JOB OPPORTUNITY

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Deputy Director: District Health Systems, Quality Assurance and Community and Citizen Mobilisation**
- **Operational Manager: EPI/EPT and Child Health**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR 004/2025

City of Johannesburg

Publication Date:
Wednesday, 15 January 2025

Closing Date:
Tuesday, 28 January 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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DEPUTY DIRECTOR: DISTRICT HEALTH SYSTEMS, QUALITY ASSURANCE AND COMMUNITY AND CITIZEN MOBILISATION

DEPARTMENT:	Health
BRANCH:	**District Health Systems**
DESIGNATION:	**Deputy Director: District Health Systems, Quality Assurance and Community and Citizen Mobilisation**
REMUNERATION:	R60 077,46 – R81 723,54 pm (basic salary, excluding benefits)
LOCATION:	Central

Minimum Requirements:

- Matric plus a Basic Nursing Diploma or equivalent at NQF level 6, accredited with South African Nursing Council (SANC) PLUS Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care at NQF level 7;
- B.Tech in Environmental Health at NQF level 7;
- Post graduate qualification in Health Service Management;
- Proof of current registration with a Professional Body;
- Valid Driver's license;
- A minimum of 8 years' overall experience, working with National Priority Programmes, of which 4 years must be at management level, in health Primary Health Care setting;
- 8 years or more experience in the Primary Health Care setting;
- Extensive knowledge and experience in Research, Monitoring and Evaluation of Health Programmes, District Health Information Systems, Training and Development;
- Extensive training and experience in National Priority Programmes, District Health Information Systems (DHIS), Skills Development and Training, Quality Assurance, Research and Health Promotion Programme Work;
- Extensive administrative, and advanced Computer literacy to write reports plus District Health management to be able to develop the CoJ District Health and Project Management;
- Knowledge of the local government environment;
- Knowledge of relevant standards as well as the statutory and regulatory framework within which the Employee Development function operates;
- Knowledge of other business processes feeding into those dependent on the skills development processes.

Primary Function:

Lead, manage, develop, coordinate, implement, monitor and evaluate District Health Systems (DHS) priorities i.e. national Health insurance (NHI), Quality Assurance, Health Promotions/Social mobilization including Ward Based PHC Outreach Programme in the City of Johannesburg.

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Key Performance Areas:

- Provide the direction, planning, support and leadership to ensure that the National norms, standards, guidelines, procedures and policies are accurate, workable and project-compliant within the set IDPs and/or Strategic departmental objectives;
- Lead the Directorate's Service Delivery and Budget Implementation Planning (SDBIP) process to ensure that the department's business plan is well-informed for effective delivery of the public health programmes and services;
- Lead, the Sub-Directorate's financial planning and budgeting process to ensure programmes and projects are properly costed and budgeted for, for smooth implementation;
- Lead and facilitate the Sub-Directorate's Performance Management Planning process to enable effective implementation, monitoring, control and reporting on the Sub-Directorate's performance;
- Lead and manage the development of the Sub-Directorate's Personal Development Plans (PDP's) process to ensure continuous learning and development of the staff for the achievement of the Section's goals and objectives;
- Ensure effective and efficient Sub-Directorate's functions, processes, procedures, systems and policies to enable that resources are coordinated in a most effective and efficient manner to enable the achievement of the Sub-Directorate's objectives;
- Lead the Recruitment, Selection and Placement process for sourcing suitably qualified staff for the Directorate to ensure that correct talent is properly recruited and optimally used to enable the achievement of the Sub-Directorate's objectives;
- Provide sound leadership for the achievement of the Directorate's objectives to ensure a work climate conducive to promoting and sustaining high staff motivational levels and productivity, whilst identifying and effectively managing staff challenges and developmental needs;
- Direct the delivery of the District Health Systems Quality Assurance and Citizen Mobilisation Services for improvement and strengthening of District Health Systems Development programs in the City, ensuring delivery in line with national and provincial frameworks and improving implementation to effectively address community needs;
- Ensure effective control of the Sub-Directorate's Human Resources in order that the Section's KPI targets are achieved;
- Ensure effective Sub-Directorate Financial Resources control to enable the City to achieve a clean audit, financial resilience and sustainability status;
- Ensure effective Directorate Assets Management and Control to enable the City to achieve a clean audit, financial resilience and sustainability status;
- Implement good governance and effective risk management systems for the establishment of sound governance practices, efficient risk management systems, and better compliance with regulations, ultimately delivering quality services to stakeholders and improving service delivery while promoting accountability and transparency;
- Ensure effective control of the Sub-Directorate's Human Resources to ensure that all business stakeholders are informed about the Directorate service offering and their role in ensuring the delivery of services in a more effective and efficient manner;
- Ensure effective management of specific administrative and reporting requirements associated with the Directorate and individual performance in order to ensure effective administration support for the smooth operation and reporting.

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Leading Competencies:

- Advanced Computer skills to ensure the ability to compile reports, keep the database up to date; manipulate and analyse data; do presentations at meetings/training sessions/workshops etc.;
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Coordinating and intersectoral collaboration skills;
- Proficiency in Microsoft Suite (MS Office Packages, including Word, Excel, PowerPoint)
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills.

Core Competencies:

- Collaborative/Teamwork, Values 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.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1qyZZhy_vQIKBixilZS0B7Aew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Lorraine Mphahlele
Tel No: 011 407 6680

CLOSING DATE: TUESDAY, 28 JANUARY 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record, CV validation, Employment record verification, Criminal check, Identity validation.

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OPERATIONAL MANAGER: EPI/EPT AND CHILD HEALTH

Department: Health
Branch: **Region F**
Designation: **Operational Manager: EPI/EPT and Child Health**
Remuneration: R46 019.11 pm (basic salary, excluding benefits)
Location: Health Department

Minimum Requirements:

- Matric/Grade 12
- Diploma/ Degree in General Nursing and Midwifery at NQF level 6/7.
- Post Graduate Diploma in Primary Care Nursing NQF level 8/Postgraduate diploma in Clinical Nursing Science, Health Assessment & Care NQF level 7;
- Degree/ Diploma in Nursing Administration or Health Service management will be an added advantage;
- Registration with the SANC as a Professional Nurse;
- Short course in basis EPI and IMCI;
- 5 years' experience or more in a Primary Health Care (PHC setting as a General Nurse and Midwife post registration;
- 3 years of experience after registration as a Clinical Nurse Practitioner, Community Health;
- Must have a valid driver's license.

Primary Function:
Plan, organize, lead, coordinate and control Child Health, Expand Program on Immunization (EPI), and Epidemic Preparedness Response (EPR) activities in line with the National. Provincial and City of Johannesburg policies, protocols and guideline in the Regional Health Department in Johannesburg.

Key Performance Areas:

- Coordinates EPI activities;
- Monitor MCI implementation in facilities;
- Immunization Campaign coordination;
- Epidemic preparedness response.

Leading Competencies:

- Computer literacy skills (MS Word and Excel); (Microsoft Word and Excel) especially Ms Word and Excel including DHIS programs skills;
- Good communication skills;
- Coordination skills.

Core Competencies:

- Knowledge of the local government environment and understanding of various systems used within the city as data management systems (HIS), electronic document management systems, outlook etc;

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ENQUIRIES ONLY:
Contact Person: Murendeni Nelufule
Tel No: 011 407 6680

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