JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

Manager: Public Health Programmes

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

064/2025

City of Johannesburg

Publication Date:
Tuesday, 03 June 2025

Closing Date:
Tuesday, 17 June 2025

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

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MANAGER: PUBLIC HEALTH PROGRAMMES

DEPARTMENT: Health
BRANCH: **Public Health (Regions A)**
DESIGNATION: **Manager: Public Health Programmes**
REMUNERATION: R63 341,77 pm (basic salary, excluding benefits)
LOCATION: Regions A

Minimum Requirements:

- Grade 12/Matric plus;
- Diploma in Nursing with Midwifery / Degree (NQF level 6 or 7) accredited with the South African Nursing Council (SANC);
- Diploma in Clinical Nursing Science, Health Assessment, Treatment, and Care or Post Basic Diploma accredited with SANC in terms of Government Notice R212 in the relevant Nursing speciality (Advanced Midwifery/Community Nursing Science) at NQF level 7;
- A Degree / Diploma in Nursing Administration or Health Service Management;
- Proof of current registration with SANC as a Professional Nurse;
- 5 years' experience in the Primary Health Care setting of which 3 years must be in management or supervisory capacity in Health Programmes;
- Basic knowledge of City Processes, best practices and policies and procedures on Health issues, Research, Monitoring and Evaluation;
- Extensive knowledge and experience in Research, Monitoring, and Evaluation of Health Programmes, District Health Information Systems, Training, and Development;
- Must have a valid driver's license.

Primary Function:
Direct, plan, organise, implement, monitor, control and evaluate Public Health Services at the Public Health Unit, Health Department. Develop strategies, programmes and action plans in accordance with the principle of Public Health that is in line with the City target, SDP and legislation.

Key Performance Areas:

- Formulation of standard operating procedures and protocols and facilitation of implementation;
- Effective and efficient Management of Public Health Services;
- Implement financial process according to supply chain management policy and Municipal Finance Management Act of 2023, Act 56 of 2003. Implement effective stock and financial control processes;
- Monitor and evaluate the expanded programmes on Immunisation (EPI), epidemic Preparedness Response (EPR), Child Health and Programmes undertaken by the region so that they are always in line with the strategic imperative of the Council and contribution to improved health service delivery;
- Coordinate education and Training programmes on Expanded Programmes Immunization (EPI, Epidemic Preparedness Response (EPR), and Child Health Programmes to health facilities personnel and the local community;

- Coordinate and control Expanded Programme on Immunization (EPI), Epidemic Preparedness Response (EPR) and Child Health Programmes tasks and activities associated with personnel performance;
- Customer-focused service delivery internal and external.

Leading Competencies:

- Good Communication ability;
- Networking skills;
- Problem-solving through negotiation;
- Consensus building or compromise;
- People management and Leadership;
- Computer literacy including MS Office Applications, including DHIS program skills;
- Accountability, High level of confidentiality, and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- 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, Policies, and Guidelines;
- Confidentiality;
- Attention to detail and high level of accuracy in the recording and capturing of information;
- High level of Communication skills required to work with people;
- 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 the 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/1yJNdlXQPQB2PONfu33p1Tgew554

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

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ENQUIRIES ONLY:
Contact Person: Mathapelo Nare
Tel No: 011 407 6704

CLOSING DATE: TUESDAY, 17 JUNE 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.