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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

EXPANDED PUBLIC WORKS PROGRAMME – (EPWP)

SHORT TERM CONTRACT EMPLOYMENT - (STC)

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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HEALTH EPWP SHORT TERM CONTRACT POSITIONS (Not exceeding 12 months)

The City of Johannesburg (CoJ), Health Department has the following job opportunities available, for a period NOT exceeding twelve (12) months located in the following Regions:
(A, B, C, D, E, F and G)

The Department is inviting unemployed individuals to apply to provide various services within the health facilities. The suitable candidates will be required to assist with data capturing, general work and queue marshal.

PERSONS RESIDING IN THE REGION LISTED ABOVE MAY APPLY FOR THESE POSITIONS.

- 1) **Department:** Health
Branch: Integrated Policy, Planning and Research Unit
Designation: EPWP – Data Capturer / Queue Marshal / General Worker
Salary: R3 500 pm (monthly stipend)
Location: Various Region (A - G)

Appointment Requirements:

- Grade 10 or higher;
- Youth between the ages of 18 and older (youth preferred);
- People with disabilities;
- 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 sending emails, using the internet.

Primary Function:

General Worker


- To clean the waiting areas, consulting rooms, offices, kitchens, laundries etc.
- To ensure that all surfaces used for clinical procedures are cleaned/dusted appropriately prior to setting up of clinic procedure areas
- To sort and change soiled linen in all consulting rooms
- Empty dustbins and ensure that immediate surroundings of the clinic are kept free of litter

Data Capturer

- Data capturing/completion of client's records and updating of clients information
- Compiling monthly statistics of clients who accessed the clinic



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- Filing of completed client's cards in alpha – numeric or chronological sequence and retrieval of files on request from departmental personnel
- Make necessary appointments for services using the appointment method in various clinics
- Co-ordinate ordering of stationary, clinic records and necessary printed material to ensure adequate supplies within the clinic
- Recording discussions and typing minutes of departmental meetings and forwarding to specific personnel

Queue Marshal

- Welcome patients and visitors
- Assist in giving information and directing clinic clients in various streams and ensure smooth patient flow
- Screen patients in the waiting areas
- Managing, controlling queues, direct clients to appropriate areas of the facility
- Oversee helpdesk and attend to patient enquiries

Key Performance Areas:

- Provide Monitoring and Reporting of programme.

Leading Competencies:

- Knowledge of the City's processes, best practices and policies and procedures on Health and transversal issues.
- Teamwork,
- Honesty, & Accountability,
- Time management;
- Organizational skills;
- Emotional intelligence;
- Sound judgement;
- Ability to take initiative where necessary to achieve necessary outcomes and under pressure.

Core Competencies:

- Good Communication skills,
- Confidentiality, and integrity.
- 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.



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

STC 006/2024 (EPWP)_General Worker

<https://share-eu1.hsforms.com/1dCmD3SeESESpfWRI--GZqQew554>

STC 006/2024 (EPWP) - Data Capturer

<https://share-eu1.hsforms.com/1Ba7rejMoTRm9X6VJgmbFVQew554>

STC 006/2024 (EPWP)_Queue Marshal

<https://share-eu1.hsforms.com/1fmVioiYATeOiSOpi8j-L3Qew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tsholofelo Tlhotlhomisang

Tel No.: 083 702 7678

CLOSING DATE: TUESDAY, 22 OCTOBER 2024

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.