



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 019/2018

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

- | | |
|------------------------------|---|
| 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) |

Experience/Skills/Educational Requirements

- Grade 8/10 is required.
- Two (2) years' relevant experience.
- Good physical health and sound mind.
- Empathy; cognitive capacity and objective.

Job Description:

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. <u>Department:</u> | Health |
| <u>Branch:</u> | District Health Systems |
| <u>Designation:</u> | Pest Control Operator |
| <u>Salary:</u> | R8 478.73 pm (all-inclusive basic salary) |

Experience/Skills/Educational Requirements

- Grade 10 (NQF level 2) is required.

PUBLICATION DATE: 20 DECEMBER 2018

CLOSING DATE: 28 DECEMBER 2018

VACANCY BULLETIN: 019/2018

- No experience required as this is an entry level position.
- Basic knowledge in Pest Control and basic Customer Care.
- Good physical health and sound mind.
- Basic command of English.
- Ability to function under pressure in terms of emergencies, increased workloads and under emerging trends and conditions.

Job Description:

Performs tasks/activities associated with vector control using hand held equipment for spraying of poisons and placing of rodenticides and rodent traps and other appropriate measures to curb and control risks in order to ensure the provision of a clean and health environment conducive to and supporting a better life in the Regions of the City of Johannesburg.

3. <u>Department:</u>	Health
<u>Branch:</u>	District Health Systems
<u>Designation:</u>	Administration Assistant
<u>Salary:</u>	R13 371.55 pm (all-inclusive basic salary)

Experience/Skills/Educational Requirements

- Grade 11/NQF level 3 is required.
- Three (3) years' relevant experience in an administrative work environment
- Computer literacy skills required.

Job Description:

Perform the administrative function of the department.

4. <u>Department:</u>	Health
<u>Branch:</u>	District Health Systems
<u>Designation:</u>	Enrolled Nurse
<u>Salary:</u>	R13 371.55 pm (all-inclusive basic salary)

Experience/Skills/Educational Requirements

- Grade 12/NQF level 4
- Two (2) years' enrolled nurses' certificate and registered with the South African Nursing Council.
- Two (2) years' experience after training, provision of comprehensive primary health care services, be licensed to perform relevant nursing duties according to the scope of practice.
- Basic knowledge of norms and standards applicable to the service delivery platform.
- Ability to apply knowledge relevant to the scope of practice.
- Knowledge of relevant standards as well as the statutory and regulatory framework within the Nursing Act.
- Computer literacy (MS Office applications and relevant comprehensive health care courses).
- Ability to make sound judgement pertaining to day-to-day responsibilities.
- Ability to work independently and under pressure.
- Confidentiality to be maintained at all times.
- Empathy, trustworthy, loyalty and honesty.

PUBLICATION DATE: 20 DECEMBER 2018

CLOSING DATE: 28 DECEMBER 2018

VACANCY BULLETIN: 019/2018

- Relocation to any health facility within CoJ according to needs.
- May work flexi hours and late hours including weekends and Public holidays.

Job Description:

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 demonstration to ensure that the health objectives in terms of all relevant National policies and standard guidelines are met. Provision of community substance abuse rehabilitation service in terms of current legislation.

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

Experience/Skills/Educational Requirements

- Diploma/NQF level 6 in General Nursing, Midwifery and Community Health Science.
- Registration with South African Nursing Council (SANC).
- Three (3) year post basic experience.
- Basic knowledge of interpersonal relations and customer relations.
- Computer literacy (MS Office), good communication and coordinating skills.
- Ability to function under pressure in terms of emergencies, increased workloads and under emerging trends and conditions.
- Ability to work independently and under pressure.
- Should display empathy, trustworthiness and honesty.

Job Description:

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 interventions through the dissemination of advice and information on health issues and associated treatment applications in order to ensure that objectives related to affordable, accessible and cost effective health care are realized.

6. **Department:** Health
Branch: District Health Systems
Designation: Medical Doctor
Salary: R38 605.24 – R52 515.98 – R66 430.38 pm (all-inclusive basic salary)

Experience/Skills/Educational Requirements

- Degree in Health Science (MBChB)/NQF level 8.
- Current registration with Health Professions Council of South Africa (HPCSA).
- Five (5) years' experience in working in a primary health care setting.
- Knowledge on legislation, best practices and policies and procedures on Environmental Health.
- Computer literacy (MS Office) and good communication skills.

PUBLICATION DATE: 20 DECEMBER 2018

CLOSING DATE: 28 DECEMBER 2018

VACANCY BULLETIN: 019/2018

- Ability to work under pressure and independently and make sound judgement.
- Willing to work extra hours when required and work across the sub-district facilities of the City of Joburg.
- Provide in-service training and case studies.

Job Description:

Render Primary Health Care services; Community based Substance Abuse treatment and Mental Health Services within the District Health Systems Development (DHSD) legal framework and in terms of the National Norms and Standards. Render clinical, medical and emergency services within the relevant scope of practice and in support of the NHI implementation process. Facilitate and support the education and training of medical, pharmaceutical and nursing staff. Participate in research within the City and conduct health promotions. Be involved with outreach programmes and other community based health related activities. Support management in all health related issues. Coordinate the provision and delivery of comprehensive Primary Health Care Services using the DHS legal framework in line with the National Norms and Standards. Provide leadership and supervision in the facility in support of the facilities manager. Manage effectively the training and research aimed at development and maintenance of professional/ethical standards in PHC facilities and the PHC training school, particularly the medical, pharmaceutical and nursing students and operational staff. Plan and implement the clinical and professional service and the development of clinicians and promote and participate in research within the City. Lead the transformation of PHC service through proactive health promotion interventions and community based/outreach programmes in partnership with other community based health interventions.

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: 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:** cathymt@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

PUBLICATION DATE: 20 DECEMBER 2018

CLOSING DATE: 28 DECEMBER 2018

VACANCY BULLETIN: 019/2018

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: 20 December 2018

CLOSING DATE: 28 December 2018



**SERENA PIENAAR
ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT**

PUBLICATION DATE: 20 DECEMBER 2018

CLOSING DATE: 28 DECEMBER 2018

VACANCY BULLETIN: 019/2018
