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**

1. **Department:** Health  
   **Branch:** District Health Systems  
   **Designation:** General Worker  
   **Salary:** 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.

2. **Department:** Health  
   **Branch:** District Health Systems

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**Publication Date:** 01 April 2019  
**Closing Date:** 05 April 2019  
**Vacancy Bulletin:** 004/2019
Desired Skills and 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.
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

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, Aukland Park

Contact Person: Cathy Mtikulu
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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