



**EXPRESSION OF INTEREST FOR VARIOUS POSITIONS FOR THE HEALTH DEPARTMENT FOR A 12-MONTH PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025**

**EXPRESSION OF INTEREST FROM ENVIRONMENTAL HEALTH PRACTITIONERS (11 CONTRACT POSITIONS) FOR A 12-MONTH PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025**

**1. ENVIRONMENTAL HEALTH PRACTITIONERS (11 CONTRACT POSITIONS)**

**QUALIFYING CRITERIA**

- National Diploma: Environmental Health or equivalent qualification
- Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner
- Driving licence and a vehicle to perform functions
- Experience in municipal health services will be an added advantage

**PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY, FROM MONDAY TO FRIDAY**

The Environmental Health Practitioner will ensure the implementation of environmental health services according to policy and procedural directives, including the following:

- Food control
- Waste management
- Chemical safety
- Health surveillance of premises
- Prevention of communicable diseases
- Environmental pollution control
- Disposal of the dead
- Water quality monitoring
- Vector control

**REMUNERATION:** R33 595,00 per month

The Environmental Health Practitioners will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Mr Thabo Nyawane ([thabony@tshwane.gov.za](mailto:thabony@tshwane.gov.za)).

**ENQUIRIES:** Mr Jerry Motsamai (012 358 8609)

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**EXPRESSION OF INTEREST FROM REGISTERED POST-BASIC PHARMACIST ASSISTANTS (37 POSITIONS) TO SUPPORT PHARMACEUTICAL SERVICES IN CITY OF TSHWANE CLINICS FOR A CONTRACT PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025**

**2. POST-BASIC PHARMACIST ASSISTANT (37 CONTRACT POSITIONS)**

The City of Tshwane renders comprehensive primary healthcare services at its clinics. The service requires medicines to be available and to be dispensed to patients as prescribed by authorised clinicians. These requirements can be achieved by employing Post-basic Pharmacist Assistants. This initiative aims to improve access to high-quality public sector healthcare services.

**QUALIFYING CRITERIA**

- Grade 12 certificate
- Registration with the South African Pharmacy Council as a Post-basic Pharmacist Assistant in an institutional or community sector pharmacy
- Acquaintance with the standard operating procedures and policies of the institutional pharmacy and the primary healthcare standard treatment guidelines
- Current working experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at any previous workplace

**PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY, FROM MONDAY TO FRIDAY**

The Post-basic Pharmacist Assistant will be expected to work under indirect supervision and to work within the scope of practice when performing the following duties:

- Conducting stock control
- Ensuring proper storage of medicines
- Issuing medicines to patients as prescribed
- Ensuring appropriate use of medicines
- Carrying out dispensary administrative functions
- Participating in pharmacy education programmes

**REMUNERATION:** R26 781,00 per month

The Post-basic Pharmacist Assistants will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Mr Jacobus Claassens ([jacobusc@tshwane.gov.za](mailto:jacobusc@tshwane.gov.za)).

**ENQUIRIES:** Mr Jacobus Claassens (012 358 8769)

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**EXPRESSION OF INTEREST FROM AN AUXILIARY NURSE, A DRIVER AND A PROFESSIONAL NURSE TO RENDER BASIC FUNCTIONAL PRIMARY HEALTHCARE SERVICES AT OLIEVENHOUTBOSCH MOBILE PRIMARY HEALTHCARE CLINIC IN A DEFINED GEOGRAPHIC AREA FOR A 12-MONTH PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025**

The City of Tshwane has embarked on an initiative to improve and expand access to healthcare services through contracting an Auxiliary Nurse, a Driver and a Professional Nurse to render services to the community and households. This initiative is in support of the National Health Insurance (NHI) pilot project that aims to improve access to high-quality public sector healthcare services.

