



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

6th Floor, B Block
Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

Tel +27(0) 11 407 6111
Fax +27(0) 11 339 1878

www.joburg.org.za

VACANCY BULLETIN: STC 007/2018

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 TO ASSIST WITH INTEGRATED SUBSTANCE ABUSE MANAGEMENT AND IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS

1. **Department:** Health
Branch: District Health Systems
Designation: General Worker
Salary: R7 546.71 pm (all-inclusive basic salary)

Educational Requirements and Experience

- Grade 8 / 10 is required.
- Two (2) years' relevant experience.

Job Description:

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.

2. **Department:** Health
Branch: District Health Systems
Designation: Administrative Assistant
Salary: R12 496.77 pm (all-inclusive basic salary)

Educational Requirements and Experience

- Grade 12 relevant to administrative functions / NQF level 4 OR relevant experience.
- Two (2) years' clerical experience.
- Must be computer literate including the MS Office applications.

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CLOSING DATE: 30 APRIL 2018

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Job Description:

Undertake administration and clerical duties at a health centre/clinic during rendering of comprehensive health care services.

3. **Department:** Health
Branch: District Health Systems
Designation: Enrolled Nursing Assistant
Salary: R10 285.41 – R11 950.28 pm (all-inclusive basic salary)

Experience/Skills/Educational Requirements

- Matric / NQF level 4.
- Enrolled Nursing Assistant Certificate.
- Must be enrolled with the South African Nursing Council.
- One (1) year training experience.

Job Description:

The purpose of the job is to apply nursing procedures by assisting in the management of comprehensive primary health care services and participation 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.

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

For further information relating to Job Specification and Description, interested applicants can contact the relevant contact person as stated. An application letter and a comprehensive CV can be emailed to or hand delivered as specified.

Contact Person: Maggie Sibiya
Tel No: (011) 237 8023
Workplace: Region A
Hand deliveries to 137 Cnr. George & 16th Road Randjespark Midrand

Contact Person: Cindy Ngubeni
Tel No: (011) 718 9641
Fax No: (011) 718 9761
Workplace: Region B (Various Clinics)
Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers)

Contact Person: Cathy Mtimkulu
Tel No: (011) 761 0247
Fax No: (011) 472 0016
Workplace: Region C (Various Clinics)
Hand deliveries to Roodepoort Civic Cnr, 1 Christiaan de Wet Rd, Florida

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Contact Person: Sibongile Malola
Tel No: (011) 986 0271
Fax No: (011) 986 0165
Workplace: Region D

Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto

Contact Person: Tholakele Zitha
Tel No: (011) 582 1502
Workplace: Region E

Hand deliveries to 137 Daisy Cnr Grayston, Sandton

Contact Person: Kgomotso Mogotsi
Tel No: (011) 407 6396
Workplace: Region F

Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield

Contact Person: Masisi Mashinini
Tel No: (011) 211 8938
Fax No: (011) 211 8934
Workplace: Region G (Various Clinics)

Hand deliveries to Ennerdale Civic Cnr, 1 Smith Walk & Katz Rd, Ennerdale



AURIE KWATSHA

A/DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE MANAGEMENT & TRANSFORMATION

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