VACANCY BULLETIN: STC 010/2018

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:** 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.

**Job Description:**
Undertake administration and clerical duties at a health centre/clinic during rendering of comprehensive health care services.

2. **Department:** Health  
   **Branch:** District Health Systems  
   **Designation:** Enrolled Nursing Assistant  
   **Salary:** R10 285.41 – R11 950.26 pm (all-inclusive basic salary)

**Experience/Skills/Educational Requirements**
- Matric / NQF level 4.  
- Enrolled Nursing Assistant Certificate.

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**PUBLICATION DATE:** 26 JUNE 2018  
**CLOSING DATE:** 02 JULY 2018  
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• 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.

3. **Department:** Health  
   **Branch:** District Health Systems Development (DHS)  
   **Designation:** Professional Nurse  
   **Salary:** R18 348.23 – R23 014.1021 436.38 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.
- 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.

*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**

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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 Mtikulu  
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*

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*

FOR DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE MANAGEMENT & TRANSFORMATION

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