTH@joburg.org.za
Tel No: (011) 407 7062

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

Workplace: Region A and G

Contact Person: Kgomotso Mogotsi
Tel No: (011) 407 6396
Workplace: Region C
E-Mail: HCMHEALTH@joburg.org.za

Contact Person: Promise Mbedzi
Tel No: (011) 407 7048
Workplace: Region D
E-Mail: HCMHEALTH@joburg.org.za

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

5. **Department:** Health
   Branch: **Management Support and Development**
   Designation: **Driver**
   Salary Range: R10 553.63 pm (cost to company, basic salary inclusive of benefits)

Appointment Requirements:

- Grade 10/NQF level 2;
- Must have a valid driver's license Code C1 with PDP (Public Driving Permit); and
- 2 years driving experience.
- Ability to read and write.

Primary Function Render an effective and efficient courier and transport service for Health Department.

Key Performance Areas: Transport goods, passengers, parcels, and documents from one point to the other which includes loading and offloading of goods. Collect equipment from various facilities and store as well as drugs from Pharmacy and various stocks from store.

Leading Competencies: Ability to plan delivery schedule. Reading / writing and Listening

Core Competencies: Must be able to work extended clinic hours. Must able to communicate. Good interpersonal relations.

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: Kgomotso Mogotsi
Tel No: (011) 407 6396
Workplace: Health Department

E-Mail: HCMHEALTH@joburg.org.za

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

6. **Department:** Health
   Branch: **Public Health Care**
   Designation: **Operational Manager: Health Information System (HIS)**
   Salary Range: R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus Diploma/Degree in Nursing/Environmental Health;
- Registered with the relevant professional body if applicable
- Computer literacy;
- Background and/or certificate in DHIS, TIER.Net and Electronic TB will be an added advantage;
- 3 - 5 years' Management experience; and
- Knowledge in data collection, calculations, collation and quality checks.

Primary Function: Coordinates the operations of the Information System and monitoring the execution of procedural requirements and specialized intervention linked with the monitoring, evaluation and control of the Health information System Programme. Ensure that data/ information Management is as per prescribed prescripts and of quality. Responsible for dissemination of information on policies relating to Information System issues to both the employees and relevant stakeholders. Responsible for provision of feedback on data/information as and when required in order to inform management operations, planning and decision making.

Key Performance Areas: Coordinate and control the activities and procedures associated with the implementation of the IS programmes within the Region. Implement IS activities and procedures in accordance with the MFMA and other relevant legal frameworks. Offer leadership, guidance and counselling to staff. Conduct and supervise the implementation of IS. Support and monitor the implementation of appropriate eHealth related strategies and business plans in CoJ. Conduct/co-conduct training on data management and other IS-related issues. Interact and present the Region internally and externally in matters relating to the provision of HIS programmes.

Leading Competencies: Collaborative/Teamwork & Accountability. Good communication, interpersonal and time management skills.

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 Indian, White Males and Females including people with disabilities.

Contact Person: Samuel Ndou
Tel No: (011) 407 7062
Workplace: Region A and G
E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

7. **Department:** Health
   Branch: **Environmental Health**
   Designation: **Operational Manager: Environmental Health**
   Salary Range: R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:

- National Diploma in Environmental Health (NQF level 6);
- Registered with Health Professional Council of SA as an Independent Environmental Health Practitioner; and
- 3 - 5 years' experience in Environment Health Environment.
- Knowledge of legislation, best practices and policies and procedures on Environmental Health.
- Computer literacy (MS Office) and good communication skills.