**3. AUXILIARY NURSE (ONE CONTRACT POSITION: OLIEVENHOUTBOSCH MOBILE PRIMARY HEALTHCARE CLINIC)**

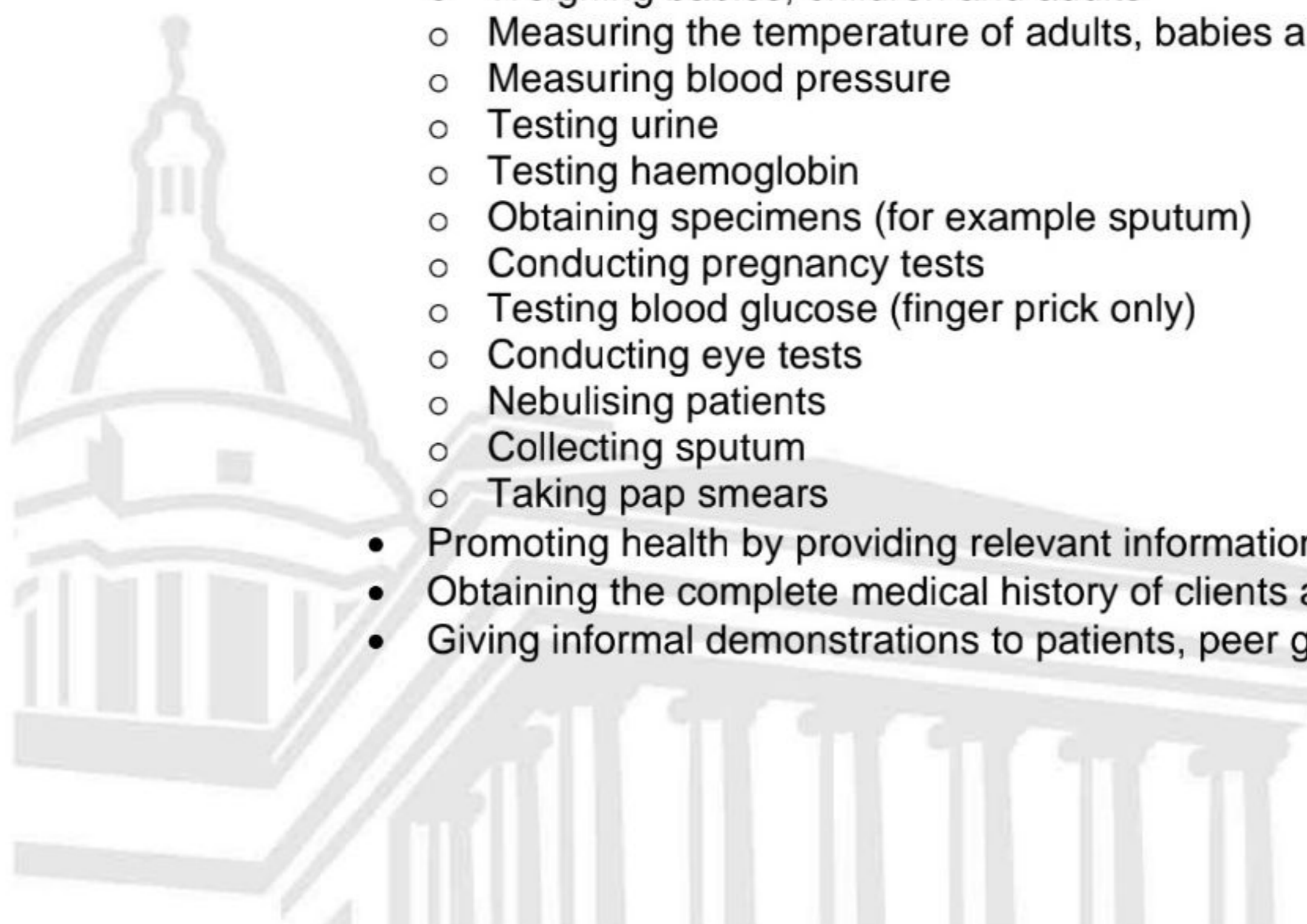
**QUALIFYING CRITERIA**

- Registration with the Nursing Council as a Nursing Auxiliary
- Acquaintance with the standard operating procedures and policies of the primary healthcare standard treatment guidelines
- Working experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at any previous workplace

**PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY, FROM MONDAY TO FRIDAY**

The Auxiliary Nurse will be responsible for rendering basic functional primary healthcare services within the following statutory scope of practice:

- Providing basic nursing care and treatment to patients with stable and uncomplicated health conditions in all settings
- Assessing and screening health status through basic observation, interaction and measurements
- Managing all aspects of delegated nursing care, as follows:
  - Weighing babies, children and adults
  - Measuring the temperature of adults, babies and children
  - Measuring blood pressure
  - Testing urine
  - Testing haemoglobin
  - Obtaining specimens (for example sputum)
  - Conducting pregnancy tests
  - Testing blood glucose (finger prick only)
  - Conducting eye tests
  - Nebulising patients
  - Collecting sputum
  - Taking pap smears
- Promoting health by providing relevant information
- Obtaining the complete medical history of clients according to protocol
- Giving informal demonstrations to patients, peer groups and students



- Executing tasks with regard to the primary healthcare package of services
- Providing wound care
- Recording medical results in the pathology and patient record files
- Rendering basic reception tasks in the absence of the clinic clerk, for example drawing and filing client records

**REMUNERATION:** R17 021,00 per month

The Auxiliary Nurse will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**ENQUIRIES:** Ms Nadine Roberts (012 358 8644)

