



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

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VACANCY BULLETIN: STC 006/2019

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

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

Appointment Requirements:

- Grade 10 / NQF level 2 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. <u>Department:</u> | Health |
| <u>Branch:</u> | 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.
- Two (2) 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 Nurse
Salary: R13 371.55 pm (all-inclusive basic salary)

Appointment Requirements:

- Grade 12/ NQF level 4 plus Higher certificate: Auxiliary Nursing
- Two (2) 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: Perform support functions to professional staff / clinicians in respect of specific application associated with the provision of treatments for communicable and non-communicable diseases. Participate in the delivery of awareness and educational programmes on clinical approaches to safe and healthy living to the community. Initiate and performs certain administration function

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

Core Competencies: Must form part of multidisciplinary team.

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

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

5. **Department:** Health
Branch: District Health Systems
Designation: Health Promoter
Salary: R13 371.55 pm (all-inclusive basic salary)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Certificate in Health promotion or equivalent/NQF level 5.
- Two (2) years' experience in health promotion within communities.

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Primary Function: Assist in the implementation, monitoring and control of community developmental programmes aimed at empowering communities to take responsibility in improving their overall health status. This includes health promotion and education, clinical support and administration

Key Performance Areas: Provide support and technical assistance to the WBOT teams. Create conducive environment that support healthy behavior in the community. Facilitate the implementation of all priority health promotion programmes. Provide health promotion in Health facilities.

Leading Competencies: Work independently; work under pressure. Accountability and teamwork

Core Competencies: Computer literacy and communication skills.

6. **Department:** Health
Branch: District Health Systems
Designation: Secretary
Salary: R13 371.55 pm (all-inclusive basic salary)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Secretarial Diploma.
- Three (3) years' experience in secretarial duties.
- Basic knowledge of the City's processes, best practices and policies and procedures on Health issues.

Primary Function: Provide professional secretarial duties and administrative support to the office of the Regional Manager.

Key Performance Areas: Implement and monitor the Service delivery Plans (SDP) as defined by the key performance indicators (KPI's - as well as all other responsibilities described I relevant health Legislation. Assist with the distribution of information. Perform specific tasks and activities associated with administration procedures.

Leading Competencies: Work independently; work under pressure. Accountability

Core Competencies: Good communication and computer literacy (MS Office).

7. **Department:** Health
Branch: District Health Systems
Designation: Driver
Salary: R9 326.60 pm (all-inclusive basic salary)

Appointment Requirements:

- Grade 10 / NQF level 2 is required.
- One (1) year Driving experience is required.

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- Must have a valid driver's license, code 8.
- Public Drivers permit is required (PDP).

Primary Function: Render an effective and efficient internal and external courier service for the Health Department.

Key Performance Areas: Undertake tasks associated with the collection, batching and distributing of mail and other related support services.

Leading Competencies: Good communicator and attention to detail. Confidentiality.

Core Competencies: Knowledge of driving, road signs, packing and delivery.

An Application letter and comprehensive CV must be hand delivered to the specified Regions as per below.

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

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

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

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

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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.


ENOCH MAFUYEKA
ACTING DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE &
TRANSFORMATION

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