Primary Function: Manage and coordinate the operations of Environmental Health Practitioner's to ensure that Municipal Health Services as defined in the National Health Act are implemented by determining community profiles and need through the coordination, investigation, inspection, monitoring, evaluation and reporting. Direct compliance enforcement procedures related to environmental health. Distribute information, educate as well as advice on practices that negatively impacts in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

Key Performance Areas: Implement and monitor the Service Delivery Plan (SDP) as defined by the key performance indicators (KPI's as well as all other responsibilities described in relevant Environmental Health legislation). Implement a performance management system to measure compliance with SDP and level of work quality. Assist with the development of and management operational implementation of council procedures, system and control to regulate work. Perform specific tasks and activities associated with administration procedures. Manage and coordinate participation in the delivery of awareness and education programmes on environmental health approaches to a safe and healthy living to the community. Supervise staff to ensure the delivery of Municipal Health Services as defined in the National Health Act. Ensure that coordination, investigation, inspection, monitoring; evaluation, reporting and direct compliance enforcement procedures, related to Environment Health are implemented.

Leading Competencies: Leadership, Must be able to work under pressure,

Core Competencies: Strong decision making; discretion/impartiality; leadership; accountability; time management; communication, conflict management; analytical thinking skills required; management in the environmental health environment.

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

Contact Person: Samuel Ndou **E-Mail:** HCMHEALTH@joburg.org.za
Tel No: (011) 407 7062
Workplace: Region A and G

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

8. **Department:** Health
   Branch: **Public Health Care**
   Designation: **Operational Manager: Chronic Diseases and Women's Reproductive and Maternal Health**
   Salary Range: R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:

- Diploma in General Nursing and Midwifery or equivalent /
- Diploma in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care; (NQF level 7).
- Registration with South African Nursing Council;
- 3 - 5 years' experience post registration as a midwife;
- 3 - 5 years' or more in a similar PHC environment;
- 3 - 5 years' experience after registration in Diploma in Clinic Nursing Science, Health Assessment, Diagnosis, Treatment and Care.
- Computer literacy (MS Office, Outlook etc.); good communication and coordinating sills required.
- In depth knowledge and understanding of legislative requirements, acceptable practices and procedures regulating the development of PHC skills of professional nurses;
- Valid Driver's license.

Primary Function: Coordinate the operation of the Chronic diseases, Women's, Reproductive and Maternal health and monitor the execution of procedural requirements and specialized interventions associated with the monitoring, evaluation and control of the Chronic diseases, Women's, Reproductive and Maternal health programmes. Responsible for dissemination of advice and information on policies relating to Chronic diseases, Women's, Reproductive and Maternal issues to both the employees and the local community in order to ensure the objectives related to affordable, accessible effective health care are realized.

Key Performance Areas: Identify and define the immediate, short and long objectives and plans associated with the Chronic diseases, Women's, Reproductive and Maternal health programmes. Coordinate specific administrative and reporting requirements associated with operational key performance and result indicators. Implement financial process according to supply chain management policy and Municipal Finance Management and financial control processes. Monitors and evaluate the Quality Assurance Skills Development and training programmes undertaken by the region so that they are always in line with strategic imperatives of the Council and contributes to improved health services delivery. Coordinate Education and Training programmes Chronic diseases, Women's, Reproductive and Maternal health to the health personnel and the local community. Coordinates and control Chronic diseases, Women's, Reproductive and Maternal health Quality Assurance and Skills Development programmes task and activities associated with personnel performance.

Leading Competencies: Must be able to work under pressure; Facilitation, assessment and moderations skills; Good negotiation, analytical and presentation skills.

Core Competencies: Must form part of multi-disciplinary team; Good interpersonal and communication skills; Conflict management; Capacity building; Coordination of Training Programs.

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

Contact Person: Samuel Ndou
Tel No: (011) 407 7062
Workplace: Region A and G

E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

9. **Department:** Health
   Branch: **District Health Systems**
   Designation: **Manager: Clinics**
   Salary Range: 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);
- 5 years or more experience in the Primary Health Care setting;
- 5 years' experience as Operational Manager: Clinics or Programmes;
- Minimum of 10 years' experience after the basic qualification.
- Must have a valid driver's license; 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, White Males and African Females including people with disabilities.

