



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

SHORT-TERM CONTRACT POSITIONS:

- EPWP JOZI IHLOMILE EDUCATORS
- EPWP JOZI IHLOMILE SITE COORDINATORS
- EPWP JOZI IHLOMILE DATA 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

**EPWP JOZI IHLOMILE EDUCATORS
SHORT TERM CONTRACT POSITIONS
(Not exceeding 12 months)**

DEPARTMENT:

Health

BRANCH:

Public Health

DESIGNATION:

EPWP Jozi Ihlomile Educators

REMUNERATION:

R3 500 pm (stipend)

LOCATION:

Region A

Ward 80 (Rabie Ridge and Kanana)

Ward 92 (Ebony Park)

Ward 95 (Diepsloot: OR Tambo)

Ward 96 (Riverside, Riverside Phase 2, Ga Malatjie, Thabo Mbeki and Northen Farm)

Ward 111 (Kaalfontein)

Ward 113 (Diepsloot South: Extension 7)

Region B

Ward 68 (Pennyville and Zamimpilo)

Ward 69 (Slovo Park)

Ward 82 (Kathrada Park and Claremont)

Ward 86 (Sophiatown)

Ward 98 (Windsor)

Ward 104 (Randburg)

Region C

Ward 44 (Braamfischer Phase 2)

Ward 49 (Braamfischer Phase 3)

Ward 50 (Doornkop)

Ward 70 (Florida/Fleurhof Ext 5)

Ward 100 (Cosmo City Ext 6, Ext 8, Ext 9 and Ext 10)

Ward 114 (Zandspruit)

Ward 127 (Princess, Mhlangeni, Sol Plaatjie, Matholesville and Leratong Village)

Ward 128 (Tshephisong: Emnandini)

Ward 128 (Tshephisong)

Ward 129 (Doornkop Snakepark)

Region D

Ward 14 (Naledi New Houses)

Ward 15 (Senaoane)

Ward 16 (Merafe Hostel)

Ward 19 (Kliptown)

Ward 20 (Naledi)


Ward 21 (Tladi Skills Centre)



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Ward 22 (MoAfrika)
 Ward 24 (Devland and Elias Motsoaledi)
 Ward 25 (Klipspruit – Emagandagadeni)
 Ward 30 (Orlando East)
 Ward 31 (Orlando East)
 Ward 34 (Jabulani Hostel)
 Ward 35 (Jabavu)
 Ward 37 (Dlamini Camp)
 Ward 38 (Dube Hostel)
 Ward 46 (Zondi)
 Ward 53 (Slovoville)
 Ward 130 (Lusaka Camp)

Region E

Ward 32 (Klipfontein)
 Ward 73 (Orchards)
 Ward 75 (Madala Hostel)
 Ward 76 (8th Avenue)
 Ward 81 (River Park)
 Ward 91 (Wynberg)
 Ward 105 (Eastbank)
 Ward 107 (Hellen Joseph Hostel)
 Ward 108 (San Kopano)
 Ward 109 (Setswetla)
 Ward 115 (Kaya Sands)
 Ward 116 (Marlboro)

Region F


Ward 55 (Bellavista)
 Ward 57 (South Hills)
 Ward 58 (Langlaagte and Vrededorp)
 Ward 59 (Joubert Park)
 Ward 61 (Platform 5)
 Ward 64 (Berea)
 Ward 65 (George Goch, Denver Hostel Informal Settlements and Denver Informal Settlements surrounding)
 Ward 66 (Bez valley)
 Ward 124 (Booyens Informal Settlements)

Region G

Ward 01 (Stretford)
 Ward 02 (Mtshengu)
 Ward 03 (Orange Farm Proper)
 Ward 04 (Tjovitjo)
 Ward 05 (Driezik Ext 5 and Poortjie)
 Ward 06 (Mountain View, Thulamtwana, Weillers Farm and Mountain City)



