

Permanent Position**Department: Social Development****Branch: Social Benefits****Social Worker (11 Posts)****Salary: R17 090.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12 plus a BA Social Work/Social Sciences degree/NQF level 7 • 2 years' experience in integrated community development service delivery Social Work practice • Registered with SACSSP (South African Council for Social Services Professions) • Computer literacy is essential • Valid driver's licence.

Job description:

The successful candidates will implement community development programmes for vulnerable groups such as children, orphans, youth, women, the elderly and people with disabilities within the Social Development Policy Framework.

Applications for this position, including a comprehensive CV, should be hand delivered to 5th Floor, B Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Enquiries: Johannes Mofokeng, tel. (011) 407-6789/6736**Department: Health****Branch: District Health Systems Development (DHS)****General Worker (6 Posts)****Salary: R7 029.35 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 8/10 • 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 healthcare services and standards.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Administrative Assistant (10 Posts)**Salary: R11 640.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 • 2 years in clerical function • Computer literacy and good communication skills.

Job description:

The successful candidates will undertake administrative and clerical duties at health clinic during rendering of comprehensive healthcare services.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Enrolled Nurse (13 Posts)**Salary: R11 640.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Matric/NQF level 4 • Enrolled Nursing Assistant Certificate • Must be enrolled with the South African Nursing Council • 1 year's training experience.

Job description:

The purpose of the job is to apply nursing procedures by assisting in the management of comprehensive primary healthcare 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.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Professional Nurse (20 Posts)**Salary: R17 090.38 – R21 436.38 per month (basic salary excluding benefits)****Educational requirements and experience:**

- 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 • 1 year's post-basic experience • Driver's licence.

Job description:

The successful candidates will apply nursing procedures with regards to the diagnosis, treatment, monitoring, evaluation and control of communicable diseases and non-communicable disease and participate 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 healthcare are realised.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Applications for the above 4 positions, including a comprehensive CV, should be forwarded to:

Region A (Hikensile Clinic): Hand delivery to Randjes Park, Unit 6 & 7, cnr George and 16th Roads, Midrand or fax: (011) 314-1716

Region B (Randburg Clinic): Hand delivery to 4th Floor, ACA Krans Building, 35 Symonds Street, Auckland Park (opp Brixton Towers) or fax: (011) 718-9761

Region C (Zandspruit Clinic): Hand delivery to Roodepoort Civic Centre, 1 Christiaan de Wet Road, Florida or fax: (011) 472-0016

Region D: Hand delivery to Jabulani Civic Centre, 1 Koma Road, Soweto or fax: (011) 986-0165

Region F (80 Albert Str Clinic): Hand delivery to Eureka House, 92 Marlboro Road, cnr Rosettenville, Springfield or fax: (011) 861-8209

Region G (Freedom Park Clinic): Hand delivery to Ennerdale Civic Centre, 1 Smith Walk and Katz Roads, Ennerdale or fax: (011) 211-8934

Enquiries: Region A (Hikensile Clinic): Maggie Pale, tel. (011) 237-8023

Region B (Randburg Clinic): Cindy Ngubeni, tel. (011) 718-9641

Region C (Zandspruit Clinic): Cathy Mtimkulu, tel. (011) 761-0247

Region D: Sibongile Malola, tel. (011) 986-0271

Region F (80 Albert Str Clinic): Mathibe Monyamane, tel. (011) 861-8133

Region G (Freedom Park Clinic): Masisi Mashinini, tel. (011) 211-8938

Branch: District Health Services**Driver/Messenger (2 Posts)****Salary range: R8 118.90 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 10/NQF level 2 • Driving experience • Valid Code 08 driver's licence • Public Driver's Permit (PDP).

Job description:

The successful candidate will render an effective and efficient internal and external courier service for the Health Department and undertake tasks associated with the collection, batching and distributing of mail and other related support services.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Applications for this position, including a comprehensive CV, should be hand delivered to the Ennerdale Civic Centre, 1 Smith Walk and Katz Road, Ennerdale or fax: (011) 211-8934

Enquiries: Region G: Masisi Mashinini, tel. (011) 211-8938**Health Promoter (6 Posts)****Salary: R11 640.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Grade 12/NQF level 4 plus Certificate in Health Promotion or equivalent or necessary competencies developed through experience and a proven track record would be an added advantage • 2 years' experience in health promotion within communities.

