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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Deputy Director: Regional Health**
- **Director: Management Support and Development**
- **Director: District Health Systems**
- **Director: Public Health**

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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DEPUTY DIRECTOR: REGIONAL HEALTH

<u>Department:</u>	Health
<u>Branch:</u>	Region A, D, E & G
<u>Designation:</u>	Deputy Director: Regional Health
<u>Remuneration:</u>	R57 490,39 – R78 204,34 pm (basic salary, excluding benefits)
<u>Location:</u>	Region A, D, E & G

Minimum Requirements:

- Grade 12 plus a Bachelors Degree in a Healthcare field at NQF level 7 with Health Service Management as one of the major subjects;
- Proof of current registration with the relevant Health Professions Council;
- 7 – 8 years overall experience, with 4 years' experience at middle management level;
- Administrative and advanced computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management;
- 7 - 8 years' experience working with National Priority Programmes and/or in the Primary Health Care setting;
- Extensive knowledge and experience in Research, Monitoring, and Evaluation of Health Programmes, District Health Information System, and Training and Development.

Primary Function:

Provide leadership, coordinate, plan and manage the implementation of the personal and Environmental Health services function and ensure effective administration support in the Region. Ensure implementation of the District Health System using the PHC approach in the sub-District/Region including Community Based and Outreach Services with the National and Provincial framework in line with the National Health Insurance. The implementation of Priority Environmental Health programs in terms of Municipal Health Services. Ensure the management and accountability of the budget allocated for the execution of services including minor upgrades.

Key Performance Areas:

- Provide strategic direction, decision-making, planning and leadership by ensuring appropriate strategies, business plans, protocols, and procedures are developed, approved, communicated to the relevant stakeholders, and implemented so that the strategic imperatives of the Municipality are met;
- Lead and direct staff in the Region so that they are able to achieve the objectives set for them; defining/adjusting the role boundaries, workflow processes, and job design against laid down service delivery requirements;
- Plan, monitor and control the Region's operating and capital budget so that spending is in line with the Municipal requirements and/or MFMA;
- Lead, direct and control the management and implementation of Health Services in the Region;



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- Establish, lead and manage the research activities in the field of district health in order to determine trends and best practices within the discipline Nationally and Internationally;
- Internal and External Stakeholder Management Intersectoral Collaboration through customer-focused service delivery.

Leading Competencies:

- Expertise in complaint handling processes and ethical and professional practice standards, with the ability to operate effectively in a high volume, sensitive and complex environment;
- Excellent interpersonal liaison and communication skills, including the capacity and ability to negotiate or communicate on behalf of the Unit Heads and HoD with senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the HoD and Unit Heads on complex and sensitive issues;
- Demonstrate ability in human resource planning, and people management and ensure the confidentiality of employee personal information.

Core Competencies:

- Knowledge of local government health legislation, technical knowledge on the following:
 - District Health Service Development
 - National Priority Programmes and Stakeholder Relations
 - Management of Municipal Assets and Liabilities, Cash Management, Capital Planning, and IT Support
 - Municipal Legislative Environment and Policy
 - Issues in Leadership, Municipal Strategic Planning, and Implementation
 - Municipal Financial Reporting and Performance Management
 - Municipal Supply Chain Management
 - Managing risk in a municipal context and
 - Municipal Budgeting and Implementation
 - Government legislation, policies, and procedures applicable to Gauteng Provincial Government and South Africa
 - Financial principles and practices and risk management
 - Gathering and analysing information.

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

Region A - <https://share-eu1.hsforms.com/1hGF-R9JnSeutmJ94K4-DZwew554>

Region D - https://share-eu1.hsforms.com/10-JcvojeQ6K_WStRyc7hkQew554

Region E - https://share-eu1.hsforms.com/126f7_mycQh-nok0TgMAvrAew554

Region G - <https://share-eu1.hsforms.com/1YGrZukVvROi8J9GHDDixNAew554>

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

ENQUIRIES ONLY:

Contact Person: Nonhle Mngadi

Tel No: 011 407 7239

CLOSING DATE: TUESDAY, 27 FEBRUARY 2024

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DIRECTOR: MANAGEMENT SUPPORT & DEVELOPMENT

DEPARTMENT:	Health
BRANCH:	Management Support & Development
DESIGNATION:	Director: Management Support & Development
REMUNERATION:	R71 274,46 pm (basic salary, excluding benefits)
LOCATION:	Health Department

Minimum Requirements:

- Grade 12 plus a Bachelors Degree in Public Management or Public Administration or Business Administration or any equivalent Health-related degree at NQF level 7;
- Minimum of 10 years overall experience preferred in leadership/management experience, with 5 years' experience at middle management level;
- Experience in National/Provincial/Local Government policy legislation and protocols;
- Ability to work with various levels of personnel in a fast-paced environment;
- Excellent verbal and written communication skills;
- Public Administration or closely related health management experience involving Finance, Supply Chain Management, Performance Monitoring and Evaluation of National Health Priority Programmes, Training and Development;
- Valid driver's licence.