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Ward 07 (Finetown)
 Ward 08 (Lawley Station and Thembelihle)
 Ward 10 (Protea South and Waterwax)
 Ward 17 (Kliptown)
 Ward 119 (Slovo Park)
 Ward 120 (Phumlamqashi)
 Ward 121 (Kokotela, Lawley 2/3 and Lakeview)
 Ward 122 (Lehae)
 Ward 131 (Orange Farm Ext 3)

Minimum Requirements:

- Grade 12 (NQF level 4);
- Knowledge of HIV/AIDS, Tuberculosis (TB), Sexually Transmitted Diseases (STI), substance abuse, stigma and other health, social matters such as gender-based violence, City processes, best practices, policies and procedures on Health and Social issues;
- Numeric and good writing and verbal communication skills;
- Different uses of electronic devices such as texting messages, sending emails, using the internet;
- Youth between the ages of 18 to 35 years;
- Persons residing in the wards listed above may apply for these positions; and
- EPWP requirement: Proof that the applicant resides in Ward listed by submitting a note from the ward councilor or an affidavit signed by an authorized body;
- Affidavit that the applicant has no criminal record.

Primary Function:

To educate members of the community during Door-to-Door education and campaigns in priority wards, about HIV/AIDS, Tuberculosis (TB), Sexually Transmitted Diseases (STI), substance abuse, stigma and other health, social matters and to refer those in need to relevant local services for poverty relief, social support and health care according to their needs.

Key Performance Areas:


- Provide HIV/AIDS, Tuberculosis (TB), Sexually Transmitted Diseases (STI), education at household and individual level through door-to-door visits;
- Report and record all activities on the reporting stationary provided and timeous submissions of reports.

Leading Competencies:

- Collaborative/Teamwork;
- Honesty;
- Accountability;
- Time management;
- Organizational skills;
- Ability to take initiative where necessary to achieve necessary outcomes;
- Emotional intelligence;
- Sound judgement;
- Work independently and under pressure.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- Good Communication skills;
- Confidentiality;
- Integrity & Professionalism;
- Customer and Service Delivery Management (Batho Pele) Ethics, HR Values and CoJ Values;
- Impact and Influence.

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 80 (Rabie Ridge and Kanana), Ward 92 (Ebony Park), Ward 95 (Diepsloot: OR Tambo), Ward 96 (Riverside, Riverside Phase 2, Ga Malatjie, Thabo Mbeki and Northen Farm), Ward 111 (Kaalfontein), Ward 113 (Diepsloot South: Extension 7)

<https://share-eu1.hsforms.com/1fL2J-gWkQGOdGH5q2A4wxQew554>

Region B Ward 68 (Pennyville and Zamimpilo), Ward 69 (Slovo Park), Ward 82 (Kathrada Park and Claremont), Ward 86 (Sophiatown), Ward 98 (Windsor), Ward 104 (Randburg)

<https://share-eu1.hsforms.com/1WTbYgwW2TEm0gT4-NkIOOAew554>

Region C Ward 44 (Braamfischer Phase 2), Ward 49 (Braamfischer Phase 3), Ward 50 (Doornkop), Ward 70 (Florida/Fleurhof Ext 5), Ward 100 (Cosmo City Extension 6, 8, 9 and 10), Ward 114 (Zandspruit), Ward 127 (Princess, Mhlangeni, Sol Plaatjie, Mathollesville and Leratong Village), Ward 128 (Tshephisong: Emnandini), Ward 128 (Tshephisong), Ward 129 (Doornkop Snakepark)

<https://share-eu1.hsforms.com/1Au9ua0DMQzCa5jltWjKCJQew554>



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Region D Ward 14 (Naledi New Houses), Ward 15 (Senaoane), Ward 16 (Merafe Hostel), Ward 19 (Kliptown), Ward 20 (Naledi), Ward 21 (Tladi Skills Centre), Ward 22 (MoAfrika), Ward 24 (Devland and Elias Motsoaledi), Ward 25 (Klipspruit – Emagandagadeni), Ward 30 (Orlando East), Ward 31 (Orlando East), Ward 34 (Jabulani Hostel), Ward 35 (Jabavu), Ward 37 (Dlamini Camp), Ward 38 (Dube Hostel), Ward 46 (Zondi), Ward 53 (Slovoville), Ward 130 (Lusaka Camp)