#### 4. **DRIVER (ONE CONTRACT POSITION: OLIEVENHOUTBOSCH PRIMARY HEALTHCARE MOBILE CLINIC)**

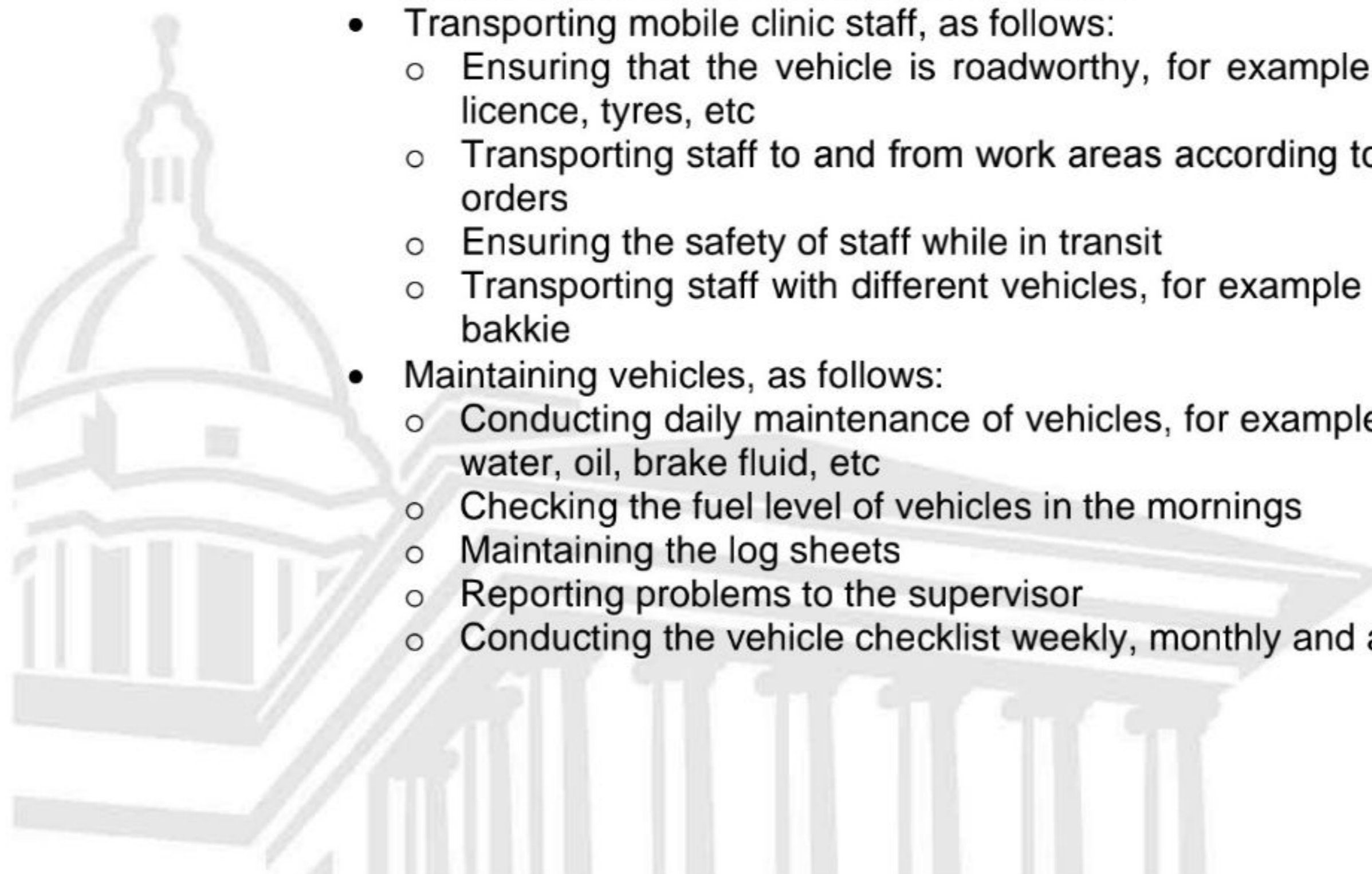
##### **QUALIFYING CRITERIA**

- Grade 10 or equivalent qualification
- Relevant experience in administrative support services
- Computer literacy
- A valid EC1 or EC driving licence with a valid professional driving permit

##### **PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY, FROM MONDAY TO FRIDAY**

The Driver will be responsible for driving the mobile clinic to the dedicated areas in the informal settlements in the Olievenhoutbosch area, as follows:

- Preparing the vehicle by conducting operator maintenance
- Planning the route and requirements by studying the schedule or responding to *ad hoc* requests by the office
- Transporting mobile clinic staff, as follows:
  - Ensuring that the vehicle is roadworthy, for example by checking the licence, tyres, etc
  - Transporting staff to and from work areas according to the supervisor's orders
  - Ensuring the safety of staff while in transit
  - Transporting staff with different vehicles, for example by truck, car and bakkie
- Maintaining vehicles, as follows:
  - Conducting daily maintenance of vehicles, for example by checking the water, oil, brake fluid, etc
  - Checking the fuel level of vehicles in the mornings
  - Maintaining the log sheets
  - Reporting problems to the supervisor
  - Conducting the vehicle checklist weekly, monthly and annually



- Keeping vehicles clean and tidy, as follows:
  - Ensuring that vehicles are washed on the outside on a weekly basis
  - Ensuring that vehicles are cleaned on the inside on a weekly basis
- Performing any other tasks as assigned
- Performing any other related tasks or duties that the employer may reasonably direct the incumbent to perform in pursuit of the strategic goals or objectives of the section, division and department

