

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or Hand deliver to: 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building at Reception
- FOR ATTENTION** : Ms F.P Ntsiko Director: Human Resource Management
- CLOSING DATE** : 19 June 2017. @ 16:00
- NOTE** : People with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) Service certificates and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

- POST 22/92** : **PROVINCIAL MEDICAL DIRECTOR (SENIOR) REF NO. NCDOH 7/2017**
- SALARY** : R1 355 916 per annum all inclusive
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : A post-graduate qualification will be an added advantage Technical knowledge and understanding of the health sector and its reforms, in particular, a solid understanding of hospital services and clinical governance is required, Knowledge of the relevant legislation and policies pertaining to the health sector At least ten (10) years clinical experience after registration with the HPCSA as a Medical Practitioner
- DUTIES** : Responsible for strategic oversight for clinical governance at regional, Specialized and tertiary hospitals in the province Initiate, develop and introduce risk management strategies to prevent critical events/ medico-legal risks to promote good clinical governance at the regional, specialized and tertiary hospitals Promote the national core standards and conduct periodic clinical audits at regional, specialized and tertiary hospitals Manage administrative processes relating to policies such as Overtime, Remuneration Outside of the Public Sector (RWOPS) and Accommodation for Medical Officers in the province, Facilitate the recruitment and retention of eligible doctors (including foreign nationals where applicable) Ensure effective coordination and placement of medical interns, community service and clinical associates in close collaboration with various provincial units Coordinate district clinical specialist teams as well as promote their equitable

placement and integration within primary health care and /or hospital services facilitate liaison and collaboration with other relevant stakeholders' e.g. HPCSA Establish appropriate outreach services and referral pathways amongst various service delivery levels .Provide overall guidance and support for Forensic Services in the province. Competencies Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment and the ability to build high-performance teams; client orientation and customer focus; sound written and verbal communication skills.

ENQUIRIES : Ms. N Mazibuko Tel No: 053 830 2148

POST 22/93 : **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO NCDOH 8/2017**

SALARY : R1 938 279 per annum (All-inclusive package)

CENTRE : Kimberley Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal Specialty or recognised Sub-Specialty. A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognized Sub Specialty.

DUTIES : Provide and supervise, the provision of quality clinical services within Kimberley Hospital. Risk Management, Coordinate M&M meetings, CCRC meetings, Medical Surveillance statistics, Ensure SOP's and protocols are available and implemented in the clinical departments, Address patient complaints, develop preventative and pre-emptive strategies, Review of service delivery, Enhancing the implementation of the Batho Pele principles. Effective HR management (Overtime, RWOPS). Evaluation of departmental risk management. Compliance to protocols and professional conduct, participation in Strategic, Performance and budgetary planning, Human resource management. Ensuring the appropriate Continuous Professional Development of Medical Practitioners. Lobbying for financial assistance to attend courses, conferences or to take relevant exams. PMDS appraisals, HPCSA Accreditation visits. Pharmco and Hemovigilance Consult, assess and manage patients, Supervision of Interns, community medical officers and other Medical Officers in the provision of quality health care. Ensure comprehensive clinical record keeping. Co-ordinate the integration of clinical elements in Health Programs Introducing new tertiary services at Kimberley Hospital. Creating registrar opportunities to train specialists for the NC and coordinating the Registrar program. Coordinate the undergraduate medical student satellite campus Develop and sustain specialist outreach services to the NC Province. Promote compliance with the Minister of Health's Core Standards for Health establishments. Ensure compliance with the Department's Strategic and Annual Performance Plan.

ENQUIRIES : Mr R Jones Tel no: 053 802 2124

POST 22/94 : **HEAD OF CLINICAL UNITS GRADE 1 11 POSTS REF NO. NCDOH 9/2017: ANAESTHESIOLOGY NCDOH 10/2017: EMERGENCY MEDICINE NCDOH 11/2017: EAR NOSE AND THROAT NCDOH 12/2017 INTERNAL MEDICINE NCDOH 13/2017 MAXILLO FACIAL SURGERY NCDOH 14/2017 NEURO SURGERY NCDOH 15/2017 OBSTETRICS AND GYNAECOLOGY NCDOH 16/2017 OPHTHALMOLOGY NCDOH 17/2017 ORTHOPAEDICS NCDOH 18/2017 RADIOLOGY NCDOH 19/2017 UROLOGY**