<https://share-eu1.hsforms.com/1gF9zyGy6TVOaHbYcQwXDYQew554>

Region E Ward 32 (Klipfontein), Ward 73 (Orchards), Ward 75 (Madala Hostel), Ward 76 (8th Avenue), Ward 81 (River Park), Ward 91 (Wynberg), Ward 105 (Eastbank), Ward 107 (Hellen Joseph Hostel), Ward 108 (San Kopano), Ward 109 (Setswetla), Ward 115 (Kaya Sands), Ward 116 (Marlboro)

<https://share-eu1.hsforms.com/1fwyPbMXjSP2VqiuJZxNgGgew554>

Region F Ward 55 (Bellavista), Ward 57 (South Hills), Ward 58 (Langlaagte and Vrededorp), Ward 59 (Joubert Park), Ward 61 (Platform 5), Ward 64 (Berea), Ward 65 (George Goch, Denver Hostel Informal Settlements and Denver Informal Settlements surrounding), Ward 66 (Bez valley), Ward 124 (Booyens Informal Settlements)

<https://share-eu1.hsforms.com/1GAPtHEE7SVa2r78et7ULnAew554>

Region G Ward 01 (Stretford), Ward 02 (Mtshengu), Ward 03 (Orange Farm Proper), Ward 04 (Tjovitjo), Ward 05 (Driezic Ext 5 and Poortjie), Ward 06 (Mountain View, Thulamtwana, Weillers Farm and Mountain City), Ward 07 (Finetown), Ward 08 (Lawley Station and Thembelihle), Ward 10 (Protea South and Waterwax), Ward 17 (Kliptown), Ward 119 (Slovo Park), Ward 120 (Phumlamqashi), Ward 121 (Kokotela, Lawley 2/3 and Lakeview), Ward 122 (Lehae), Ward 131 (Orange Farm Ext 3)

<https://share-eu1.hsforms.com/1BvsKZe5oQqGPdO-RT03u9Aew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Region A:

Maggie Themba: (011) 237 8023

Region B:

Sindisiwe Menyatso: (011) 022 9142

Region C:

Cathy Mthimkulu: (011) 761 0238



a world class African city

Region D:

Lungelo Mhlanga: (011) 064 0910

Region E:

Tholakele Zitha: (011) 582 1519

Region F:

Sumeeth Sukhoo: (011) 681 8130

Region G:

Liza Afrika: (011) 945 7596

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

CLOSING DATE: THURSDAY, 22 JUNE 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**EPWP JOZI IHLOMILE SITE COORDINATORS
SHORT TERM CONTRACT POSITIONS
(Not exceeding 12 months)**

Department:

Health

Branch:

Public Health

Designation:

EPWP: Jozi Ihlomile Site Coordinators

Remuneration:

R3 800 pm (monthly stipend)

LOCATION:

Region A

Ward 80 (Rabie Ridge and Kanana)

Ward 92 (Ebony Park)

Ward 95 (Diepsloot: OR Tambo)

Ward 96 (Riverside, Riverside Phase 2, Ga Malatjie, Thabo Mbeki and Northen Farm)

Ward 111 (Kaalfontein)

Ward 113 (Diepsloot South: Extension 7)

Region B

Ward 68 (Pennyville and Zamimpilo)

Ward 69 (Slovo Park)

Ward 82 (Kathrada Park and Claremont)

Ward 86 (Sophiatown)

Ward 98 (Windsor)

Ward 104 (Randburg)

Region C

Ward 44 (Braamfischer Phase 2)

Ward 49 (Braamfischer Phase 3)

Ward 50 (Doornkop)

Ward 70 (Florida/Fleurhof Ext 5)

Ward 100 (Cosmo City Ext 6, Ext 8, Ext 9 and Ext 10)

Ward 114 (Zandspruit)

Ward 127 (Princess, Mhlangeni, Sol Plaatjie, Matholesville and Leratong Village)