**REMUNERATION:** R17 021,00 per month

The Driver will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**ENQUIRIES:** Ms Nadine Roberts (012 358 8644)

**5. PROFESSIONAL NURSE (ONE CONTRACT POSITION: OLIEVENHOUTBOSCH MOBILE PRIMARY HEALTHCARE CLINIC)**

**QUALIFYING CRITERIA**

- A four-year bachelor's degree or diploma in Nursing Science or an equivalent qualification
- Registration with the South African Nursing Council as a Professional Nurse
- Experience in primary healthcare

**PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY, FROM MONDAY TO FRIDAY**

The Professional Nurse will render functional clinical services in accordance with the primary healthcare comprehensive core package and the approved service profile of the Health Department, including the following:

- Women's reproductive health
- Management and prevention of genetic disorders and birth defects
- Integrated Management of Childhood Illness (IMCI)
- Immunisation
- Adolescent and youth health
- Management of communicable diseases
- Sexually transmitted infections
- HIV/AIDS
- Tuberculosis
- Trauma and emergency treatment
- Dealing with victims of sexual abuse, domestic violence and gender-based violence
- Chronic diseases and geriatrics
- Primary mental health

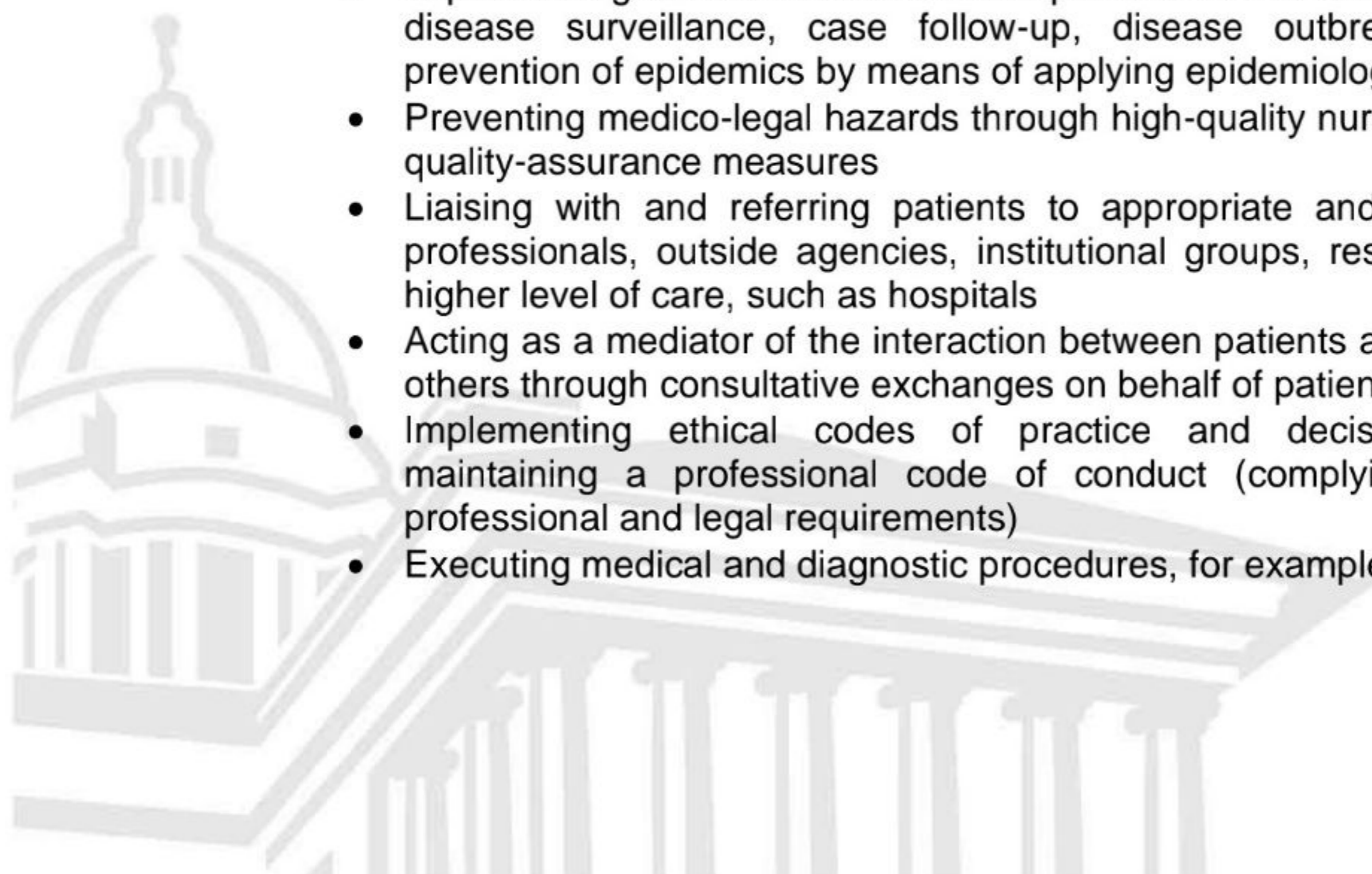


The Professional Nurse will also execute primary healthcare functions within the statutory scope of practice requirements, which entail the following actions with regard to all categories of primary healthcare patients and/or clients:

- History-taking
- Assessment
- Diagnosis of diseases and/or problem identification
- Clinical case management plan
- Evaluation and revision, where indicated
- Recording (manually or computerised)

The activities indicated above further entail the independent execution of a combination of any of the following functions:

- Executing patient and/or client consultations
- Executing a complete physical and psychosocial assessment of a patient and/or client, assisted by diagnostic data and medical evaluations
- Interpreting and using assessment findings and identified problems to plan and provide appropriate care to ensure the patient's optimal level of wellness
- Requesting the execution of certain diagnostic laboratory tests or samples as well as the interpretation thereof and certain interventions based thereon
- Providing patient counselling, for example HIV, termination of pregnancy, adolescence, etc, for psychological support and assistance with acceptance of problems or diagnosis and decision-making
- Prescribing and/or issuing medication within the framework of statutory requirements, protocols and procedures
- Managing medical emergency situations that emerge from the daily execution of clinic functions and walk-in emergencies, for example cardiac or respiratory cases or fractures, with appropriate case management
- Tracing patients and their contacts
- Identifying and/or diagnosing statutory notifiable communicable diseases and notifying the relevant authorities according to the National Health Act, 2003 (Act 61 of 2003)
- Implementing communicable disease prevention and control by means of disease surveillance, case follow-up, disease outbreak control and prevention of epidemics by means of applying epidemiological principles
- Preventing medico-legal hazards through high-quality nursing practice and quality-assurance measures
- Liaising with and referring patients to appropriate and relevant health professionals, outside agencies, institutional groups, resources and/or a higher level of care, such as hospitals
- Acting as a mediator of the interaction between patients and/or clients and others through consultative exchanges on behalf of patients and/or clients
- Implementing ethical codes of practice and decision-making and maintaining a professional code of conduct (complying with ethical, professional and legal requirements)
- Executing medical and diagnostic procedures, for example HIV testing, etc



- Implementing infection control measures according to policies and procedures in order to prevent health hazards in the workplace and for the public
- Applying other general health and safety mechanisms according to legislative and policy requirements
- Executing programmes and projects, for example HIV/AIDS and immunisation campaigns
- Documenting the care provided and other pertinent data in a concise manner in relevant records and registers that are consistent with the approved system of documentation and legal requirements, and that ensures effective and continuous service
- Fostering good public relations while interpreting the philosophy, goals, objectives, policies and procedures to patients and the public (patient advocacy role)
- Demonstrating and maintaining effective and courteous relationships with customers and acting to resolve customer problems or complaints to the benefit of the customer, the image of the employer and the nursing profession
- Maintaining patient confidentiality in accordance with statutory requirements
- Engaging in interdisciplinary collaboration
- Acting in liaison with medical staff to coordinate the medical and nursing management of patient care
- Collaborating with other members of the primary healthcare team in order to optimise patient care
- Acting as a patient care facilitator

**REMUNERATION:** R29 996,00 per month

The Professional Nurse will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**ENQUIRIES:** Ms Nadine Roberts (012 358 8644)

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**REQUEST FOR EXPRESSION OF INTEREST FROM PROFESSIONAL NURSES (FOUR POSTS), STAFF NURSES (16 POSTS) AND A DRIVER (ONE POST) TO ENSURE CONTINUOUS SERVICE DELIVERY TO SUSTAIN THE CURRENT LEVEL OF SERVICES PROVIDED BY CITY OF TSHWANE CLINICS FOR A 12-MONTH PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025**

#### **6. PROFESSIONAL NURSES (FOUR CONTRACT POSITIONS)**

The City of Tshwane needs to increase staff to render the following services in the primary healthcare clinics:

## **QUALIFYING CRITERIA**

- Registration with the Nursing Council as a Professional Nurse
- Acquaintance with the standard operating procedures and policies of the institutional pharmacy and the primary healthcare standard treatment guidelines
- Working experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at any previous workplace

## **PRIMARY FUNCTIONS TO BE PERFORMED PER DAY, FROM MONDAY TO FRIDAY**

The Professional Nurse will be responsible for rendering basic functional primary healthcare services that are part of a primary healthcare package that was defined following detailed consultation with national experts and provincial staff and entails the following services (broadly outlined):

