



## INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, he/she may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions in this job forum on a permanent basis.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then *Job Forums*.

**PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE  
AND CLICKING THE E-RECRUITMENT LINK  
(LOCATED UNDER BOTH THE *E-SERVICES* AND THE *CAREERS* LINK)**

**Closing date: 14 August 2024**  
**(Online applications close at midnight.)**

General enquiries: LJ Moleli (012 358 4346)  
Recruitment Centre  
Upper Ground Level, Middestad Building  
252 Thabo Sehume Street  
Pretoria CBD

If you have trouble in registering your profile or applying for positions, send an email with a detailed description to: [eRecruitHelp@tshwane.gov.za](mailto:eRecruitHelp@tshwane.gov.za)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

**DEPARTMENT: HEALTH**

**Division: Health Services**

**Section: Operational Matrix Medical Office**

**Location: All regions – City of Tshwane-managed clinics**

**Reference number**      **HSDE310-2024**

**Position**                      **MEDICAL OFFICER**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	<b>All categories</b>

**Job level**                      T15

**Scale**                              R566 376,00 – R786 636,00 per annum

**Estimated remuneration package**                      R780 957,93 – R1 061 301,19 per annum

**Job purpose**                      To render functional clinical primary healthcare services as per the comprehensive core package of the primary healthcare and approved service profile of the Health Services Division

**Appointment requirements**                      MB ChB  
Proof of registration with the Health Professions Council of South Africa  
Relevant working experience as a medical doctor in a primary healthcare environment  
Supervisory experience will be an added advantage  
A valid Code B driving licence  
Computer literacy  
**Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.**

**Personal attributes and/or competencies**                      Leadership skills; analytical thinking skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; interpersonal skills; excellent communication skills; results-driven attitude; problem-solving skills; ability to work under pressure and independently

**Primary functions**                      Execute medical functions within the statutory scope of practice requirements which entails the following actions with regard to all categories of primary healthcare patients and clients: Taking history, doing assessments, diagnosing diseases, identifying problems, creating a case management plan, evaluating and revising where indicated, and recording  
Execute patient and client consultations  
Execute a complete physical and psychosocial assessment of a patient and client assisted by diagnostic data and medical evaluations  
Interpret and use assessment findings and problems identified to plan and provide for the appropriate care towards the patient’s optimal level of wellness (the request for the

execution of certain diagnostic laboratory tests and samples, as well as the interpretation thereof and certain interventions based thereon)  
 Provide patient counselling, for example HIV, termination of pregnancy, adolescence, etc, for psychological support and assistance with the acceptance of problems or diagnosis and decision-making  
 Prescribe and/or issue medication within the framework of statutory requirements, protocols and procedures  
 Manage medical emergency situations emerging from the daily execution of clinic functions and walk-in emergencies, for example cardiac respiratory cases and fractures, with appropriate case management  
 Trace patients and their contacts  
 Identify and diagnose statutory notifiable communicable diseases and notify relevant authorities according to the National Health Act, 2003 (Act 61 of 2003)  
 Ensure communicable disease prevention and control through disease surveillance, case follow-up, disease outbreak control and prevention  
 Handle all referrals by nursing staff  
 Act as a consultant for difficult cases  
 Render a health-related information and health education service  
 Render a supervision service  
 Render a client record service and institution-bound record service  
 Render operational, logistical and administrative services  
 Render a custodial service on behalf of the employer  
 Maintain positive internal and external public relations  
 Apply epidemiological principles  
 Prevent medico-legal hazards through high-quality medical practice and quality assurance measures  
 Liaise with and refer patients to appropriate and relevant health professionals, outside agencies, institutional groups, resources and/or a higher level of care, like hospitals  
 Act as mediator in the interaction between patients and clients and others through consultative exchanges on behalf of patients and clients  
 Implement ethical codes of practice and decision-making, and maintain a professional code of conduct (ethical, professional and legal requirements)  
 Execute medical and diagnostic procedures, for example HIV testing, etc  
 Implement infection control measures according to policies and procedures to prevent health hazards in the workplace and for the public  
 Apply other general health and safety mechanisms according to legislative and policy requirements  
 Execute programmes and projects, for example HIV/AIDS and immunisation campaigns  
 Execute community-based outreach services through community visits to individual patients, families or groups at residential homes, institutions or workplaces for the purposes of mobile services, immunisations, prevention and control of communicable diseases, high-risk patients, individual case management and priority programmes  
 Contribute to theory and improved practice in primary healthcare through the initiation, support of and/or participation in research programmes approved by the Health Services Division  
 Include the use of research findings in practice

**SAP**  
**New/natural**  
**attrition**  
**Enquiries**

S70003247  
 Natural attrition  
 Dr Itumeleng Seane (012 358 8669)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

**DEPARTMENT: HEALTH**

**Division: Health Services**

**Section: Primary Health Care Management**

**Location: Atteridgeville Clinic (1 post), Olievenhoutbosch Clinic (1 post), Mamelodi West Clinic (1 post), Hercules Clinic (1 post)**