SALARY : R1 550 331 per annum (All-inclusive package)

CENTRE : Kimberley Hospital Complex

REQUIREMENTS : A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognized Sub – Specialty. Management experience will serve as an advantage. Knowledge and skills – Sound knowledge of Human Resource Management, Information management and quality assurance programmes. Knowledge of current Health policies including Medical Ethics and evidence-based medical practice including epidemiology and statistics. Ability to design and supervise research. Good communication, leadership, decision making and clinical skills. The

successful candidate will have to work compulsory overtime on top of the normal 40 working hours per week. Compulsory over time hours and remuneration as per agreement upon appointment will be discussed.

DUTIES : Render comprehensive, quality care to patients. Address patient complaints. Review of service delivery. Supervision of Interns, community medical officers and other medical officers in the provision of quality care. Ensure comprehensive clinical record keeping. Compile, develop and evaluation of clinical audits of skills, morbidity and mortality as well as improved skills, protocols and guidelines. Investigate adverse events and near –misses. Risk management. Effective management of human, physical, financial and clinical resources including administrative functions. Management of PMDS appraisals and overtime/RWOPS. Optimally supervise, instruct and train junior personnel, including Registrars. Render outreach and support service to other levels of care in our drainage areas. Equipment ordering and maintenance. Participate in academic activities at under graduate and post graduate levels as required, including outside the Department. Participate in continuous medical education, as required by the Health Professional Council of South Africa. Coordinate the extension of clinical services in the Health system and the integration of clinical elements in Health programmes. Support the clinical development of EMS Arrange. Active member of committees as appointed by the Head of department. CPD accreditation.

ENQUIRIES : Dr. H Saeed Tel no: (053) 802 2147

POST 22/95 : **CHIEF DIRECTOR: INFRASTRUCTURE REF.NO NCDOH 20/2017**

SALARY : R1 068 564 per annum annum (all-inclusive package)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : A minimum qualification of a year Bachelor degree or Bachelor of Technology degree in the Built Environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering Current professional registration in either of these disciplines is mandatory. Minimum of 6 - 10 years' experience in management.

DUTIES : To manage the planning, resourcing, delivery and maintenance of the physical environment conducive to quality health care services. Oversee the Department's Infrastructure programme, Manage the planning and implementation of the Infrastructure programme ,Manage the implementation of the Hospital Revitalisation Programme, Ensure successful implementation and maintenance of the Infrastructure Delivery Improvement Programme (DIP) initiative, Establish and maintain an effective programme planning, reporting, monitoring and evaluation system, Ensure compliance with all relevant statutory requirements, Manage personnel and other administrative functions, Establish and maintain effective relationships with Implementing Agents and other stakeholders.

ENQUIRIES : Ms N Mazibuko Tel No 053 830 2148

POST 22/96 : **CHIEF DIRECTOR: HEALTH PROGRAMMES REF NO NCDOH 21/2017**

SALARY : R1 068 564.00 per annum (all-inclusive package)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Minimum educational qualification; Postgraduate degree in Health related field or Equivalent plus a postgraduate diploma in Public Health or equivalent qualification, 6-10 years' managerial experience, inherent requirement for the job- Ability to travel widely within the Northern Cape Province

DUTIES : Provide strategic leadership in undertaking the situational analyses required for health systems planning, priority setting, resource allocation , implementation, monitoring and evaluation, formulate the budget and manage the expenditures of the Chief Directorate in line with applicable financial directives and legislatives framework, Promote good management and utilisation of human resources , Facilitate inter-sectoral and inter-governmental collaboration; Facilitate research, monitoring and evaluation, Provide support to the senior management and the Provincial Member of the Executive Council of Health as a member of departmental management structures and other key provincial and national liaison engagements. Competency Strategic capability and leadership; programme and project management; financial management; change management; service delivery

innovation; problem solving and analysis; people management and empowerment – and the ability to build high-performance teams; client orientation and Customer focus; sound written and verbal communication skills.