Contact Person: Kgomotso Mogotsi
Tel No: (011) 407 6396
Workplace: Region C

E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

10. **Department:** Health
Branch: **Primary Health Systems**
Designation: **Senior Secretary**
Salary Range: R17 022.07 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12/NQF level 4 plus Secretarial / Administration qualification (NQF level 5).
- 3 years' experience in secretarial duties;
- Knowledge of administration and secretarial duties; and
- Skill required: good communication and computer literacy (MS Office).

Primary Function: Coordinate activities and requirements associated with the Supervisors office through the application of administrative and secretarial duties and execution of sequences associated with the communication, planning, prioritization of critical, confidential and important appointments/events/functions/meetings.

Key Performance Areas: Execute specific instructions and applicable laid down procedures with respect to coordinating the executive diary and specific events. Provide an efficient telephone service for the office. Maintain an efficient record keeping and retrieval system. Perform secretarial and administration duties. Communicate required information to management, staff and the public.

Leading Competencies: Ability to function under stress; Time management; High level of confidentiality and organizational skills. Work independently; Work under pressure; Accountability. Ability to prioritize,

Core Competencies: Collaborative/Teamwork; Value and Integrity; Attention to detail and quality focused; Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism; Impact and Influence according to City's protocols, Legislation and standards.

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

Contact Person: Samuel Ndou **E-Mail:** HCMHEALTH@joburg.org.za
Tel No: (011) 407 7062
Workplace: Regional Office

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

11. **Department:** Health
Branch: **District Health Systems**
Designation: **Operational Manager: Health Promotion**
Salary Range: R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Diploma in General Nursing.
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care/NQF level 6;
- Registration with South African Nursing Council;
- 3 - 5 years' experience post registration as a General Nurse or midwife;
- 3 - 5 years' or more in a similar PHC environment;
- 3 - 5 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 license.

Primary Function: Lead the Health Promotion programme planning implementation, monitoring, evaluation and reporting sequences of outcomes in line with the City of Joburg strategic direction and will supervise the Health Promotion at the facility level.

Key Performance Areas: Identify and define the immediate short and long term, objectives and plans associated with the provisions of health promotion programme. Coordinates and control the work sequences projects and outcomes associated with implementation of the health Programme programs. Implement financial process according to supply chain management policy and Municipal at Finance Management Act of 2003 Act 56 2003, Implements effective stock and financial control processes. Coordinates specific sequences associated with the provision of education and training to communities and staff on clinical approaches to safe and healthy living. Directs and control the key performance indicators and outcomes of personnel involved in Health Promotion programme within the facility.

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 Indian, White Males and White Females including people with disabilities.

Contact Person: Promise Mbedzi
Tel No: (011) 407 7434
Workplace: Region D

E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

12. **Department:** Health
Branch: **Management Support and Development**
Designation: **Administrative Officer**
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 (NQF level 4) and a National Diploma (NQF 5 or 6) in Administration or equivalent;
- 2 years' experience in administrative work environment, with 1 year in Supply Chain Management;
- Intermediate to advanced computer literacy (Microsoft Word and Excel); Good Communication (verbal and written) and coordinating skills required;
- Knowledge of City's Processes, best practices, policies and procedures on medical supplies and equipment;
- Knowledge of MFMA as it relates to procurement processes;
- Must have a valid drivers' license.

Primary Function Provide comprehensive administrative support to COJ health department in the District Systems Development (DHSD) unit. Al the functions needs to be executed in line with approved policies, procedures and practices.

Key Performance Areas: Provide administrative procedures within the Department Management and selection processes. Implements and maintains procedures and systems associated with controlling the procurement process. Manage and facilitate key events process and procedures.

Leading Competencies: Collaborative/Teamwork & Accountability.

Core Competencies: Computer literacy (Microsoft Word and Excel); Good Communication (verbal and written) and coordinating skills required.

