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SECRETARIAT

Department: Private Office of the Executive Mayor (POEM)
Branch: Johannesburg Aids Council
Designation: Secretariat
Remuneration: R60 077.46 pm (basic salary, excluding benefits))
Location: Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus Degree in a Health-related field or Social Sciences / Behavioral/ developmental Studies / Public Administration or equivalent at NQF level 7;
- Postgraduate Degree in any of the above fields NQF level 8/9;
- Optional Diploma in HIV Management.
- At least 8 years' experience in the Public or Private health space of which 5 years or more must be at the senior management level;
- Valid Driver's license.

Primary Function:

Leads, develop, direct and oversee the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes, designed to accomplish key strategic goal of the National Strategic Plans on HIV, TB and STI 2023-2028 (NSP 2023-2028), for sustainable leadership accountability, stakeholder engagement, participation and well-coordinated sectors in the activities of the Johannesburg Aids Council activities in response to the Multi Sectoral HIV, TB and STI programme within the City of Johannesburg Metropolitan Municipality in line with Johannesburg Aids Council (JAC) terms of reference.

Key Performance Areas:

- Plan, organize, coordinate and control the Multisectoral HIV, TB & STI response activities in line with the National, Provincial and the City of Johannesburg policies, protocols, plans and guidelines;
- Identify and defines immediate, short term and long term objectives sand plans associated with the implementation of effectives and efficient Multisectoral HIV, TB and STI Response;
- Leads, oversee, directs and control the implementation, monitoring, evaluation and reporting sequences of outcomes, impact and trends associated with MDIP objectives and progress towards NSP goals;
- Leads, supports and controls the financial management, budgeting and forecasting;
- Leads supports, control and participates in the implementation of specific procedures, systems and control associated with supportive and motivating climate for the incumbents in the JAC secretariat to develop and perform optimally;
- Perform specific tasks activities associated with the provision of internal communication services to Departments, POEM on Multisectoral HIV/TB & STI Response.



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- Perform specific tasks associated with the provision of external communication service on Multisectoral HIV/TB & STI Response;
- Conduct Governance Risk activities;

Leading Competencies:

- Computer literacy (Microsoft Word and Excel)
- Report writing skills;
- Communicate effectively and speak in a highly influential manner, promote the organizations positions with authority and credibility across government, cross-cross jurisdictional and outside the City;
- Excellent interpersonal skills, including the ability to resolve conflict and facilitate and negotiate with stakeholders;
- Coordinating skills;
- Strategic thinking and management;
- Assertiveness;
- Interpersonal skills;
- Leadership skills;
- Change management;
- Problem solving skills;
- Research skills and goal oriented.

Core Competencies:

- Ability to commit to customer satisfaction by promoting and managing alliances with the organization and across the public private and community sectors;
- Basic knowledge of stakeholder Management, Intergovernmental Relations , and Financial and Human Resource Management.

“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:

<https://share-eu1.hsforms.com/1An7cA66MTVSx7Xqnn59z1Aew554>

APPLY ONLINE VIA: www.joburg.org.za



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ENQUIRIES ONLY:

Contact Person: Sharon Gardner
Tel No: 011 407 7239

CLOSING DATE: THURSDAY, 06 MARCH 2025

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