- Carrying out evaluation and revision, where indicated
- Recording (manually or computerised)
- Executing patient and/or client consultations
- Executing a complete physical and psychosocial assessment of a patient and/or client, assisted by diagnostic data and medical evaluations
- Interpreting and using assessment findings and identified problems to plan and provide appropriate care to ensure the patient's optimal level of wellness
- Requesting the execution of certain diagnostic laboratory tests or samples as well as the interpretation thereof and certain interventions based thereon
- Providing patient counselling, for example HIV, termination of pregnancy, adolescence, etc, for psychological support and assistance with acceptance of problems or diagnosis and decision-making
- Prescribing and/or issuing medication within the framework of statutory requirements, protocols and procedures
- Managing medical emergency situations that emerge from the daily execution of clinic functions and walk-in emergencies, for example cardiac or respiratory cases or fractures, with appropriate case management
- Tracing patients and their contacts
- Identifying and/or diagnosing statutory notifiable communicable diseases and notifying the relevant authorities according to the National Health Act, 2003 (Act 61 of 2003)
- Implementing communicable disease prevention and control by means of disease surveillance, case follow-up, disease outbreak control and prevention of epidemics by means of applying epidemiological principles
- Preventing medico-legal hazards through high-quality nursing practice and quality-assurance measures
- Liaising with and referring patients to appropriate and relevant health professionals, outside agencies, institutional groups, resources and/or a higher level of care, such as hospitals
- Acting as a mediator of the interaction between patients and/or clients and others through consultative exchanges on behalf of patients and/or clients



- Implementing ethical codes of practice and decision-making and maintaining a professional code of conduct (complying with ethical, professional and legal requirements)
- Executing medical and diagnostic procedures, for example HIV testing, etc
- Implementing infection control measures according to policies and procedures in order to prevent health hazards in the workplace and for the public
- Applying other general health and safety mechanisms according to legislative and policy requirements
- Executing programmes and projects, for example HIV/AIDS and immunisation campaigns
- Documenting the care provided and other pertinent data in a concise manner in relevant records and registers that are consistent with the approved system of documentation and legal requirements, and that ensures effective and continuous service
- Fostering good public relations while interpreting the philosophy, goals, objectives, policies and procedures to patients and the public (patient advocacy role)
- Demonstrating and maintaining effective and courteous relationships with customers and acting to resolve customer problems or complaints to the benefit of the customer, the image of the employer and the nursing profession
- Maintaining patient confidentiality in accordance with statutory requirements
- Engaging in interdisciplinary collaboration
- Acting in liaison with medical staff to coordinate the medical and nursing management of patient care
- Collaborating with other members of the primary healthcare team in order to optimise patient care
- Acting as a patient care facilitator

**REMUNERATION:** R29 996,00 per month

The Professional Nurse will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**ENQUIRIES:** Ms Nadine Roberts (012 358 8644)

## 7. STAFF NURSE (16 CONTRACT POSITIONS)

The City of Tshwane has embarked on an initiative to improve and expand access to healthcare services by contracting a Staff Nurse to render the following services in communities and households.

### QUALIFYING CRITERIA

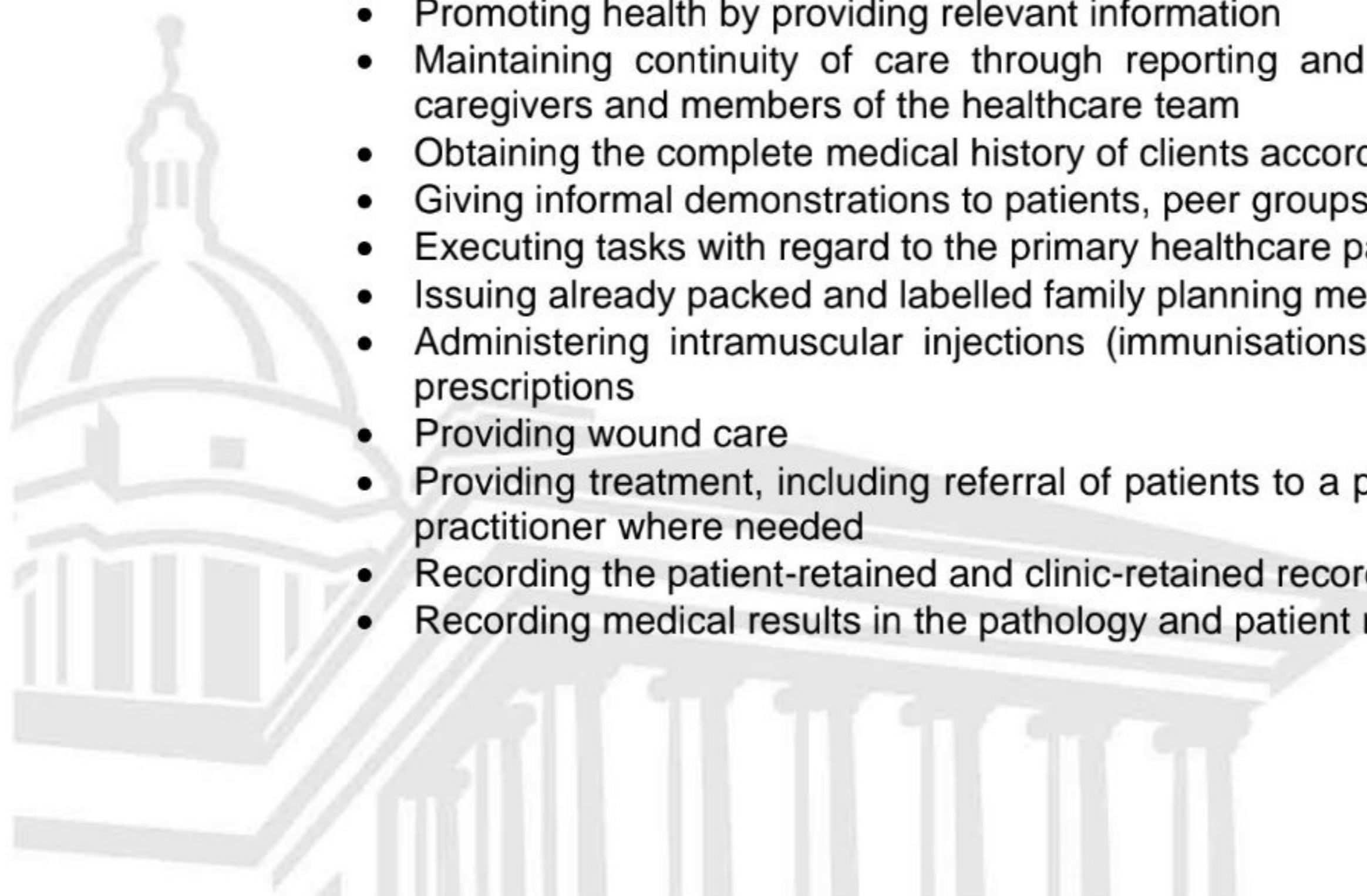
- Registration with the Nursing Council as a Staff Nurse