Ward 128 (Tshephisong, Emnandini)

Ward 128 (Tshephisong)

Ward 129 (Doornkop Snakepark)

Region D

Ward 14 (Naledi New Houses)

Ward 15 (Senaoane)

Ward 16 (Merafe Hostel)

Ward 19 (Kliptown)

Ward 20 (Naledi)

Ward 21 (Tladi Skills Centre)



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

Ward 22 (MoAfrika)
 Ward 24 (Devland and Elias Motsoaledi)
 Ward 25 (Klipspruit – Emagandagadeni)
 Ward 30 (Orlando East)
 Ward 31 (Orlando East)
 Ward 34 (Jabulani Hostel)
 Ward 35 (Jabavu)
 Ward 37 (Dlamini Camp)
 Ward 38 (Dube Hostel)
 Ward 46 (Zondi)
 Ward 53 (Slovoville)
 Ward 130 (Lusaka Camp)

Region E

Ward 32 (Klipfontein)
 Ward 73 (Orchards)
 Ward 75 (Madala Hostel)
 Ward 76 (8th Avenue)
 Ward 81 (River Park)
 Ward 91 (Wynberg)
 Ward 105 (Eastbank)
 Ward 107 (Hellen Joseph Hostel)
 Ward 108 (San Kopano)
 Ward 109 (Setswetla)
 Ward 115 (Kaya Sands)
 Ward 116 (Marlboro)

Region F

Ward 55 (Bellavista)
 Ward 57 (South Hills)
 Ward 58 (Langlaagte and Vrededorp)
 Ward 59 (Joubert Park)
 Ward 61 (Platform 5)
 Ward 64 (Berea)
 Ward 65 (George Goch, Denver Hostel Informal Settlements and Denver Informal Settlements surrounding)
 Ward 66 (Bez valley)
 Ward 124 (Booyens Informal Settlements)

Region G

Ward 01 (Stretford)
 Ward 02 (Mtshengu)
 Ward 03 (Orange Farm Proper)
 Ward 04 (Tjovitjo)



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

Ward 05 (Driezick Ext 5 and Poortjie)
Ward 06 (Mountain View, Thulamtwana, Weillers Farm and Mountain City)
Ward 07 (Finetown)
Ward 08 (Lawley Station and Thembelihle)
Ward 10 (Protea South and Waterwax)
Ward 17 (Kliptown)
Ward 119 (Slovo Park)
Ward 120 (Phumlamqashi)
Ward 121 (Kokotela, Lawley 2/3 and Lakeview)
Ward 122 (Lehae)
Ward 131 (Orange Farm Ext 3)

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;
- 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;
- EPWP requirement: Proof that the applicant resides in Ward listed by submitting a note from the ward councilor or an affidavit signed by an authorized body;
- 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

Core Competencies:

- Customer and Service Delivery Management (Batho Pele) Ethics;
- HR Values and CoJ Values;
- Integrity and Professionalism;
- Impact and Influence;
- 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 80 (Rabie Ridge and Kanana), Ward 92 (Ebony Park), Ward 95 (Diepsloot: OR Tambo), Ward 96 (Riverside, Riverside Phase 2, Ga Malatjie, Thabo Mbeki and Northen Farm), Ward 111 (Kaalfontein), Ward 113 (Diepsloot South: Extension 7)

<https://share-eu1.hsforms.com/1TUGx72SFThGtMcf6lhhQ6wew554>

Region B Ward 68 (Pennyville and Zamimpilo), Ward 69 (Slovo Park), Ward 82 (Kathrada Park and Claremont), Ward 86 (Sophiatown), Ward 98 (Windsor), Ward 104 (Randburg)

https://share-eu1.hsforms.com/1np4NNuMDSCaEZ31R_FEDVwew554

Region C Ward 44 (Braamfischer Phase 2), Ward 49 (Braamfischer Phase 3), Ward 50 (Doornkop), Ward 70 (Florida/Fleurhof Ext 5), Ward 100 (Cosmo City Extension 6, 8, 9 and 10), Ward 114 (Zandspruit), Ward 127 (Princess, Mhlangeni, Sol Plaatjie, Matholesville and Leratong Village), Ward 128 (Tshephisong: Emnandini), Ward 128 (Tshephisong), Ward 129 (Doornkop Snakepark)

