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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:
Children Care Officer (Programme Coordinator)

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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CHILD CARE OFFICER (PROGRAMME COORDINATOR)

Department: Social Development
Branch: Migration, Displaced Persons and Children Services
Designation: Children Care Officer (Programme Coordinator)
Remuneration: R28 315,59 pm (basic salary, excluding benefits)
Location: Various Regions

Minimum Requirements:

- Grade 12 / NQF level 4 plus Bachelor of Education (ECD: Foundation Phase will be an added advantage (NQF level 7);
- 1 - 3 years working experience in the development and implementation of programmes for children between 0 - 18 years of age. This should include working alongside teachers / ECD practitioners as well as NGO organisations in the implementation of programmes for children. The programmes should have an educational, as well as a life skills element;
- Basic knowledge of Children's Services programmes mainstreaming;
- Early Childhood Development forums relations management;
- Must have a valid driver's license.

Primary Function:

Facilitate planning, implement monitoring and evaluating the Children services: Social Development programmes / projects within the community, and disseminate information, advise the community on Children's Services Developmental and support programmes.

Key Performance Areas:

- Execute and oversee all administrative processes and actions.
- Execute, coordinate and provide support in terms of rolling out and running of programmes and projects.
- Facilitate, execute and coordinate educational training programmes and initiatives.
- Liaise and communicate with all relevant service providers and stakeholders.
- Investigate, assess and refer complaints.
- Monitor, Evaluation and Stakeholder Management.

Leading Competencies:

- Computer Literacy (Microsoft Word, PowerPoint and Excel and Outlook);
- Good communication (verbal and written);
- Networking;
- Active listening skills required.



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Core Competencies:

- Basic knowledge of Children's Services programmes mainstreaming;
- Teamwork;
- Be able to initiate and work independently;
- Be flexible to work city-wide.

"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/1osFZbWwZRogrEnuuDSz2IAew554>

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

ENQUIRIES ONLY:

Contact Person: Tiyani Maringa
Tel No: (011) 407 6514

CLOSING DATE: THURSDAY, 07 AUGUST 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.