Primary Function:

Ensure the provision of strategic, analytical, human resource, administrative and transversal business solutions to enable the Executive Director: Health and all reporting units to deliver on their mandate effectively and efficiently. Duties will include:

- Management and administration of the Office of the Executive Director;
- Provide executive support, and administrative and secretarial service by developing, implementing, and monitoring relevant strategies, policies, procedures, systems, and Standard Operating Procedures;
- Fostering high level of confidentiality within the Executive Director's Office and maintaining of integrity of executive decisions;
- Manage information flow and correspondence through the Executive Director and units at head office;
- Administration management, departmental planning, and budget management, performance management coordination in support of the Executive Director;
- Overall coordination of skills development for the department;
- Financial administration and reporting;
- Ensure key strategic interface between service delivery functions within the Human and Social Development clusters;
- Ensure Regional Services oversight, coordination and development;
- Assist executive management in taking informed decisions on District Health Services, Environmental Health, and Public Health based on health management information;



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- **Coordinate and develop internal and external support networks that will enhance the functioning of the Eds office and all units to assist the department in delivering their objectives.**

Key Performance Areas:

- Provide strategic direction, decision-making, planning and leadership and ensure that appropriate strategies, business plans, protocols and procedures are developed, approved, and communicated to the relevant stakeholders, and implemented so that the strategic imperatives of the Municipality are met;
- Forecast, lead, direct, plan, monitor and control the Unit's annual operating and capital budget so that expenditure is in line with the Municipal requirements and/or MFMA;
- Lead and direct staff within the Unit so that they can achieve the objectives set for them, and that they develop optimally. Define and/or adjust the role boundaries, workflow processes and job design against laid down service delivery requirements;
- Effectively liaise and support the Office of the Executive Director in ensuring qualitative communication, and service delivery and enable the Executive Director in achieving the set political objectives;
- Internal and external customer-focused service delivery management.

Leading Competencies:

- Intermediate or Advanced Computer literacy including MS Office Applications;
- Strategic perspective, leadership and people management;
- Excellent communication skills;
- Leadership and people management;
- Handling of confidential matters;
- Financial and change management skills;
- Performance management and risk management skills;
- Adherence to policies and procedures;
- Integrity;
- Goal oriented;
- Report writing and project management skills;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Knowledge of Local Government legislation, policies, and procedures applicable to Health;
- Excellent interpersonal, liaison and communication skills including the capacity and ability to negotiate or communicate on behalf of the department with senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the department on complex and sensitive issues;
- Knowledge of financial principles and practices;
- Sound knowledge of risk management;
- Ability to supervise and performance manage employees to include the establishment and application of standards for performance in a fair and impartial manner;



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- Ability to maintain and ensure the confidentiality of employee personnel labor issues and contents of personnel files, City's process, best practices and policies and procedures on Health issues, Finance, Research, monitoring and evaluation, Core PHC Norms and Standards, and relevant National, Gauteng and CoJ Protocols, Policies and Guidelines;
- 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.”

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DIRECTOR: DISTRICT HEALTH SYSTEMS

DEPARTMENT:	Health
BRANCH:	District Health Systems (DHS)
DESIGNATION:	Director
REMUNERATION:	R71 274,46 – R89 087,16 pm (basic salary, excluding benefits)
LOCATION:	Health Department

Minimum Requirements:

- Grade 12 plus Bachelor's Degree in a Healthcare field (NQF level 7) OR Bachelor of Medicine and Surgery (MBBCh);
- Minimum of 10 years' overall experience preferred in leadership/management experience with 5 years' experience at middle management in a PHC setting;
- Proof of current registration with a Health professions Council of South Africa, and/or any related professional accreditation Council/Body;
- Extensive knowledge and experience in Research, Monitoring, and Evaluation of Health and Pharmaceutical Programmes, District Health Information Systems, and Training and Development;
- Valid driver's license.

Primary Function:

Lead, give strategic direction, control, monitor, and evaluate the implementation and development of District Health Systems (DHS) using the Primary Health Care (PHC) approach – the development of comprehensive and integrated primary health care services in all health facilities in the City, including the community based and outreach services. Ensure that the provision of integrated and comprehensive PHC services in the City is developed and implemented within and aligned to the national and provincial frameworks including the National Health Insurance.

