JOB OPPORTUNITY

VACANCY ALERT

Joburg

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Executive Secretary**
- **Secretariat**

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

020/2025

City of Johannesburg

Publication Date:
Friday, 28 February 2025

Closing Date:
Thursday, 06 March 2025

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

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EXECUTIVE SECRETARY

Department: Private Office of the Executive Mayor (POEM)
Branch: **Johannesburg Aids Council**
Designation: **Executive Secretary**
Remuneration: R26 566.17 pm (basic salary, excluding benefits)
Location: Braamfontein

Minimum Requirements:

- Matric/ Grade 12 Certificate,
- National Diploma in administration or equivalent (NQF level 6):
- 2 years' experience in administrative work environment.
- Valid driver's license.

Primary Function:

To provide comprehensive administrative support Johannesburg Aids Council. To execute all functions in line with approved policies, procedures and practices designed improving the service and customer care to their clients.

Key Performance Areas:

- Do all necessary administrative procedures with regards to new assets, transfers and donations and disposals as they relate to the Johannesburg Aids Council;
- Coordinate procedural requirements associated with personnel development initiative and support hosting of key events;
- Implement and maintain procedures and systems associated with controlling the procurement procedure process and controlling expenditure in the Johannesburg Aids Council;
- Provide administrative support in relation to the Johannesburg Aids Council;
- Inter sectoral collaboration;

Leading Competencies:

- Intermediate to advanced computer literacy in MS Word, Ms Excel, Emails and Internet;
- Good communication skills;
- Coordinating skills and problems solving skills.

Core Competencies:

- Knowledge of the City process, best practices and policies and procedures on medical supplies and equipment;
- Knowledge of MFMA as it relates to procurements processes.

VACANCY CIRCULAR 020/2025
City of Johannesburg

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

https://share-eu1.hsforms.com/1tJQiGNqOTcimTQr6UgTyPgew554

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Sharon Gardner
Tel No: 011 407 7239

CLOSING DATE: THURSDAY, 06 MARCH 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, and
- Identity validation.

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SECRETARIAT

Department: Private Office of the Executive Mayor (POEM)
Branch: **Johannesburg Aids Council**
Designation: **Secretariat**
Remuneration: R60 077.46 pm (basic salary, excluding benefits))
Location: Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus Degree in a Health-related field or Social Sciences / Behavioral/ developmental Studies / Public Administration or equivalent at NQF level 7;
- Postgraduate Degree in any of the above fields NQF level 8/9;
- Optional Diploma in HIV Management.
- At least 8 years' experience in the Public or Private health space of which 5 years or more must be at the senior management level;
- Valid Driver's license.

Primary Function:

Leads, develop, direct and oversee the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes, designed to accomplish key strategic goal of the National Strategic Plans on HIV, TB and STI 2023-2028 (NSP 2023-2028), for sustainable leadership accountability, stakeholder engagement, participation and well-coordinated sectors in the activities of the Johannesburg Aids Council activities in response to the Multi Sectoral HIV, TB and STI programme within the City of Johannesburg Metropolitan Municipality in line with Johannesburg Aids Council (JAC) terms of reference.

Key Performance Areas:

- Plan, organize, coordinate and control the Multisectoral HIV, TB & STI response activities in line with the National, Provincial and the City of Johannesburg policies, protocols, plans and guidelines;
- Identify and defines immediate, short term and long term objectives sand plans associated with the implementation of effectives and efficient Multisectoral HIV, TB and STI Response;
- Leads, oversee, directs and control the implementation, monitoring, evaluation and reporting sequences of outcomes, impact and trends associated with MDIP objectives and progress towards NSP goals;
- Leads, supports and controls the financial management, budgeting and forecasting;
- Leads supports, control and participates in the implementation of specific procedures, systems and control associated with supportive and motivating climate for the incumbents in the JAC secretariat to develop and perform optimally;
- Perform specific tasks activities associated with the provision of internal communication services to Departments, POEM on Multisectoral HIV/TB & STI Response.

- Perform specific tasks associated with the provision of external communication service on Multisectoral HIV/TB & STI Response;
- Conduct Governance Risk activities;

Leading Competencies:

- Computer literacy (Microsoft Word and Excel)
- Report writing skills;
- Communicate effectively and speak in a highly influential manner, promote the organizations positions with authority and credibility across government, cross-cross jurisdictional and outside the City;
- Excellent interpersonal skills, including the ability to resolve conflict and facilitate and negotiate with stakeholders;
- Coordinating skills;
- Strategic thinking and management;
- Assertiveness;
- Interpersonal skills;
- Leadership skills;
- Change management;
- Problem solving skills;
- Research skills and goal oriented.

Core Competencies:

- Ability to commit to customer satisfaction by promoting and managing alliances with the organization and across the public private and community sectors;
- Basic knowledge of stakeholder Management, Intergovernmental Relations , and Financial and Human Resource Management.

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