JOB OPPORTUNITY

VACANCY ALERT



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Operational Manager: Clinics

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
075/2025
City of Johannesburg

Publication Date:
Tuesday, 24 June 2025

Closing Date:
Monday, 07 July 2025

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

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OPERATIONAL MANAGER: CLINICS

DEPARTMENT: Health
BRANCH: **Region F**
DESIGNATION: **Operational Manager: Clinics**
REMUNERATION: R46 709,40 pm (basic salary, excluding benefits)
LOCATION: Health Department

Minimum Requirements:

- Grade 12 plus Diploma in General Nursing/B Degree in General Nursing, Midwifery and Community Sciences or equivalent (NQF level 7);
- Clinical Nursing Science, Health Assessment, Treatment and Care Skills, Training and Assessment;
- Qualification in Health Service Management;
- 5 years in a primary health care setting clinic that provides comprehensive health care services including supervision of staff;
- Valid Driver's license

Primary Function:
Plan, implement, manage, control, monitor and evaluate the delivery of comprehensive and integrated Primary Health Care Services and the key service delivery objectives in accordance with the District Health Systems Model using the Primary Health care Approach, within the health relevant statutory requirement, in order to meet the need of the community.

Key Performance Areas:

- Compiles, plan, implement and report within the relevant district and subdistrict health plans in the provision of comprehensive primary health care services;
- Implement the activities and procedures in relation to the rendering o comprehensive health care service at Primary Health care / facility level and in accordance with the MFMA and other relevant legal frameworks;
- Coordinate administrative processes that are specific to the operations in a health facility and for programme;
- Plans, initiate, monitor and control the identified key performance areas, indicators and outputs of clinic personnel;
- Plan, implement, monitor, evaluate and control various working processes and procedures as indicated in the current legislation and the National Primary Health Care core Package;
- Conduct and supervise the delivery of comprehensive care service;
- Co-ordinate and monitor health education and training for communities and personnel;
- Assist, facilitate and maintain community and intersectoral collaboration at clinic / region level;

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Leading Competencies:

- Computer Literacy;
- Good Communications ability;
- Networking skills;
- Problem-solving through negotiation;
- Time Management, working independently, under pressure, and ability to prioritise.

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/1UBetryW8QE-yhCrCx6WNpAew554

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

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

CLOSING DATE: MONDAY, 07 JULY 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 and
- Employment record verification,
- Criminal check, and
- Identity validation.