VACANCY BULLETIN: STC 003/2018

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:

THIS POSITION IS 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 Development (DHS)
   **Designation:** General Worker
   **Salary:** R7 546.71 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Grade 8 / 10 is required.
- Two (2) years’ relevant experience.

**Job Description:**
The incumbent in the position will undertake cleaning duties of clinics (inside and outside) under supervision in the prescribed way so as to facilitate the delivery of acceptable health care services and standards.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Maggie Pale
**Tel No:** (011) 237 8023
**Workplace:** Region A (Hikensile Clinic)
*Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand*

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**PUBLICATION DATE:** 16 MARCH 2018  
**CLOSING DATE:** 23 MARCH 2018

**VACANCY BULLETIN:** 003/2018
Contact Person: Sindy Ngubeni
Tel No: (011) 718 9641
Fax No: (011) 718 9761
Workplace: Region B (Randburg Clinic)
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 (Zandspruit Clinic)
Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida

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 Street, cnr Grayston, Sandown, Building 1 Health Department

Contact Person: Mathibe Manyamane
Tel No: (011) 861 8133
Fax No: (011) 861 8209
Workplace: Region F (80 Albert Str Clinic)
Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8903
Fax No: (011) 211 8934
Workplace: Region G (Freedom Park Clinic)
Hand deliveries to Ennerdale Civic Centre, 1 Smith Walk & Katz Rd, Ennerdale

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2. **Department:** Health  
   **Branch:** Environmental Health  
   **Designation:** Pest Control Operator  
   **Salary Range:** R7 380.82 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Must be literate.
- Continuous in-service training in Pest Control matters.
- Communication skills required.

**Job Description:**
The incumbent will be responsible for eradication of vectors and diseases by undertaking activities that includes operating equipment, maintaining equipment and preparing for daily tasks. The person will work under supervision of the Pest Control Team Leader.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Mushoni Pandelani  
**Tel No:** (011) 582 1519  
**Workplace:** Region E  
*Hand deliveries to 137 Daisy Street Sandown, Building 1 Health Department*
THIS POSITION IS AIMED AT RE-ENFORCEMENT OF STAFFING LEVELS TO ASSIST WITH INTEGRATED SUBSTANCE ABUSE MANAGEMENT AND IN PREPARATION FOR EXPANSION OF EXTENDED SERVICE HOURS

3. Department: Health
   Branch: District Health Services
   Designation: Driver / Messenger
   Salary Range: R8 716.45 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Grade 10 / NQF level 2 is required.
- Driving experience is required.
- Must have a valid driver's license, code 8.
- Public Drivers permit is required (PDP).

Job Description:
Render an effective and efficient internal and external courier service for the Health Department. Undertake tasks associated with the collection, batching and distributing of mail and other related support services.

This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8903
Fax No: (011) 211 8934
Workplace: Region G (Freedom Park Clinic)
Hand deliveries to Ennerdale Civic Centre, 1 Smith Walk & Katz Road, Ennerdale

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4. **Department:** Health  
   **Branch:** District Health Systems Development (DHS)  
   **Designation:** Enrolled Nursing Assistant  
   **Salary:** R10 285.41 pm (basic salary excluding benefits)

**Experience/Skills/Educational Requirements**
- Grade 12 / 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 interventions, 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.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Maggie Pale  
**Tel No:** (011) 237 8023  
**Workplace:** Region A (Hikensile Clinic)  
**Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand**

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

**Contact Person:** Cathy Mtikulu  
**Tel No:** (011) 761 0247  
**Fax No:** (011) 472 0016  
**Workplace:** Region C (Zandspruit Clinic)  
**Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida**

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**VACANCY BULLETIN:** 003/2018
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: Mathibe Monyamane  
Tel No: (011) 861 8133  
Fax No: (011) 861 8209  
Workplace: Region F (80 Albert Str Clinic)  
*Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield*

Contact Person: Mantombi Dlamini  
Tel No: (011) 211 8903  
Fax No: (011) 211 8934  
Workplace: Region G (Freedom Park Clinic)  
*Hand deliveries to Ennerdale Civic Centre, 1 Smith Walk & Katz Rd, Ennerdale*
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5. Department: Health
Branch: District Health Services
Designation: Health Promoter
Salary: R12 469.77 pm (basic salary excluding benefits)

Educational Requirements and Experience
- Grade 12 / NQF level 4 plus Certificate in Health promotion or equivalent and a proven track record would be an added advantage.
- Two (2) years’ experience in health promotion within communities.

Job Description:
Assist in the implementation, monitoring and control of community based 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.

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

Contact Person: Maggie Pale
Tel No: (011) 237 8023
Workplace: Region A (Hikensile Clinic)
Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand

Contact Person: Sindy Ngubeni
Tel No: (011) 718 9541
Fax No: (011) 718 9761
Workplace: Region B (Randburg Clinic)
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 (Zandspruit Clinic)
Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida

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Tel No: (011) 861 8133
Fax No: (011) 861 8209
Workplace: Region F (80 Albert Str Clinic)
Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8903
Fax No: (011) 211 8934
Workplace: Region G (Freedom Park Clinic)
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6. **Department:** Health  
**Branch:** District Health Systems Development (DHS)  
**Designation:** Administrative Assistant  
**Salary:** R12 469.77 pm (basic salary excluding benefits)

**Experience/Skills/Educational Requirements**
- Grade 12 / NQF level 4 is required.
- Two (2) years in clerical function/administration or secretarial field.
- Computer literacy and good communication skills required.
- Ability to work in a team.
- Willingness to occasionally work after hours.