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

Contact Person: Samuel Ndou
Tel No: (011) 407 7062
Workplace: Region G

E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

13. Department: Health
Branch: **District Health Systems**
Designation: **Operational Manager: Training and Quality Assurance**
Salary Range: R38 482.73 pm (basic salary excluding benefits)

Appointment Requirements:

- BA Cur or equivalent majoring in Nursing Education and Health Service Management/NQF level 7;
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care;
- 3 - 5 years' clinical experience in the PHC clinical area is permittable;
- 3 - 5 years' experience post registration as a General Nurse or midwife;
- 3 – 5 years' experience in a Clinical Nursing care Environment, coordinating training based on the set policies and protocols
- In-depth knowledge of PHC and IMCI protocols to conduct training, implement and monitor implementation;
- Computer literacy (MS Office, Outlook etc.); good communication and coordinating sills required.
- In depth knowledge and understanding of legislative requirements, acceptable practices and procedures regulating the development of PHC skills of professional nurses;
- Valid Driver's license.

Primary Function: Coordinate the operation of the Primary Health Care programmes such as Quality Assurance, skills development and training and monitors and the execution pf procedural requirements and specialized interventions associated with the monitoring, evaluation and control of quality of district hath programmes. Responsible for dissemination of advice and information on policies relating to Primary Health are programms ad health issues to both the employees and the local community in order ensure the provision of quality health care in the heat regions of the City of Johannesburg.

Key Performance Areas: Identify and define the immediate, short and long objectives and plans associated with quality Assurance, skills development and training on health programmes. Coordinate specific administrative and reporting requirements associated with operational key performance and result indicators. Implement financial process according g to supply chain management policy and Municipal Finance Management and financial control processes. Monitors and evaluate the Quality Assurance Skills Development and training programmes undertaken by the region so that they are always in line with strategic imperatives of the Council and contributes to improved health services delivery. Coordinate and conducts Education and Training programmes on the Quality of all PHC programmes to the health personnel and the local community. Coordinates and control Quality Assurance and Skills Development programmes task and activities associated with personnel performance. Accompaniment and evaluation of Nurse in the clinical setting. Supervision aligned to red flags.

Leading Competencies: Must be able to work under pressure; Facilitation, assessment and moderations skills; Good negotiation, analytical and presentation skills.

Core Competencies: Must form part of multi-disciplinary team; Good interpersonal and communication skills; Conflict management; Capacity building; Coordination of Training Programs.

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

Contact Person: Kgomotso Mogotsi
Tel No: (011) 407 6396
Workplace: Region E

E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

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

Appointment Requirements:

- Degree / NQF level 7 in Public Administration and Management.
- Five (5) – seven (7) years' experience in the middle management.
- Knowledge of the City's process, 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 advance Computer literacy;
- Must have a valid driver's license code 8.
- Team Building, conflict management and problem-solving skills sand computers skills (Microsoft Word, PowerPoint and Excel) including web-based DHS, Tier net, Project Management, Financial Management, PFMA and FMMA.
- Good Communication Skills.

Primary Function: Provide overall management with regards the initiation, development , oversee implementation, coordination, monitoring, analyzing 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. Manage and control outcomes associated with utilization, productivity and performance of personnel within the section. Monitor, coordinate and manages the implementation of financial control procedures and provides information to support financial planning sequences. Ensure that appropriates strategies, plans policies and procedures are developed, approved communicated to the relevant stakeholder and implement so that the imperatives of the department are met. Coordinates, support and oversee implementation of a security systems for the department. Coordinate, develop, monitor and oversee implementation of policies, procedures regarding Human Resources issue within the region. Coordinate and monitor implementation of activities relating to OHASA. Manage and oversee the management of fleet services within the region through developing and implementation of plan monitor expenditure and misuse of vehicle and institute remedial action. Manage and coordinate the networking and liaison processes with internal and external service provider in health other business units and with all relevant external stakeholders.

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, White Males and African Females including people with disabilities.

