JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

Assistant Director: Occupational Health Projects

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 in 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 acknowledgement 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
074/2025
City of Johannesburg

Publication Date:
Monday, 23 June 2025

Closing Date:
Friday, 04 July 2025

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

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ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH PROJECTS

DEPARTMENT:	Group Corporate and Shared Services
BRANCH:	**Group SHELA and FCM**
DESIGNATION:	**Assistant Director: Occupational Health Projects**
REMUNERATION:	R53 022.85 pm (basic salary, excluding benefits)
LOCATION:	27 Stiemens Street JD House Braamfontein

Minimum Requirements:

- Matric / Grade 12 plus a 4-year Comprehensive Nursing Diploma, BA.CUR majoring in Community Nursing Science or equivalent at NQF level 7:
- Diploma in Occupational Health Nursing;
- Dispensing course certificate;
- Certificate in HIV/AIDS and TB Management;
- Certification on the latest course un spirometry, audiometry and vision;
- 6 – 8 years working experience at supervisory level at government or private sector with exposure to all basic disciplines on Occupational Safety, Health and Environmental Control;
- 5 - 8 considerable years clinical experience in the occupation health industry.

Primary Function:

Manage the Occupational Health unit projects of the City of Johannesburg and coordinate the implementation of the Strategies, programmes, risk management, and development as per Sector Plan. Coordination of medical surveillance as Department, Regions and Municipal owned entities. Coordinate and control the activities procedures and outcomes associated with implementation in the Occupational Health unit.

Key Performance Areas:

- Clinical service Functions;
- Education and Training;
- System, Procedures and Financial controls;
- Personnel and Performance Management;
- Researcher role in technical, strategic, clinical and specialized through data collection and analysis; and
- Management roles.

Leading Competencies:

- Project Management;
- Computer Literacy (Ms Office);
- Report Writing;
- Risk Management;
- Good communication;
- Presentation and facilitation;
- Problem solving;

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- Leadership skills;
- Human resource Management;
- Financial Management ;
- Planning and Organising;
- Clinical Management.

Core Competencies:

- Knowledge of the following:
  - HR policies and processes;
  - Contract and risk management;
  - Municipal Finance Management Act;
  - Labour Legislations (Labour Relations Act and Basic Conditions of Employment Act);
  - Occupational Health and Safety Act;
  - Compensation of Occupational injuries and Diseases Act;
  - Health related legislations, policies and protocols.

"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/1WiOt0eROS3--InwK17EsAQew554

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

ENQUIRIES ONLY:
Contact Person: Reuben Mawela
Tel No: 083 702 7649

CLOSING DATE: FRIDAY, 04 JULY 2025

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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 and
- Employment record verification,
- Criminal check, and
- Identity validation.