<https://share-eu1.hsforms.com/14W3iWbESQBe9g1nXOiM5aAew554>



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

Region D Ward 14 (Naledi New Houses), Ward 15 (Senaoane), Ward 16 (Merafe Hostel), Ward 19 (Kliptown), Ward 20 (Naledi), Ward 21 (Tladi Skills Centre), Ward 22 (MoAfrika), Ward 24 (Devland and Elias Motsoaledi), Ward 25 (Klipspruit – Emagandagadeni), Ward 30 (Orlando East), Ward 31 (Orlando East), Ward 34 (Jabulani Hostel), Ward 35 (Jabavu), Ward 37 (Dlamini Camp), Ward 38 (Dube Hostel), Ward 46 (Zondi), Ward 53 (Slovoville), Ward 130 (Lusaka Camp)

<https://share-eu1.hsforms.com/19b3kNOdZTlewcCF2YnL47wew554>

Region E Ward 32 (Klipfontein), Ward 73 (Orchards), Ward 75 (Madala Hostel), Ward 76 (8th Avenue), Ward 81 (River Park), Ward 91 (Wynberg), Ward 105 (Eastbank), Ward 107 (Hellen Joseph Hostel), Ward 108 (San Kopano), Ward 109 (Setswetla), Ward 115 (Kaya Sands), Ward 116 (Marlboro)

<https://share-eu1.hsforms.com/1SeKUKVawR56UJYhr8m3Fugew554>

Region F Ward 55 (Bellavista), Ward 57 (South Hills), Ward 58 (Langlaagte and Vrededorp), Ward 59 (Joubert Park), Ward 61 (Platform 5), Ward 64 (Berea), Ward 65 (George Goch, Denver Hostel Informal Settlements and Denver Informal Settlements surrounding), Ward 66 (Bez valley), Ward 124 (Booyens Informal Settlements)

<https://share-eu1.hsforms.com/1AdMJdDrETpycVzQgQlkPugew554>

Region G Ward 01 (Stretford), Ward 02 (Mtshengu), Ward 03 (Orange Farm Proper), Ward 04 (Tjovitjo), Ward 05 (Driezic Ext 5 and Poortjie), Ward 06 (Mountain View; Thulamtwana, Weillers Farm and Mountain City), Ward 07 (Finetown), Ward 08 (Lawley Station and Thembelihle), Ward 10 (Protea South and Waterwax), Ward 17 (Kliptown), Ward 119 (Slovo Park), Ward 120 (Phumlamqashi), Ward 121 (Kokotela, Lawley 2/3 and Lakeview), Ward 122 (Lehae), Ward 131 (Orange Farm Ext 3)

<https://share-eu1.hsforms.com/1qjFj4gHXSGggJk5CwRHDSAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Region A:

Maggie Themba: (011) 237 8023

Region B:

Sindisiwe Menyatso: (011) 022 9142

Region C:

Cathy Mthimkulu: (011) 761 0238



a world class African city

Region D:

Lungelo Mhlanga: (011) 064 0910

Region E:

Tholakele Zitha: (011) 582 1519

Region F:


Sumeeth Sukhoo: (011) 681 8130

Region G:

Liza Afrika: (011) 945 7596

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

CLOSING DATE: THURSDAY, 22 JUNE 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**EPWP JOZI IHLOMILE DATA COORDINATORS
SHORT TERM CONTRACT POSITIONS
(Not exceeding 12 months)**

DEPARTMENT:

Health

BRANCH:

Public Health

DESIGNATION:

EPWP: Jozi Ihlomile Data Coordinators

REMUNERATION:

R3 800 pm (monthly stipend)

LOCATION:

Region A

Regional Office, Alphen Square North, Unit 7, cnr George and 16th Avenue, Randjes park, Midrand