Job description:

The successful candidate will 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.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Applications for this position, including a comprehensive CV, should be forwarded to:

Region A (Hikensile Clinic): Hand delivery to Randjes Park, Unit 6 & 7, cnr George and 16th Roads, Midrand or fax: (011) 314-1716

Region B (Randburg Clinic): Hand delivery to 4th Floor, ACA Krans Building, 35 Symonds Street, Auckland Park (opp Brixton Towers) or fax: (011) 718-9761

Region C (Zandspruit Clinic): Hand delivery to Roodepoort Civic Centre, 1 Christiaan de Wet Road, Florida or fax: (011) 472-0016

Region D: Hand delivery to Jabulani Civic Centre, 1 Koma Road, Soweto or fax: (011) 986-0165

Region F (80 Albert Str Clinic): Hand delivery to Eureka House, 92 Marlboro Road, cnr Rosettenville, Springfield or fax: (011) 861-8209

Region G (Freedom Park Clinic): Hand delivery to Ennerdale Civic Centre, 1 Smith Walk and Katz Roads, Ennerdale or fax: (011) 211-8934

Enquiries: Region A (Hikensile Clinic): Maggie Pale, tel. (011) 237-8023

Region B (Randburg Clinic): Cindy Ngubeni, tel. (011) 718-9641

Region C (Zandspruit Clinic): Cathy Mtimkulu, tel. (011) 761-0247

Region D: Sibongile Malola, tel. (011) 986-0271

Region F (80 Albert Str Clinic): Mathibe Monyamane, tel. (011) 861-8133

Region G (Freedom Park Clinic): Masisi Mashinini, tel. (011) 211-8938

Medical Practitioner (5 Posts)**Salary: R33 606.24 – R57 828.30 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Degree in Health Science (MBCbB)/NQF level 8 • Current registration with the Health Professions Council of South Africa (HPCSA) • 2-3 years' experience working in a primary healthcare setting.

Job description:

The successful candidate will coordinate the provision and delivery of comprehensive Primary Healthcare 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 and 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. In addition, he/she will plan and implement the clinical and professional service and the development of clinicians, promote and participate in research within the City and lead the transformation of PHC service through proactive health promotion interventions and community-based/outreach programmes in partnership with other community-based health interventions.

Note: This position is aimed at re-enforcement of staffing levels in preparation for expansion of extended service hours.

Applications for this position, including a comprehensive CV, should be forwarded to:

Various Clinics: E-mail: Promisemb@joburg.org.za

Enquiries: Promise Mbodzi, tel. (011) 407-7048

Branch: Pharmacy**Administration Officer****Salary: R11 640.06 per month (basic salary excluding benefits)****Educational requirements and experience:**

- Unless the applicant can demonstrate the necessary competencies through experience, Grade 12/NQF level 4 is required • 3-year diploma in administration will be an added advantage • 1-2 years in an administrative work environment • Skills required: Computer literacy • Knowledge required: Knowledge of systems, approaches and mechanisms as well as legislation regarding administration issues in local government.

Job description:

The successful candidate will cost and generate monthly reports of the drug cost per facility in order to determine the drugs cost per cost centres (health facility) in accordance to the Districts Health Expenditure Review (DHER) and liaise with the Operational Manager in the ordering of medicines and surgical items. Furthermore, he/she will obtain quotations for the purchase of required commodity in compliance with the City's Procurement Policies and provide administration support to the pharmacy.

Note: This position is aimed at re-enforcement of Staffing levels in preparation for expansion of extended service hours.

Applications for this position, including a comprehensive CV, should be hand delivered to:

Region A (Hikensile Clinic): Randjes Park, Unit 6 & 7, cnr George and 16th Roads, Midrand

Enquiries: Maggie Pale, tel. (011) 237-8023

These are employment equity targeted positions and preference will be given to EE targeted groups, including people with disabilities.

Closing date: 13 June 2017

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointment will be made in accordance with the COJ's EE Policy.

Applications must contain at least 3 referees. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