Contact Person: Promise Mbedzi
Tel No: (011) 407 7048
Workplace: Region F
E-Mail: HCMHEALTH@joburg.org.za

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

15. **Department:** Group Finance
Branch: **Management Support**
Designation: **Director: Finance**
Salary Range: R62 284.19 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Accounting or Financial related qualification / Chartered Accountant (NQF level 7)
- Ten (10) years' managerial experience in the compilation, analysis and interpretation of financial management reports & balance sheets analysis.
- Five (5) years' experience in Public Sector Finance (MMFA or PMFA).
- Preferences will be given for experience in Financial Management within the Local Government sphere.
- Experience in budgeting, income and expenditure management (SCM) Supply Chain Management and asset management.
- Experience in MS Office applications and Access and Excel.
- Project Management, Risk Management and Auditing will be an added advantage.
- Qualification and experience in terms of minimum competencies prescribed by National Treasury.

Primary Function: Lead, direct and control financial activities within Group Finance through the development and implementation of strategies, policies, procedures within appropriates legislative frameworks.

Key Performance Areas: Develop strategies policies and procedure to be implemented by respective Units within Group Finance. Direct monitor and control procurement for all units within Group Finance department. Provide efficient and effective asset and resources (material and tools) management, monitoring and control within Group Finance. Direct and lead the development of financial planning and strategy of Group Finance budget. Compile and consolidate reports for Group Head Management Support for submission to the Group Chief Financial Officer and other stakeholders. Dissemination of financial information on policies, procedures, legislation and guidelines to all relevant stakeholders. Direct and control outcomes associated with utilization, productivity and performance of people and implement sound labour relations within the directorate.

Leading Competencies: Extensive knowledge about Local Governance Finance. Ability to analyses and interpret financial information. Communication (verbal and written). Problem solving abilities; report writing; presentation and strategic orientation. Organizational awareness alignment. Coordinating. An understanding of the application of the Municipal Finance Management Act (MFMA).

Core Competencies: Attention to detail and logical thinking; Proactive; Flexibility; Integrity; Batho Pele Principles; Professionalism; Work under Pressure; Work Independently and Confidentiality.

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

Contact Person: Analise Botha **E-Mail:** Analiseb@joburg.org.za
Tel No: (011) 375 8153
Workplace: Jorissen Place, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

16. **Department:** Group Finance
Branch: **RSSC- Billing**
Designation: **Accounting Officer – Measure Usage**
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with Accounting and Mathematic or Economics and a National diploma in Finance (NQF level 6).
- One (1) - two (2) years' experience in a billing or related field.

Primary Function: Validate and process the creation of customer consumption bills, calculate and effect the applicable tariff and rate change using the SAP ISU system. Bill exceptions and ensure billing accuracy and revenue completeness.

Key Performance Areas: Analyse and process the billing exceptions to ensure that they are processed in line with acceptable parameters and that accurate bills are executed. Insert reading for completeness of billing accuracy. Bill correction of incorrect meter readings. Provide management with the report on the challenges experienced with billing process functions during the day. Demonstrate performance on key billing performance areas and indicators against the set targets informed by baselines. Adhere to the human resources management policies, processes and procedures.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Faniswa Moloi **E-Mail:** Faniswal@joburg.org.za
Tel No: (011) 628 4681
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

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

17. **Department:** Group Finance
Branch: **RSSC- Billing**
Designation: **Accounting Officer – Back Office (Revenue)**
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with Accounting and Mathematic or Economics and a National diploma in Finance (NQF level 6).
- One (1) - two (2) years' experience in a billing or related field.
- Basic knowledge of billing concept and functions.

Primary Function: Execute functions within Back Office Revenue Shared Services to resolve all customer queries logged I SAP CRM in order to maximize collection accounts and reduce the debtors, while meeting or exceeding targets set by Billing directorate using ISU and CRM

