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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**PUBLICATION DATE:** 24 APRIL 2018  
**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  
ADIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE MANAGEMENT & TRANSFORMATION

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