

## HEALTH INTERNAL & EXTERNAL POSITION

**This Vacancy is open to External Applicants AND Employees of the City of Johannesburg**

2. **DEPARTMENT:** Health  
**BRANCH:** Integrated Policy, Planning and Research (IPPR)  
**DESIGNATION:** Administration/Technical Assistant  
**REMUNERATION:** R15 660.30pm (basic salary excluding benefits)  
**LOCATION:** Health Department

**Appointment Requirements:**

- Grade 12/NQF level 4;
- 2 years' experience in supporting users in the operation and use of advanced IT applications;
- Knowledge of desktop/laptop PCs, peripherals, networks and the corporate web computing environment;
- Knowledge of Training processes;
- Skill required: good communication and computer literacy (MS Office); and
- Must have a valid driver's licence.

**Primary Function:** Coordinate sequences associated with Administrative activities in terms of conditions, standards and procedures in relation to documentation and record-keeping (electronic and manual).

**Key Performance Areas:**

- Train staff on the use of eHealth systems by teaching the use of computer functions;
- Desktop support by performing basic desktop support activities; Implement and maintain procedures and systems associated with the flow of electronic/paper documentation and correspondence, including the tracking of files within facilities admin office; Perform general clerical duties and render support to management; Coordinate specific administrative, analytical and reporting requirements associated with supporting Health Systems.

**Leading Competencies:**

- Ability to function under stress;
- Time management; High level of confidentiality and organisational skills; Ability to work independently or in a team and take initiative where necessary to achieve necessary outcomes.

**Core Competencies:**

- Teamwork; Value and Integrity;
- Attention to detail and quality focused.

**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**

**PLEASE TAKE NOTE THAT APPLICATIONS SENT DIRECTLY AND NOT ONLINE WILL NOT BE TAKEN INTO CONSIDERATION - DETAILS FOR ENQUIRY PURPOSES ONLY**

**PUBLICATION DATE: 05 APRIL 2022**

**CLOSING DATE: 20 APRIL 2022**

**VACANCY CIRCULAR: 022/2022**

**Contact Person:** Stanley Mukwathi  
**Tel No:** (011) 407 7103

**PLEASE APPLY USING THE LINK BELOW AS ALL APPLICATIONS WILL BE THROUGH THE WEBSITE:**  
<https://share.hsforms.com/1JsrRAslLRgg2CihoZisOew469tl>

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

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