<u>ENQUIRIES</u>	:	Ms. N Mazibuko Tel No: (053) 830 2148
<u>POST 22/97</u>	:	<u>CHIEF EXECUTIVE OFFICER TERTIARY HOSPITAL REF NO NCDOH 22/2017</u>
<u>SALARY</u>	:	R1 068 564 per annum (All-inclusive package)
<u>CENTRE</u>	:	Kimberley Hospital Complex
<u>REQUIREMENTS</u>	:	A Degree or Diploma in management or health/medical science qualification. Registration with the relevant Professional Council, where applicable. At least 6-10 years' experience, on a Senior Management, Level in health services facility manager or Management experience in a health services environment. A valid B (08) driver's licence is an inherent requirement.
<u>DUTIES</u>	:	To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment though compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets. Competencies Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment – and the ability to build high-performance teams; client orientation and customer focus; sound written and verbal communication skills.
<u>ENQUIRIES</u>	:	Ms. N Mazibuko Tel No: (053) 830 2148
<u>POST 22/98</u>	:	<u>CHIEF ENGINEER REF NO NCDOH 23/2017</u>
<u>SALARY</u>	:	R935 172-R1 773 930 per annum (The Department will determine the salary notch based on years of experience post registration as an engineer)
<u>CENTRE</u>	:	Kimberley: Provincial Office
<u>REQUIREMENTS</u>	:	B Degree in Civil Engineering/B Tech in Civil Engineering, registered as a Professional Engineer with ECSA, (Civil, structural), valid drivers' licence, computer literate.
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, Assist to prepare package/individual project briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, Assist with monitor the implementation of Programmes/Projects, Make imputes to different Project Stage reports and

	:	designs, assist to manage the interface between the end user/community structures and implementing agents, undertake research.
<u>ENQUIRIES</u>	:	Dr. LG Mabona Tel no: (053) 8302 117
<u>POST 22/99</u>	:	<u>DIRECTOR: OFFICE OF THE HOD REF NO.24/2017</u>
<u>SALARY</u>	:	R898 743 per annum (all-inclusive package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's Degree, at least 10 years' experience in the relevant field and minimum of 6-10 years working experience at managerial level, valid driver's licence, computer literate.
<u>DUTIES</u>	:	Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support. Competencies Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment and the ability to build high-performance teams; client orientation and customer focus; sound written and verbal communication skills.
<u>ENQUIRIES</u>	:	Ms. N Mazibuko Tel no: (053) 830 2148
<u>POST 22/</u>	:	<u>DIRECTOR: NON COMMUNICABLE DISEASES REF NO 25/2017</u>
<u>SALARY</u>	:	R898 743 per annum (all-inclusive package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Health Science or equivalent qualification plus at least three years' relevant experience and 6-10 years' managerial experience. post-graduate degree in Public Health Management is an added advantage.
<u>DUTIES</u>	:	Strategic direction in planning for Communicable and Non- communicable diseases intervention strategies, monitor and evaluate. Implementation of provincial policies, guidelines and priority health. Programmatic performance in line with strategic framework of the department and Annual Performance Plan, implement an efficient system to manage human capital and financial resources, management stakeholder relationships and inter-sectoral collaboration/partnerships with other government departments, provide strategic direction in the provision of comprehensive, affordable and accessible public health services. Competencies Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment and the ability to build high-performance teams; client orientation and customer focus; sound written and verbal communication skills.
<u>ENQUIRIES</u>	:	Mr. R Strydom Tel no: (053) 830 0636
<u>POST 22/100</u>	:	<u>DISTRICT DIRECTOR REF NO NCDOH 26/2017</u>
<u>SALARY</u>	:	R898 743 per annum (all-inclusive package)
<u>CENTRE</u>	:	Namakwa Health District ZF Mgcawu Health District
<u>REQUIREMENTS</u>	:	an appropriate recognised Bachelor's degree or equivalent qualification, as well as managerial experience in District Health. A Post graduate qualification in Health Management will be an added advantage. At least 6-10 years' experience in the relevant field and 5 years' experience at managerial level. A valid B (08) driver's licence is an inherent requirement.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment though compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the Hospital. Competencies Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment, and the ability to build high-performance teams; client orientation and customer focus; sound written and verbal communication skills.

