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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Operational Manager: Clinics (Region B)

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.



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OPERATIONAL MANAGER: CLINICS (REGION B)

<u>Department:</u>	Health
<u>Branch:</u>	Primary Health Care
<u>Designation:</u>	Operational Manager: Clinics (Region B)
<u>Remuneration:</u>	R44 037,43 pm (basic salary, excluding benefits)
<u>Location:</u>	Region B

Minimum Requirements:

- Grade 12 plus a Diploma in General Nursing and Midwifery/NQF level 6;
- Diploma in Clinical Nursing Science, Health Assessment, Treatment & Care/NQF level 7;
- Proof of Registration with the South African Nursing Council;
- Proof of Valid driver's license;
- 5 years' experience post-registration as a General Nurse or Midwife;
- 5 years or more experience in a similar (PHC) environment;
- 1 – 4 years' experience after registration as a Clinical Nurse Practitioner;
- Must have a valid driver's license.

Primary Function:

Provide specialised managerial implementation process that is regulated by legislation, monitoring, evaluation, and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives and statutory requirements related to the provisions of health consultation and primary health care service to the community and clinics.

Key Performance Areas:

- Identify with the community services strategy with respect to the provision of a comprehensive health service and define, implement, and monitor both the short-term and long-term plans/objectives for the clinical services functionality;
- Direct controls of the key performance indicators and outcomes of staff within the clinical services section;
- Implement procedures, systems, and controls to regulate specific work sequences and general practices/processes as dictated in health legislation, code of conduct associated with the professions, labor relations, and employee benefits;
- Coordinate specific sequences associated with the provision of education and training to communities and staff on clinical approaches to safe and healthy living;
- Implement financial processes according to supply chain management policy and MFMA;
- Implement effective stock and financial control processes;
- Supervision and leadership in the implementation of standards and criteria for quality clinical nursing care;
- Data management to ensure the right information at the right time to support clinical decisions essential in planning, providing quality care, optimising outcomes, and reducing the cost of health care;



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- Implement and provide leadership for good governance and risk control processes to ensure compliance to legislation, policies, and guidelines.

Leading Competencies:

- Computer literacy including MS Office Applications;
- Accountability, high level of confidentiality, and organisational skills;
- Coordinating and problem-solving skills;
- High level of communication skills required to work with people;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Be able to function under pressure in terms of emergencies and increased workloads;
- Knowledge of the City's processes, best practices and policies, and procedures on Health issues and knowledge of health processes;
- Attention to detail and high level of accuracy in the recording and capturing of information;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Integrity and Professionalism, and Confidentiality;
- 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:

Region B - <https://share-eu1.hsforms.com/1dVS0HQGEQB2Z1JiRBmd0Hwew554>

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

ENQUIRIES ONLY:

Contact Person: Piet Venter
Tel No: 082 559 3764

CLOSING DATE: TUESDAY, 30 JANUARY 2024



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