Key Performance Areas: Analyse and identify queries received by Back Office Revenue. Source and analyze relevant documentation for effectively resolving queries received in the Back-Office Revenue. Create, correct, modify and rectify accounts on SAP ISU. Inform the relevant internal and external stakeholders of the query outcome. Administration and record – keeping of all sourced and other substantive documents for perusal by relevant stakeholders. Execute manual adjustments for leaks, Test meters and archived periods in order to rectify customer accounts where the online system support is not available. Resolve all legal matters instituted against the City of Joburg while complying with timeline and policies, procedures. Attend court on legal matters still in disputes. Comply with all relevant legislative framework including the City's Code of Ethics mange and mitigate risk effectively at the level of own authority. Provide management with a productivity report and mitigate where the targets have not been reached. Maintain strong customer and working relation with RSS customers, peers and other internal stakeholders to ensure correct focus and support. Efficiently utilize the operational assets and resources in the area of responsibility cost effectively in accordance with the legislative framework of the City's policies and procedures.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Mushoni Munyai **E-Mail:** Mushonim@joburg.org.za
Tel No: (011) 628 4681
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

18. Department: Group Finance
Branch: **RSSC- Billing**
Designation: **Accounting Officer Invoicing**
Salary Range: R22 215.52 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with Accounting and Mathematic or Economics and a National diploma in Finance (NQF level 6).
- One (1) - two (2) years' experience in a billing or related field.
- Basic knowledge of billing concept and functions.

Primary Function: Validate and process the invoiced consumption value and using the SAP ISU to ensue complete and accurate billing.

Key Performance Areas: Analyse and verify exceptions in respect of all services billed that include meter readings, monetary value and other contribution factors to ensure that the bills are accurate aiming to generate revenue completeness and accuracy. Analyse and verify invoice errors in respect of missing orders unbilled services, incorrect finalization of services and other contributing factors to ensure that the bills are accurate aiming to generate revue complete completeness and accuracy. Verify and analyse that all accounts reversed are corrected in order to contributed to the account completeness and accuracy in line with correct values and that accurate bills are executed. Analyze of errors as a result of invoices that are outside of printing parameters due to exceeded line items, inconsistent current and total due amount not in line and contributing factors to ensure that the bills are accurate aiming to generate revenue completement ad accuracy. Provide management with a report the challenges experience with billing process functions during the day. Demonstrate performance on key billing performance arears and indicators outlined against the set targets informed by baselines. Adhere to the human resources es management policies processes and procedures

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (Microsoft word and Excel) and typing; Customer Services; problem solving; good time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Mushoni Munyai **E-Mail:** Mushonim@joburg.org.za
Tel No: (011) 628 4681
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

19. **Department:** Group Finance
Branch: **Management Support**
Designation: **Assistant Director: Management Services External**
Salary Range: R43 684.21 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree in Public Administration / Management / Business Management/ Policy Development / Research and development or related field NQF level 7;
- 6 – 8 years' experience in a similar environment with 2 years management experience.
- Must have a valid drives license

Primary Function: To support the Group Head Management support with coordination of the formulation implementation, control and monitoring of integrated policies and strategies cluster plans integrated development programs (IDPs), business plans performance and project management. Develop, recommend and review the departmental policies in line with the department and the city's strategic objectives and priorities.

Key Performance Areas: Manage all effectiveness indicators and develop and align new methodologies. Analyse, develop and implement systems that will enhance administrative effectiveness through use high technology application. Oversee the departmental matters, focusing on compliance and provide specialist advise to the Group Head MSS. Monitor service quality and ensure continuous improvements of service quality for the department. Develop and coordinate implementation of Group Finance policy directive.

Leading Competencies: Strategic management. Work under pressure. Must be able to apply practical problem-solving techniques.

Core Competencies: Computer literacy (Microsoft word and Excel) Excellent leadership customers relationship, strategies thinking, communication and coaching, analytic ability

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

Contact Person: William Maabane **E-Mail:** WilliamMaa@joburg.org.za
Tel No: (011) 628 4396
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

20. **Department:** Group Finance
Branch: **RSSC- Billing**
Designation: **Operational Manager: Loss Management**
Salary Range: R27 494.16 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 with National diploma in Financial or Management and Customer Relationship Management discipline wit accounting subject. (NQF level 6).
- 3 – 5 yers experience in Customer service / Account management
- Knowledge of the local, provincial and national political and legislative framework and dynamics.
- Knowledge of related policies and legislation governing the billing management functions.
- Accounting and General Accepted Accounting Standards (GRAP) standards applicable to finance, more especially revenue.