<b>Reference number</b>	<b>HSDE311-2024</b>												
<b>Position</b>	<b>CHIEF COMMUNITY HEALTH NURSE (4 POSTS)</b>												
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>										
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<b>Job level</b>	T15												
<b>Scale</b>	R566 376,00 – R786 636,00 per annum												
<b>Estimated remuneration package</b>	R780 957,93 – R1 061 301,19 per annum												
<b>Job purpose</b>	To render a primary healthcare service at primary healthcare clinics, mobile clinics, facilities and in local communities outside of institutional settings in order to promote, preserve and improve the health of the community												
<b>Appointment requirements</b>	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science</p> <p>Diploma in Primary Healthcare or completion of short courses related to primary healthcare will be an added advantage</p> <p>Registration with the South African Nursing Council and possession of a current South African Nursing Council receipt</p> <p>At least six years' relevant working experience in primary healthcare, of which at least three years should be at supervisory level</p> <p>Computer literacy</p> <p><b>Willingness and ability to work shifts and to work beyond normal office hours as and when required</b></p> <p><b>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</b></p>												
<b>Personal attributes and/or competencies</b>	Leadership skills; analytical thinking skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; interpersonal skills; excellent communication skills; results-driven attitude; problem-solving skills; ability to work under pressure and independently												
<b>Primary functions</b>	<p>Render basic functional primary healthcare services within the statutory scope of practice parameters</p> <p>Render operational logistical services to ensure effective service delivery</p> <p>Render a client record service</p>												

Render a health-related information service

**SAP**

S70023016; S70026541; S70028452; S70023090

**New/natural  
attrition**

Natural attrition

**Enquiries**

Nadine Roberts (012 358 8644)/Steve Pilusa (012 385 0422)/Maria Khobo  
(012 358 1582)



Render a client record service  
Render a health-related information service

**SAP** S70023095; S70027768; S70023111; S70027759; S70028600; S70023052;  
S70028527; S70027758; S70023093; S70023035; S70022041; S70023083;  
S70028579; S70023072

**New/natural attrition** Natural attrition

**Enquiries** Nadine Roberts (012 358 8644)/Steve Pilusa (012 385 0422)/Maria Khobo  
(012 358 1582)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

**DEPARTMENT: HEALTH**  
**Division: Health Services**  
**Section: Pharmaceutical Services**  
**Location: All regions**

**Reference number**      **HSDE313-2024**

**Position**                      **AREA PHARMACIST (2 POSTS)**

<b>To be advertised</b>	Internal	External
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<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
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**Job level**                      T15

**Scale**                              R566 376,00 – R786 636,00 per annum

**Estimated remuneration package**      R780 957,93 – R1 061 301,19 per annum

**Job purpose**                      To manage medicine information and systems related to drug supply management, and to render a logistical and professional pharmaceutical service in the medicine store and to clinics

**Appointment Requirements**                      A Bachelor of Pharmacy degree  
Registration with the South African Pharmacy Council as a Pharmacist  
At least six years' experience as a practising pharmacist (after completion of pharmacist community service) of which at least three years should be at supervisory level  
A valid Code B driving licence with own vehicle  
Computer literacy  
Knowledge of the Rxsolution computer program and National Core Standards for Health Establishments will be an advantage  
Willingness and ability to work shifts and to work beyond normal office hours as and when required  
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**Personal attributes and/or competencies**                      Integrity; intelligence; patience; ability to work under pressure; flexibility; innovative thinking skills; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to communicate with colleagues and superiors; interpersonal skills; good eyesight; physical fitness; ability to work for long hours on the computer; self-driven; motivated

**Primary functions**                      Ensure the continuous operation of the drug supply management systems  
Ensure that systems comply with legal requirements and policies as well as good pharmacy practices



Liaise with the City of Tshwane Information and Communication Technology Division and contractors  
Work with health information systems  
Ensure the availability of current reports as required by pharmaceutical and primary healthcare management  
Represent the Pharmaceutical Services Section in external committees and meetings  
Render a procurement, storage, distribution and stock control service  
Render a professional pharmaceutical service  
Render a human resources supervisory and development service  
Provide training on pharmacy issues  
Render an administrative service  
Ensure the availability of safe and effective medicine  
Ensure the safe, optimal and correct use of medicine  
Execute pharmaceutical financial management and control  
Conduct regular audits  
Implement national statutory regulations and internal policies and procedures

**SAP** S70075161; S70003175

**New/natural attrition** Natural attrition

**Enquiries** Confidence Mabena (012 358 8799)



Work with health information systems  
Ensure the availability of current reports as required by pharmaceutical and primary healthcare management  
Represent the Pharmaceutical Services Section in external committees and meetings  
Render a procurement, storage, distribution and stock control service  
Render a professional pharmaceutical service  
Render a human resources supervisory and development service  
Provide training on pharmacy issues  
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Ensure the availability of safe and effective medicine  
Ensure the safe, optimal and correct use of medicine  
Execute pharmaceutical financial management and control  
Conduct regular audits  
Implement national statutory regulations and internal policies and procedures

**SAP** S70003178; S70003198

**New/natural attrition** Natural attrition

**Enquiries** Confidence Mabena (012 358 8799)



**New/natural attrition**    Natural attrition

**Enquiries**                    Jacobus Claassens (012 358 8769)

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