VACANCY BULLETIN: STC 017/2018

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:** R8 074.98 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.

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

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**PUBLICATION DATE:** 20 SEPTEMBER 2018  
**CLOSING DATE:** 27 SEPTEMBER 2018  
**VACANCY BULLETIN:** 017/2018
Contact Person: Cathy Mtikulu
Tel No: (011) 761 0247
Fax No: (011) 472 0016
Workplace: Region B (Various Clinics)
Hand deliveries to ACA Krans Building, 4th floor, 35 Symonds Street, Auckland Park (opp. Brixton Towers)

Contact Person: Sibongile Malola
Tel No: (011) 986 0271
Fax No: (011) 986 0165
Workplace: Region C (Various Clinics)
Hand deliveries to Roodepoort Civic Cnr, 1 Christiaan de Wet Rd, Florida

Contact Person: Tholakele Zitha
Tel No: (011) 582 1502
Workplace: Region D
Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto

Contact Person: Kgomotsa Mogotsi
Tel No: (011) 407 8396
Workplace: Region E
Hand deliveries to 137 Daisy Cnr Grayston, Sandton

Contact Person: Masisi Mashinini
Tel No: (011) 211 8938
Fax No: (011) 211 8934
Workplace: Region F (Various Clinics)
Hand deliveries to Eureka House, 92 Marlboro Rd, cnr Rosettenville, Springfield

Hand deliveries to Ennerdale Civic Cnr, 1 Smith Walk & Katz Rd, Ennerdale

2. Department: Health
Branch: District Health Systems Development (DHS)
Designation: Enrolled Nursing Assistant
Salary: R11 005.39 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.

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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.

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

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

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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

3. Department: Health  
Branch: District Health Systems Development (DHS)  
Designation: Administrative Assistant  
Salary: R13 371.55 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.

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Fax No: (011) 718 9761  
Workplace: Region B (Various Clinics)  
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Contact Person: Cathy Mtimkulu  
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Workplace: Region D

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Contact Person: Tholakele Zitha  
Tel No: (011) 582 1502  
Workplace: Region E

Hand deliveries to 137 Daisy Cnr Grayston, Sandton

Contact Person: Kgomo Motsi  
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

Contact Person: Lerato Mabaso  
Tel No: (011) 407 - 6815  
Workplace: Metropolitan Centre

Hand deliveries to 158 Civic Boulevard Braamfontein, 4th Floor B Block

Contact Person: Magdeline Baholo  
E-Mail: magdelineb@joburg.org.za  
Tel No: (011) 474 - 2959  
Workplace: 158 Civic Boulevards, Metropolitan Centre, Braamfontein

4. Department: Health  
Branch: District Health Systems Development (DHS)  
Designation: Professional Nurse  
Salary: R21 947.66 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.

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• Must have a valid 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.*

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**Fax No:** (011) 472 0016  
**Workplace:** Region C (Various Clinics)  
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**Contact Person:** Sibongile Malola  
**Tel No:** (011) 988 0271  
**Fax No:** (011) 988 0165  
**Workplace:** Region D  
*Hand deliveries to Jabulani Civic Centre, 1 Koma Rd, Soweto*

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Fax No: (011) 211 8934  
Workplace: Region G (Various Clinics)  
Hand deliveries to Ennerdale Civic Cnr, 1 Smith Walk & Katz Rd, Ennerdale

SERENA PIENAAR  
ACTING GROUP HEAD: GROUP HUMAN CAPITAL MANAGEMENT  
GROUP CORPORATE AND SHARED SERVICES

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