

# VACANCY BULLETIN: STC 016/2017

## CITY OF JOHANNESBURG

### SHORT TERM CONTRACT EMPLOYMENT - (STC)

The City of Johannesburg, HEALTH department has the following short term contract opportunities for a period NOT exceeding three (3) months.

The details are as follows:

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

#### Experience/Skills/Educational Requirements

- Grade 8/10 is required.
- Two (2) years' relevant experience.

#### Job Description:

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:** Driver

#### Experience/Skills/Educational Requirements

- Grade 10 / NQF level 2.
- Must have a valid code 08 driver's license.

#### Job Description:

Render an effective and efficient external courier service for the health department.

3. **Department:** Health  
**Branch:** District Health Systems  
**Designation:** Administrative Assistant

#### Experience/Skills/Educational Requirements

- Grade 12 relevant to administrative functions / NQF level 4 is required or relevant experience.

- Minimum of two (2) years' clerical experience.
- Computer literacy skills required.
- Must be able to read and write in terms of receiving and executing responsibilities and be abreast with current trends and technology.

**Job Description:**

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

**4. Department: Health**  
**Branch: District Health Services**  
**Designation: Health Promoter**

**Experience/Skills/Educational Requirements**

- Grade 12 / NQF level 4 plus Certificate in Health promotion or equivalent or necessary competencies developed through experience and a proven record track 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 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.

**5. Department: Health**  
**Branch: District Health Systems**  
**Designation: Professional Nurse**

**Experience/Skills/Educational Requirements**

- Diploma/B Degree / NQF level 7 in General Nursing, Midwifery and Community Health Science.
- Registration with South African Nursing Council (SANC).
- Minimum of one (1) years' experience after qualification was obtained.

**Job Description:**

Applies procedural nursing sequences with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable and non-communicable diseases and participate in community focused awareness initiatives and personal development interventions through the dissemination of advice and information on health issues and associated treatment application in order to ensure that objectives related to affordable, accessible and cost effective health care are realized.

**6. Department: Health**  
**Branch: District Health Systems**  
**Designation: Enrolled Nursing Assistant**

### **Experience/Skills/Educational Requirements**

- Grade 12 / NQF level 4 plus Enrolled Nursing Assistant Certificate with the South African Nursing Council.
- One (1) years' relevant training.
- Basic computer literacy skills required.

### **Job Description:**

Applies procedural nursing sequences by assisting in the management of comprehensive primary health care service and participates in community focused awareness initiatives, providing support, information distribution and demonstration to ensure that the health objectives in terms of all relevant National policies and standard guidelines are met.

7. **Department:** Health  
**Branch:** Environmental Health  
**Designation:** Environmental Health Practitioner

### **Experience/Skills/Educational Requirements**

- Grade 12 / NQF level 4 required plus a National Diploma / NQF level 6 in Public Health.
- Registered and authorised as an independent practitioner by Regulatory Professional Board of the Health Professions Council of South Africa.
- Completion of compulsory community services.
- Must have a valid driver's license.

### **Job Description:**

Implementation of the 9 (nine) Municipal Health Services. Identification, investigation, monitoring, evaluation and control of Environmental Health conditions in Region A. Assist in development and implementation of Environmental Health Awareness Programmes. 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 Region.

8. **Department:** Health  
**Branch:** District Health Systems  
**Designation:** Medical Practitioner

### **Experience/Skills/Educational Requirements**

- Degree in Health Science (MBChB) / NQF level 8.
- Current registration with Health Professions Council of South Africa (HPCSA).
- Two (2) – three (3) years' experience in working in a primary health care setting.

### **Job Description:**

Coordinate the provision and delivery of comprehensive Primary Health Care Services using the DHS legal framework in line with the National Norms and Standards. Provide leadership and supervision in the facility in support of the facilities manager. Manage effectively the training and research aimed at development and maintenance of professional/ethical standards in PHC facilities and the PHC training school, particularly the medical, pharmaceutical and nursing students and operational staff. Plan and

implement the clinical and professional service and the development of clinicians and promote and participate in research within the City. Lead the transformation of PHC service through proactive health promotion interventions and community based/outreach programmes in partnership with other community based health interventions.

**For further information relating to Job Specification and Description, interested applicants can contact Tshediso Matobako at (011) 407 7136, and hand deliver an application letter and a comprehensive CV to Metropolitan Centre, 158 Civic Boulevard, Braamfontein, 5<sup>th</sup> Floor B Block.**

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