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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

## **SHORT-TERM CONTRACT POSITIONS** **EPWP JOZI IHLOMILE SITE COORDINATORS**

### **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 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.



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**EPWP JOZI IHLOMILE SITE COORDINATORS  
SHORT TERM CONTRACT POSITIONS  
(Not exceeding 3 months)**

<b><u>Department:</u></b>	<b>Health</b>
<b><u>Branch:</u></b>	<b>Public Health</b>
<b><u>Designation:</u></b>	<b>EPWP: Jozi Ihlomile Site Coordinators</b>
<b><u>Remuneration:</u></b>	<b>R3 800 pm (monthly stipend)</b>
<b><u>Location:</u></b>	<b>Region A      Ward 96      (Thabo Mbeki)                          Ward 113      (Diepsloot South)</b>

**Minimum Requirements:**

- Grade 12 (NQF level 4);
- Youth between the ages of 18 to 35 years;
- One (1) year's relevant experience in HIV/AIDS Door to Door Education;
- Knowledge of the City's process, best practices and policies and procedures on Health and Social issues;
- Numeric and good writing and verbal communication skills; and
- Different uses of electronic devices such as texting messages, sending emails, using the internet;
- Persons residing in the wards listed above may apply for these positions;
- Affidavit that the applicant has no criminal record.

**Primary Function:**

**Participate in the implementation (education and referral of members of the community) of the HIV/AIDS Door to Door Education programme in priority wards and conduct monitoring and control activities to ensure implementation of the programme at ward level. Record and report the activities of the fieldworkers to the Regional Health Department.**

**Key Performance Areas:**


- Participate in the implementation (education and referral of members of the community) of the HIV/AIDS Door to Door Education programme in priority wards.
- Conduct monitoring and control activities to ensure implementation of the programme at ward/household level.
- Report and record all activities on the reporting stationary provided and timeous submission of reports. Provide support to the Educators.


**Leading Competencies:**

- Collaborative/Teamwork & Accountability.
- Emotional intelligence.
- Sound judgement.
- Work independently and under pressure.



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**Core Competencies:**

- Customer and Service Delivery Management (Batho Pele) Ethics
- HR Values and CoJ Values
- Integrity and Professionalism
- Impact and Influence and
- Confidentiality.

***“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:**

**Region A**      Ward 96 (Thabo Mbeki)  
Ward 113 (Diepsloot South)

<https://share-eu1.hsforms.com/12FBhIH7IRgmVkqur4kvX2Aew554>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

Maggie Themba:      (011) 237 8023

**CLOSING DATE: TUESDAY, 28 MARCH 2023**

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.