

PERMANENT POSITIONS

CITY OF JOHANNESBURG VACANCIES

045/2017

Department: Health
Branch: Region C and Region E
Designation: General Worker
Salary: R7 546.71 pm (basic salary excluding benefits)

Educational Requirements and Experience

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

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.

Contact Person: Cathy Mtimkulu
Email: cathynt@joburg.org.za
Tel No: (011) 761 0247
Fax No: (011) 472 0016
Workplace: Region C
(Bophelong Clinic)
Hand deliveries to
Florida Civic Centre, Room 231

Contact Person: Mushoni Pandelani
Tel No: (011) 582 1519
Workplace: Region E
Hand deliveries to
Cnr 137 Daisy and Grayston Rd,
Sandton, Building 1 Health

Department: Health
Branch: Region C and Region E
Designation: Enrolled Nursing Assistant
Salary: R14 519.59 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Grade 12 / NQF level 4.
- Enrolled with the South African Nursing Council as a Nursing Assistant
- One (1) year relevant training.
- Two (2) years' experience in Primary Health care setting.
- Basic computer literacy.
- Must be currently active to practice

Job Description:

Applies procedural nursing sequences by assisting in the management of comprehensive primary health care service 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.

Contact Person: Cathy Mtimkulu
Email: cathynt@joburg.org.za
Tel No: (011) 761 0247
Fax No: (011) 472 0016
Workplace: Region C
(Bophelong Clinic)
Hand deliveries to
Florida Civic Centre, Room 231

Contact Person: Mushoni Pandelani
Tel No: (011) 582 1519
Workplace: Region E
Hand deliveries to
Cnr 137 Daisy and Grayston Rd,
Sandton, Building 1 Health

Department: Health
Branch: Region C and Region E
Designation: Administrative Assistant
Salary: R12 496.77 pm (basic salary excluding benefits)

Educational Requirements and Experience

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

Job Description:

The position is to undertake administration and secretarial support to the Administration Department in order to ensure adequate support is made available to enable the accomplishment of administrative duties.

Contact Person: Cathy Mtimkulu
Email: cathynt@joburg.org.za
Tel No: (011) 761 0247
Fax No: (011) 472 0016
Workplace: Region C
(Bophelong Clinic)
Hand deliveries to
Florida Civic Centre, Room 231

Contact Person: Mushoni Pandelani
Tel No: (011) 582 1519
Workplace: Region E
Hand deliveries to
Cnr 137 Daisy and Grayston Rd,
Sandton, Building 1 Health

Department: Health
Branch: Region C and Region E
Designation: Professional Nurse
Salary: R23 014.10 pm (basic salary excluding benefits)

Educational Requirements and Experience

- Diploma / B Degree in General Nursing, Midwifery and Community Health Sciences (NQF level 7).
- Diploma in Clinical Assessment Treatment and Care will be highly recommended.
- Skill required: good communication and interpersonal skills and computer literacy recommended.
- Two (2) years post basic experience.
- Must be computer literate.
- Must have a valid driver's licence.

Job Description:

Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease 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.

Contact Person: Cathy Mtimkulu
Email: cathynt@joburg.org.za
Tel No: (011) 761 0247
Fax No: (011) 472 0016
Workplace: Region C
(Bophelong Clinic)
Hand deliveries to
Florida Civic Centre, Room 231

Contact Person: Mushoni Pandelani
Tel No: (011) 582 1519
Workplace: Region E
Hand deliveries to
Cnr 137 Daisy and Grayston Rd,
Sandton, Building 1 Health

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

These positions are aimed at re-enforcement of staffing levels in preparation for the expansion of extended service hours.

CLOSING DATE: 19 OCTOBER 2017



The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy.

Applications must contain at least 3 referees.

An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.