- Acquaintance with the standard operating procedures and policies of the institutional pharmacy and the primary healthcare standard treatment guidelines
- Working experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at any previous workplace

### **PRIMARY FUNCTIONS TO BE PERFORMED PER DAY, FROM MONDAY TO FRIDAY**

The Staff Nurse will be responsible for rendering basic functional primary healthcare services within the statutory scope of practice parameters, as follows:

- Providing basic nursing care and treatment of patients with stable and uncomplicated health conditions in all settings
- Providing healthcare to patients with complicated health problems or unstable conditions under the supervision of a professional nurse
- Providing basic emergency care
- Assessing and screening health status through basic observation, interaction and measurements
- Developing nursing care plans to meet basic health and nursing needs
- Managing all aspects of delegated nursing care, as follows:
  - Weighing babies, children and adults
  - Measuring the temperature of adults, babies and children
  - Measuring blood pressure
  - Testing urine
  - Testing haemoglobin
  - Drawing blood specimens
  - Obtaining specimens (for example sputum)
  - Conducting pregnancy tests
  - Testing blood glucose (finger prick only)
  - Conducting eye tests
  - Nebulising patients
  - Collecting sputum
  - Taking pap smears
- Promoting health by providing relevant information
- Maintaining continuity of care through reporting and communication to caregivers and members of the healthcare team
- Obtaining the complete medical history of clients according to protocol
- Giving informal demonstrations to patients, peer groups and students
- Executing tasks with regard to the primary healthcare package of services
- Issuing already packed and labelled family planning medicine
- Administering intramuscular injections (immunisations, etc) according to prescriptions
- Providing wound care
- Providing treatment, including referral of patients to a professional nursing practitioner where needed
- Recording the patient-retained and clinic-retained records
- Recording medical results in the pathology and patient record files



- Rendering basic reception tasks in the absence of the clinic clerk, for example drawing and filing client records
- Managing and dealing with uncomplicated clinic enquiries
- Providing relevant health information services to the clients and/or help desk
- Presenting group and individual education sessions to the clients
- Providing relevant counselling on HIV/AIDS
- Receiving and referring patient complaints according to policy
- Updating health information displays (posters and pamphlets)
- Daily data capturing on the Minimum Data Set

**REMUNERATION:** R19 063,00 per month

The Staff Nurse will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**ENQUIRIES:** Ms Nadine Roberts (012 358 8644)

## 8. DRIVER (ONE CONTRACT POSITION)

The City of Tshwane has embarked on an initiative to improve and expand access to healthcare services by contracting a driver responsible for rendering delivery, collection, maintenance and asset services to the Health Department.