**Job Description:**
Undertake administrative and clerical duties at health/clinic during rendering of comprehensive health care services. Facilitate communication in the health facility between clients and staff. Assist with capturing information, filing and office management.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Maggie Pale  
**Tel No:** (011) 237 8023  
**Workplace:** Region A (Hikensile Clinic)  
**Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand**

**Contact Person:** Sindy Ngubeni  
**Tel No:** (011) 718 9641  
**Fax No:** (011) 718 9761  
**Workplace:** Region B (Randburg Clinic)  
**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 (Zandspruit Clinic)  
**Hand deliveries to Roodepoort Civic Centre, 1 Christiaan de Wet Rd, Florida**

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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: Mathibe Monyamane
Tel No: (011) 861 8133
Fax No: (011) 861 8209
Workplace: Region F (80 Albert Str Clinic)

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

Contact Person: Mantombi Dlamini
Tel No: (011) 211 8903
Fax No: (011) 211 8934
Workplace: Region G (Freedom Park Clinic)

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7. **Department:** Health  
**Branch:** District Health Systems  
**Designation:** Administration Officer: Pharmacy  
**Salary:** R18 349.23 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- Grade 12 / NQF level 4 is required.  
- MS Office Applications, general office administrative work.  
- Basic knowledge of SAP.  
- Three (3) years in the health administration environment, including pharmacy and/or stores control environment.  
- Skills required: computer literacy.  
- Communication skills.  
- Stock Control Systems.

**Job Description:**  
Coordinates and controls support services in the Health Department and the pharmacy depot. Attends to the implementation of procedures, applications, systems and controls to facilitate and support and supervise the work flow and distribution of medication and sundries at the medical depot. Promotes communication within the work area and external customers.

*This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.*

**Contact Person:** Magdelaine Baholo  
**Tel No.:** (011) 474 4228  
**Fax No.:** (011) 474 6124  
**Workplace:** Langlaagte Pharmacy  
**Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand**

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8. **Department:** Health  
   **Branch:** Environmental Health  
   **Designation:** Environmental Health Practitioner  
   **Salary:** R23 014.10pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- National Diploma in Environmental Health (NQF level 6).
- Registered with Health Professional Council of South Africa.
- Three (3) years relevant experience in an Environmental Health environment.
- Must have a valid driver’s license.
- Computer literacy.

**Job Description:**
Coordination, investigation, inspection, monitoring, evaluation, reporting and compliance enforcement procedures, related to the environment. Distribute information; educate as well as advice on practices that negatively impacts in the environment. Implement measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Carolina Raaths  
**Tel No:** (011) 761 0206  
**Workplace:** Region C  
**E-Mail:** carolinar@joburg.org.za

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9. **Department**: Health  
   **Branch**: District Health Systems Development (DHS)  
   **Designation**: Professional Nurse  
   **Salary**: R23 014.10 pm (basic salary excluding benefits)

**Experience/Skills/Educational Requirements**
- Diploma / B Degree or NQF level 7 in General Nursing, Midwifery and Community Health Science.
- Registration with South African Nursing Council (SANC).
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care will be an added advantage.
- One (1) year post basic experience.
- Computer literacy.
- Driver's license.

**Job Description:**
Applies nursing procedures 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.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person**: Maggie Pale  
**Tel No:** (011) 237 8023  
**Workplace**: Region A (Hikensile Clinic)  
**Hand deliveries to Randjes Park, Unit 6 & 7, cnr George and 16th Rd, Midrand**

**Contact Person**: Sindy Ngubeni  
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**Workplace**: Region B (Randburg Clinic)  
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**Contact Person**: Cathy Mtimkulu  
**Tel No:** (011) 761 0247  
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**Workplace**: Region C (Zandspruit Clinic)  
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Workplace: Region D  
Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto

Contact Person: Mathibe Monyamane  
Tel No: (011) 861 8133  
Fax No: (011) 861 8209  
Workplace: Region F (80 Albert Str Clinic)  
Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield

Contact Person: Mantombi Diamini  
Tel No: (011) 211 8903  
Fax No: (011) 211 8934  
Workplace: Region G (Freedom Park Clinic)  
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10. **Department:** Health
    **Branch:** District Health Systems
    **Designation:** Medical Doctor
    **Salary:** R62 084.46 pm (basic salary excluding benefits)

**Educational Requirements and Experience**
- 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 of Legislation, best practices and policies and procedures on Health.
- MS Office and good communication skills.
- Driver’s license.

**Job Description:**
Render Primary Health Care Services within the DHS 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 promotion. Be involved with outreach programmes and other community based health related activities. Support management in all health related issues.

*This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.*

**Contact Person:** Tshediso Matobako  
**Tel No:** (011) 407 7136  
**Workplace:** Various Clinics

email: Tshedisom@joburg.org.za

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.

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**AURIE KWATSHA**  
**ADDIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE MANAGEMENT & TRANSFORMATION**

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