



City of Johannesburg  
Group Corporate & Shared Services Group Human Capital Management

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[www.joburg.org.za](http://www.joburg.org.za)

## VACANCY BULLETIN: STC 004/2019

### SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg (CoJ), Health Department has the following short term contract opportunities for a period NOT exceeding three (3) months.

The details are as follows:

**THESE POSITIONS ARE AIMED AT RE-ENFORCEMENT OF STAFFING LEVELS IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS AND INTEGRATED SUBSTANCE ABUSE MANAGEMENT AND ACTIVATION OF MOBILE CLINICS**

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|------------------------------|-------------------------------------------|
| 1. <b><u>Department:</u></b> | Health                                    |
| <b><u>Branch:</u></b>        | District Health Systems                   |
| <b><u>Designation:</u></b>   | General Worker                            |
| <b><u>Salary:</u></b>        | R8 074.98 pm (all-inclusive basic salary) |

**Appointment Requirements:**

- Grade 10 / NQF level 4 is required.
- Basic Cleaning skills.

**Primary Function** The position will undertake cleaning duties of clinics under supervision in the prescribed way so as to facilitate the delivery of acceptable health care services and standards.

**Key Performance Areas:** provide daily cleaning and when necessary cleaning services that will create a clean and healthy environment conducive for quality health services, in Clinics or all other Health facilities.

**Leading Competencies:** Teamwork & ability to read and write,

**Core Competencies:** Perform cleaning duties. Follow basic instructions.

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| 2. <b><u>Department:</u></b> | Health                  |
| <b><u>Branch:</u></b>        | District Health Systems |

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**Designation:** Administration Assistant  
**Salary:** R13 371.55 pm (all-inclusive basic salary)

**Experience/Skills/Educational Requirements**

- Grade 12 / NQF level 4 plus basic Pharmacists Assistant Certificate.
- One (1) years' relevant experience in an administrative work environment
- Computer literacy skills required.

**Primary Function:** Assess and process (packing medication) clinics drug order in accordance with good Pharmacy Practice regulations (GPP). Render a support Pharmaceutical Services in the Medicine Store and the pre- packing unit.

**N.B** The Administrative Assistant (Basic Pharmacists Assistant) may perform the acts described below under the direct personal supervision of registered Pharmacists.

**Key Performance Areas:** Coordinate and execute sequences / action associated with the provision of support and administration, Data Management and record keeping with regards to Management Systems Development. Execute all activities / tasks related to administration, clerical and record keeping for the PHC facility.

**Leading Competencies:** Accountability.

**Core Competencies:** Batho Pele principles.

3. **Department:** Health  
**Branch:** District Health Systems  
**Designation:** Enrolled Nursing Assistant  
**Salary:** R11 005.39 pm (all-inclusive basic salary)

**Appointment Requirements:**

- Grade 12/ NQF level 4 plus Higher certificate: Auxiliary Nursing
- One (1) year post training as Enrolled Nursing Assistant.
- SANC registration.
- Computer literacy, SAP administration; Project management, communication (verbal and written); coordinating and interpersonal skills required.

**Primary Function:** Applies procedural nursing sequences in the management of comprehensive primary health care services and participates in community focused awareness initiatives, providing support, information distribution and demonstrations to ensure that the health objectives in terms of all relevant national policies and standard guidelines are met.

**Key Performance Areas:** Communicate with patients at the clinic and access case files and records / or referring emergency clients/ situation to professional personnel. Participate in the delivery of awareness and educational programmes on clinical approaches to safe and healthy living to the community. Conduct specific and administrative processes and procedures. Render leave management administrative support to employee development Unit.

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<b>4. Department:</b>	<b>Health</b>
<b>Branch:</b>	<b>District Health Systems</b>
<b>Designation:</b>	<b>Professional Nurse</b>
<b>Salary:</b>	<b>R19 632.61 – R24 625.08 pm (all-inclusive basic salary)</b>

**Appointment Requirements:**

- Matric certificate (NQF level 4).
- Diploma/Degree in General Nursing, Midwifery and Community Sciences Post basic (NQF level 7).
- SANC registration.
- Three (3) year qualification & Psychiatry experience.
- Computer literacy.
- Must have a valid driver's license.
- Post basic Psychiatry qualification will be an added advantage

**Primary Function:** Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and participates in community focused awareness initiatives and personal development inter interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable and cost effective health care are realized.

**Key Performance Areas:** Render a comprehensive and integrated Primary health care Services by assessing diagnosing treating and /or referring which includes all elements and principles of the national Core Package and the national priority programmes. Actively participate in the identification, design and delivery of health awareness campaigns at clinic and community level. Conduct specific administrative processes and procedures. Implement the activities and procedures in relation to the rendering of comprehensive health care services at Primary health care / Facility level and in accordance with the MFMA and other relevant legal framework. Initiate, facilitate and maintain community and intersectoral collaboration at clinic / regional level.

**Leading Competencies:** Work independently; work under pressure. Accountability.

**Core Competencies:** Must form part of multidisciplinary team. Good Interpersonal and communication skills

For further information relating to job requirements and description, interested applicants can contact Kgomotso Mogotsi at (011) 407 6396.

An Application letter and comprehensive CV must be hand delivered to the specified Region as per below, for attention of Kgomotso Mogotsi.

**Contact Person:** Maggie Sibiya  
**Tel No:** (011) 237 8023  
**Fax No:** (011) 314 1716  
**Workplace:** Region A (Hikensile Clinic)  
**Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand**

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**Contact Person:** Sindiswe Ngubeni  
**Tel No:** (011) 718 9641 **Fax No:** (011) 718 9761  
**Workplace:** Region B  
**Hand deliveries to:** Aca Krans Building, Auckland Park

**Contact Person:** Cathy Mtimkulu **Email:** cathytm@joburg.org.za  
**Tel No:** (011) 761 0247 **Fax no:** (011) 472 0016  
**Workplace:** Region C (Bophelong Clinic)  
**Hand deliveries to:** Christian De wet Road, Florida Park, Roodeport Civic Centre

**Contact Person:** Sibongile Maloka  
**Tel No:** (011) 986-0271  
**Workplace:** Region D  
**Hand deliveries to:** 1 Koma Road, Jabulani Civic Centre, Soweto

**Contact Person:** Tholakele Zitha  
**Tel No:** (011) 582 1502  
**Workplace:** Region E  
**Hand deliveries to:** 137 Corner Daisy and Greystone Street, Sandton

**Contact Person:** Mpho Mashego  
**Tel No:** (011) 681 8134 **Fax No:** (011) 681 8209  
**Workplace:** Region F  
**Hand deliveries to:** 92 Malboro Road cnr Rosettenville, Springfield, EUREKA House

**Contact Person:** Masesi Mashinini  
**Tel No:** (011) 211 8938 **Fax:** (011) 211 8934  
**Workplace:** Various Clinics Region G  
**Hand deliveries to:** No 1 Smit Walk Catz Road, Ennerdale Ext 9

*These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.*

**PUBLICATION DATE:** 03 APRIL 2019

**CLOSING DATE:** 05 APRIL 2019

  
**MOOGSYN JONES**  
**ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT**

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