Region B

Regional Office, ACA Krans Building, 35 Symonds Street, Auckland Park

Region C

Regional Office, Civic Centre, 2nd Floor, No. 100 Christiaan de Wet, Florida Park, Roodepoort

Region D

Regional Office, Civic Centre, No. 1 Koma Road, Jabulani

Region E

Regional Office, 24 Fredman Drive, Sanpark Building, Sandown, Sandton

Region F

Regional Office and Central Office, 92 Eureka House, cnr Malborough and Rosettenville Road, Springfield

Region G


Regional Office, Ennerdale Civic Centre, 2nd floor, cnr Katz and Smith Street, Ennerdale


Minimum Requirements:


- Grade 12/NQF level 4;
- Youth between the ages of 18 to 35 years;
- One (1) year's relevant experience in a Health/Social Sector Environment;
- Knowledge of the City's process, best practices and policies and procedures on Health and social issues;
- Computer skills, including MS Office (Word, Excel) and Outlook;
- Good communication and typing skills;
- Numeric and good writing and verbal communication skills;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Different uses of electronic devices such as texting messages, sending emails, using the internet;
- Persons residing in the Regions listed above may apply for these positions;
- EPWP requirement: Proof that the applicant resides in Region listed by submitting a note from the ward councilor or an affidavit signed by an authorized body;
- Affidavit that the applicant has no criminal record.

Primary Function:

Providing administrative, and clerical support to the Regional and Central Management team with regard to the implementation of the Ward-based HIV/AIDS Door-to-door Education Programme.

Key Performance Areas:

- Provide Monitoring and Reporting Support to the Programme of Educators;
- Providing administrative, and clerical duties to the Regional and Central management team with regard to the implementation of the Ward based HIV/AIDS Door-to-Door Education Programme;
- Collecting, verification, and electronic capturing of data from all the Ward-based sites.

Leading Competencies:

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

Core Competencies:

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



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

Region A Regional Office, Alphen Square North, Unit 7, cnr George and 16th Avenue, Randjes park, Midrand

https://share-eu1.hsforms.com/1BXVwR6RkTqO4_3qRIz8_mwew554

Region B Regional Office, ACA Krans Building, 35 Symonds Street, Auckland Park

<https://share-eu1.hsforms.com/1UAtIU6XrQ6a7PCBmem6Wpgew554>

Region C Regional Office, Civic Centre, 2nd Floor, No. 100 Christiaan de Wet, Florida Park, Roodepoort

<https://share-eu1.hsforms.com/1xg9wLpTpTIGkhYvBdttpFwew554>

Region D Regional Office, Civic Centre, No. 1 Koma Road, Jabulani

<https://share-eu1.hsforms.com/1HpCJ9FCMQFull3KlaYjApQew554>

Region E Regional Office, 24 Fredman Drive, Sanpark Building, Sandown, Sandton

<https://share-eu1.hsforms.com/1e7wNriCSQ7S8qDzX-QzPbgew554>

Region F Regional Office and Central Office, 92 Eureka House, cnr Malborough and Rosettenville Road, Springfield

<https://share-eu1.hsforms.com/1pXheEBFWTFCSw4fu23VkiQew554>


Region G Regional Office, Ennerdale Civic Centre, 2nd floor, cnr Katz and Smith Street, Ennerdale


https://share-eu1.hsforms.com/1cvyWS7_FR8GFInqC4LVnzew554

APPLY ONLINE VIA: www.joburg.org.za



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

ENQUIRIES ONLY:

Region A:

Maggie Themba: (011) 237 8023

Region B:

Sindisiwe Menyatso: (011) 022 9142

Region C:

Cathy Mthimkulu: (011) 761 0238

Region D:

Lungelo Mhlanga: (011) 064 0910

Region E:

Tholakele Zitha: (011) 582 1519

Region F:

Sumeeth Sukhoo: (011) 681 8130

Region G:

Liza Afrika: (011) 945 7596

CLOSING DATE: THURSDAY, 22 JUNE 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.