Primary Function: Lead and manage the back-office operations and ensure that all the open queries are resolves timeously in order to enhance and maximize revenue collection.

Key Performance Areas: Quantify and make available all the back office open records to accounting officers. Manage the billing and invoice reversal ad ensure that the correct billing and invoice period is reserved. Monitor implementation and achievements of the key performance and measures against detailed outcomes, e.g. balanced scorecards and performance ne reviews for the sub-section timeously. Resolve all legal matters instituted against the City of Joburg while complying with timelines and methods. Resolve all the legal matters which the applicant and respondents reached a statement. Inspect metered services together with the clients, his /her, COJ attorney of record quality the current on the meters. Investigate and resolve all matters which have satisfactorily exhausted all the COJ internal remedy after which been reported to been reported to the COJ Ombudsman. Resolve all the rates clearances delaying the revenue collection. Provide factual operational quality reports on the functions and performance within the area of responsibility which are accurate ad compete; timely an contributes too and supports the overall reporting of the department. Ensure that regular planning and strategy development to accommodate innovation thinking of the team for process improvement and organizational knowledge enhancement. Take responsibility for the management and supervision of subordinates. Maintain relation with internal business units' entities, key stakeholder and peers t enable correct focus and support around the area of responsibility. Implement god governance and risk management within the area responsibility, contributing to the departmental objectives in accordance to the legislative framework of the City's policies and procedures.

Leading Competencies: Confidentiality, Independent decisions; Teamwork; assertive and Attention to detail. Professionalism. Ability to work under pressure to adhere to deadlines.

Core Competencies: Computer literacy (All Microsoft Programs); Customer Service and management skills; problem solving and analytical; time management; good communication (verbal and written) good interpersonal, coordination skills required.

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

Contact Person: Mushoni Munyai **E-Mail:** Mushonim@joburg.org.za
Tel No: (011) 628 4681
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

21. **Department:** Group Finance
Branch: **RSSC- Billing**
Designation: **Field Inspector**
Salary Range: R15 130.73 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 / NQF level 4 s required.
- Minimum of 1-year experience in local Government.
- Must have a valid driver's license

Primary Function: Perform operational duties to implements, coordinate, assist, monitor and track effective visible Service delivery throughout the City. Monitor and provide a high level of service to the community ad to contribute towards the key RSSC objectives pertaining to Loss Management Subdivision of the City are fulfilled.

Key Performance Areas: Offer service delivery by means of sit inspections. Monitor and tracking of problems throughout the seen regions of the City of Johannesburg. Undertake the functions to organize files for supporting simplicity of access at all ties for administration purposes. Administer effective an efficient register of data on metered and non-metered services for purpose of rectifying financial adjustments on billing systems. Provide accurate month-end ad hoc data from reporting in the specified time frames with regards to proper functioning of the section. Provide and conduct effective document management including accurate electronic and /or paper filing systems on metering and non-metering records. Build and maintain strong relations with internal and external business units, entities key stakeholder and peers to ensure the correct focus and support around the area of specialty. Asset and Resource (material and tools Management. Comply with all relevant legislative framework including the city's code of Ethics, policies and procedures to manage sand mitigate risk effectively.

Leading Competencies: Accountability

Core Competencies: Computer literacy (Microsoft word and Excel)

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: Keabetswe Makola **E-Mail:** Keabetswema@joburg.org.za
Tel No: (011) 358 3017
Workplace: 61 Thuso House, Jorissen Street, Braamfontein

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

22. **Department:** Citizen Relationship and Urban Management
Branch: **Integrated Service Delivery**
Designation: **Operational Manager: Multi-Disciplinary Service Coordination & Solutions**
Salary Range: R27 494 16 pm (basic salary excluding benefits)

Appointment Requirements:

- Grade 12 plus a Diploma in Urban and Regional Planning, Built Environment or Public Management (NQF level 6);
- At least 3 – 4 years' experience in management, preferably with an excellent background and record in local government;
- Knowledge of Urban Management concepts and principles; Governance and Municipal Planning and Operational management; Local Government and relevant legislation;
- Ability to work under stressful conditions and meet deadlines;
- Proven experience and ability to interpret and understand complex service delivery issues and the compilation of service delivery reports, plans and interventions;
- Computer literacy (MS Office); and
- Must have a valid driver's license

Primary Function: Provide an efficient and effective Multi-disciplinary Coordination and Solution function in the Region, thereby ensuring an acceptable level of municipal services are rendered by directing, managing and coordinating all administrative and operational activities. In addition, ensuring that the department meets the set goals and objectives of the Integrated Service Delivery Function of the City.

Key Performance Areas: Effective and efficient operations management of staff under the control of the unit. Manage operational duties by implementing, coordinating, assisting, monitoring, maintaining and tracking all service delivery breakdowns in the Region in an efficient and effective manner. Manage and ensure that acceptable levels of municipal services are delivered in the Region. Ensure that databases of all relevant stakeholders in areas of responsibilities (including regular City users such as business, residents, hawkers, taxi's etc.) are compiled and shared with regional departments. Direct and control the key performance indicators, deliverables and outcome of direct reports within the department. Assist the Manager: Multi-disciplinary Coordination & Solutions in managing the implementation of financial controls/procedures and providing information to support financial planning processes.

Leading Competencies: Collaborative/Teamwork Management & Accountability; Good Communications ability; Networking skills; Problem solving through negotiation, consensus building or compromise; People management and Leadership.

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 Indian, White Males and Females including people with disabilities

Contact Person: Lerato Mathiane **E-Mail:** leratomathiane@joburg.org.za
Tel No: (011) 376 8532 /8682
Workplace: CJ Cronje Building, 80 Loveday Street, JHB Central

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020

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

23. **Department:** Citizen Relationship and Urban Management
Branch: **Planning, Profiling & Urban Management**
Designation: **Manager: Profiling & Information Management**
Salary Range: R39 055.92 pm (basic salary excluding benefits)

Appointment Requirements:

- Degree / NQF level 7 in the Built Environment - Urban Planning, Development Planning, Project Management, Geographic Information System or Statistical Studies.
- Five (5) – seven (7) years relevant management experience, preferably with a good background in Local Government and Public Sector within profiling environment with an understanding of programme management, urban planning, development planning, analysis, GIS and project management.
- Ability to work under stressful conditions and meet deadlines;

Primary Function: To ensure timeous and integrated profiling of the Region in order to maintain high quality Ward Based Regional data and a detailed profile. This will allow for informed City planning as well as ensure realignment and integration pf the City Delivery Agenda. Profiling must be aligned to and inform Community Based Plans. Profiling entails researching the local community and various built environment aspect to develop ward profiles. This will inform ward plans and allow for the monitoring of developmental progress. This profiling process will articulate the regional baseline profile of urban context and will establish the bedrock of the urban management process.

Key Performance Areas: Provide profiling and information management in the Region. Develop and manage a monitoring and evaluating system in the Region. Financial Control and Risk Management.

Leading Competencies: Innovative and Creative, attention to detail, analytical, report writing, Collaborative/Teamwork Management & Accountability; monitoring and evaluation, Strategic Planning; Development Planning; Project Management Managing Information, Problem solving through negotiation, Staff Management.

Core Competencies: Customer and Service Delivery Management (Batho Pele) Ethics, Human Capital Management Values, City of Johannesburg Values, Integrity and Professionalism, Dependability, Impact and Influence and Confidentiality.

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

Contact Person: Lerato Mathiane **E-Mail:** leratomathiane@joburg.org.za
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Workplace: CJ Cronje Building, 80 Loveday Street, JHB Central

PUBLICATION DATE: 21 OCTOBER 2020 **CLOSING DATE: 03 NOVEMBER 2020**

VACANCY CIRCULAR: 049/2020