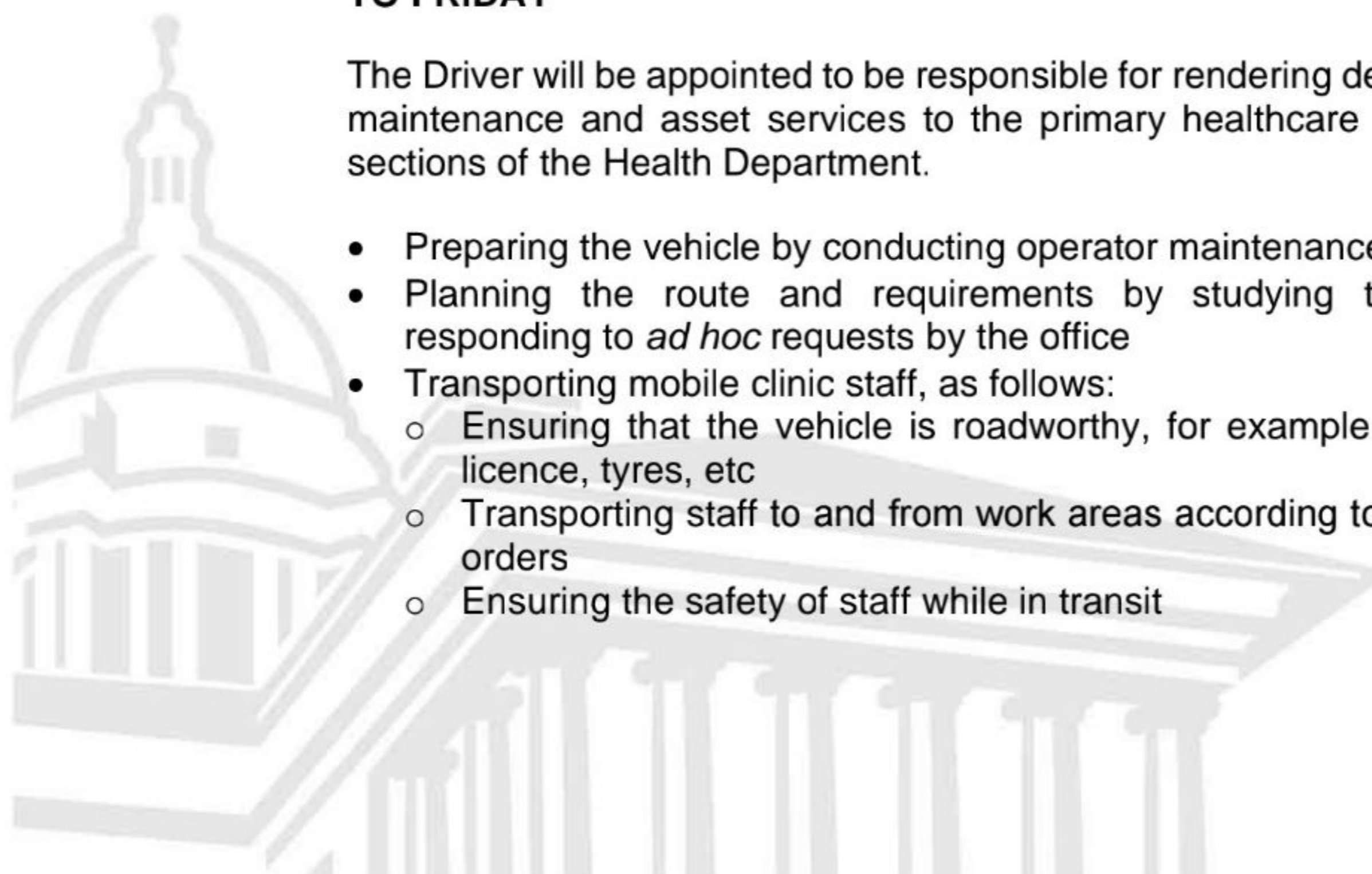
### QUALIFYING CRITERIA

- Grade 10 or equivalent qualification
- Relevant experience in administrative support services
- Computer literacy
- A valid Code B or EB driving licence with a valid professional driving permit

### PRIMARY FUNCTIONS TO BE PERFORMED PER DAY, FROM MONDAY TO FRIDAY

The Driver will be appointed to be responsible for rendering delivery, collection, maintenance and asset services to the primary healthcare clinics and other sections of the Health Department.

- Preparing the vehicle by conducting operator maintenance
- Planning the route and requirements by studying the schedule or responding to *ad hoc* requests by the office
- Transporting mobile clinic staff, as follows:
  - Ensuring that the vehicle is roadworthy, for example by checking the licence, tyres, etc
  - Transporting staff to and from work areas according to the supervisor's orders
  - Ensuring the safety of staff while in transit



- Transporting staff with different vehicles, for example by truck, car and bakkie
- Maintaining vehicles, as follows:
  - Conducting daily maintenance of vehicles, for example by checking the water, oil, brake fluid, etc
  - Checking the fuel level of vehicle in the mornings
  - Maintaining the log sheets
  - Reporting problems to the supervisor
  - Conducting the vehicle checklist weekly, monthly and annually
- Keeping vehicles clean and tidy, as follows:
  - Ensuring that vehicles are washed on the outside on a weekly basis
  - Ensuring that vehicles are cleaned on the inside on a weekly basis
- Performing any other tasks as assigned
- Performing any other related tasks or duties that the employer may reasonably direct the incumbent to perform in pursuit of the strategic goals or objectives of the section, division and the department

**REMUNERATION:** R17 021,00 per month

The Driver will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**ENQUIRIES:** Ms Nadine Roberts (012 358 8644)

**CLOSING DATE: 31 MAY 2024 at 12:00**