Key Performance Areas:

- Provide strategic direction, decision-making, planning, and leadership and ensure that appropriate strategies, business plans, protocols, and procedures are developed, approved, communicated to the relevant stakeholders, and implemented so that the strategic imperative of the Municipality are met;
- Lead, direct and control the management and implementation of DHS;
- Plan, monitor and control the PHCs annual operating and capital budget so that spending is in line with the Municipal requirements and/or MFMA;
- Lead and direct staff within the Department so that they can achieve the objectives set for them. Defining/adjusting the role boundaries, workflow processes, and job design against laid down service delivery requirements;
- Establish, lead and manage the research activities in the field of district health in order to determine trends and best practices within the discipline nationally and internationally;
- Internal and external customer-focused service delivery;



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- Research and review technologies and knowledge capital.

Leading Competencies:

- Intermediate or Advanced Computer literacy including MS Office Applications and DHIS function;
- Strategic perspective;
- Excellent communication skills;
- Leadership and people management;
- Financial and change management;
- Accountability, Integrity and adherence to policies and procedures;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure and the ability to prioritise;
- Excellent interpersonal, liaison, and communication skills, including the capacity and ability to negotiate or communicate on behalf of the Unit Heads and HoD with senior internal and external stakeholders;
- Excellent written communication skills, including the ability to prepare documents and briefing notes for the HoD and Unit Heads on complex and sensitive issues.

Core Competencies:

- Knowledge of local government legislation, technical knowledge in the fields of DHSD, National Priority Programmes, and stakeholder relations, Management of Municipal assets and liabilities, Cash Management, Capital Planning and IT Support, Municipal Legislative Environment, and Policy, Issues in Leadership, Municipal Strategic Planning and Implementation, Municipal Supply Chain Management, Managing Risk in a Municipal Context and Municipal Budgeting and Implementation;
- Knowledge of Government legislation, policies, and procedures applicable to the Gauteng Provincial Government and South Africa;
- Demonstrated expertise in complaint handling processes and ethical and professional practice standards, with the ability to operate effectively in a high volume, sensitive, and complex work environment;
- Knowledge of financial principles and practices;
- Gathering and analysis of information;
- Sound knowledge of risk management;
- Ability in Human Resource planning, people management and ensure the confidentiality of employee personal information;
- 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.



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DIRECTOR: PUBLIC HEALTH

DEPARTMENT:	Health
BRANCH:	Public Health
DESIGNATION:	Director
REMUNERATION:	R71 274,46 – R89 087,16 pm (basic salary, excluding benefits)
LOCATION:	Health Department

Minimum Requirements:

- Grade 12 plus Bachelor's Degree in a Healthcare field (NQF level 7) OR Bachelor of Medicine and Surgery (MBChB);
- 10 years' overall experience preferred in leadership/management experience, with 5 years' experience at middle management level in a PHC setting;
- Proof of current registration with a Health Professions Council of South Africa, and/or any related professional accreditation Council/Body;
- Extensive knowledge and experience in Research, Monitoring, and Evaluation of Health and Pharmaceutical Programmes, District Health Information Systems (DHIS), Training and Development;
- Extensive knowledge and experience in Research, Monitoring and Evaluation of Health and Pharmaceutical Programmes, District Health Information Systems, Training and Development;
- Must have a valid driver's license.

Primary Function:

Lead, give strategic direction, control, monitor and evaluate the implementation of priority health programmes (Communicable diseases, Non-communicable diseases, Child Health, EPI, Epidemic Response Preparedness, Women, Maternal, Reproductive Health programmes. Ensure that the provision of the priority health programmes in the City is developed and implemented within and aligned with the national and provincial framework. Assist executive management in taking informed decisions on Public Health based on health management information.

Key Performance Areas:

- Provide strategic direction, decision-making, planning, and leadership and will ensure that appropriate strategies, business plans protocols, and procedures are developed, approved, communicated to the relevant stakeholders, and implemented so that the strategic imperatives of the Municipality are met;
- Lead, direct, forecast, plan, monitor and control the department's annual operating and capital budget so that expenditure is in line with the Municipal requirements and/or Municipal Financial Management Act;



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- Lead and direct staff within the Unit so that they are able to achieve the objectives set for them and that they develop optimally. Define and/or adjust the role boundaries, workflow processes, and job design against laid down service delivery requirements;
- Establish, lead, and manage the research activities in the field of public health and district health service development in order to determine trends and best practices within the discipline Nationally and Internationally;
- Lead, direct, and control the management and implantation of priority public health programmes in the City and the Department;
- Customer Focused service delivery internally and externally.

Leading Competencies:

- Intermediate/Advanced Computer literacy, (Microsoft Word, PowerPoint and Excel);
- Team Building;
- Conflict Management and Problem-solving skills.

Core Competencies:

- Knowledge of the City's processes, best practices and policies, and procedures on Health Issues; Research; Monitoring and Evaluation; Core Primary Health Care Norms and Standards and relevant National, Gauteng, and COJ Protocols, Policies, and guidelines;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
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