ENQUIRIES : Mr. G Mentoor Tel no: (053) 830 0675

POST 22/101 : **DIRECTOR: ENGINEERING AND TECHNICAL SERVICES REF NO NCDOH 27/2017**

SALARY : R898 743.00 per annum (all-inclusive package)
CENTRE : Kimberley, Provincial office
REQUIREMENTS : Degree in Civil/Structural or Electrical /Mechanical Engineering, experience in health care engineering, 6 to 10 years' post qualification experience, of which 6 years must be on a managerial level, valid drivers' licence, computer literate.

DUTIES : To provide for effective and efficient management of the maintenance of Healthcare Facilities, laundries, utilities, other infrastructure and the related technical support services that sustain an enabling environment for health care delivery in a cost effective manner, manage the maintenance of health facilities, utilities and infrastructure, manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities, Manage the acquisition and deployment of maintenance resources, manage the provision of linen and laundry services to Health Facilities, manage healthcare infrastructure risk and quality improvement programmes, manage compliance with the provisions of the occupational Health and Safety Act (OHS) related to equipment and effective waste management, manage people, manage finances.

ENQUIRIES : Dr. LG Mabona Tel no: (053) 830 2117

POST 22/102 : **CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL REF NO NCDOH 28/2017**

SALARY : R898 743 per annum (all-inclusive package)
CENTRE : Dr. Harry Surtie Hospital Upington
REQUIREMENTS : A degree/advanced diploma in a health related field, registration with the relevant professional body plus a degree/diploma in health management. At least 6-10 years' management experience in the health sector at least at middle management level. Experience as a health service manager or significant experience in management in a health service environment. A valid driver's licence is an inherent

requirement. Competencies Knowledge of relevant legislation such as National Health Act; Public Finance Management Act (PFMA), Public Service Act and related Regulations and Policies. Strategic capability and leadership, Programme and project management, Financial Management, Change management, People management and empowerment. Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

- DUTIES** : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment though compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.
- ENQUIRIES** : Mr. R Jones Tel no: (053) 802 2124

OTHER POSTS

- POST 22/103** : **CHIEF ARCHITECT GRADE A TO B REF NO 29/2017**
- SALARY** : R805 806 – R1 505 937 (The Department will determine the salary notch based on years of experience post registration as a Professional Architect)
- CENTRE** : Kimberley, Provincial Office
- REQUIREMENTS** : B Degree in Architecture, registered with SACAP as a Professional Architect, Valid Drivers' Licence, Computer Literate (please attach proof of registration to your profile)
- DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS, assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, assist to prepare Packages/Individual Project Briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, assist to monitor the implementation of Programmes/Projects, make inputs to different Project Stage reports & designs, assist to manage the interface between the end-user/community structures and Implementing Agent[s]
- ENQUIRIES** : Dr. LG Mabona Tel no: (053) 830 2117
- POST 22/104** : **CHIEF QUANTITY SURVEYOR REF NO 30/2017**
- SALARY** : R805 806 – R1 505 937 per annum (The Department will determine the salary notch based on the years of experience post registration as a Candidate)
- CENTRE** : Kimberley, Provincial Office

<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying, registered as a Professional Surveyor with SACQSP, Valid Drivers' Licence, Computer Literate.
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, assist to prepare Packages/Individual Project Briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, assist to monitor the implementation of Programmes/Projects, make inputs to different Project Stage reports & designs, assist to manage the interface between the end-user/community structures and Implementing Agents.
<u>ENQUIRIES</u>	:	Dr Mabona Tel no: (053) 830 2117
<u>POST 22/105</u>	:	<u>CHIEF EXECUTIVE OFFICER DISTRICT HOSPITALS REF NO NCDOH 31/2017</u>
<u>SALARY CENTRE</u>	:	R779 295.00 per annum (all-inclusive package) Kuruman Hospital – John Taolo Gaetsewe Health District Abraham Esau Hospital Namakwa Health District
<u>REQUIREMENTS</u>	:	A Degree / Advanced Diploma in a health-related field. Registration with the relevant Professional Council, where applicable. A Degree/Diploma in Health Management OR a degree / advanced diploma in a Management field. At least 5 years' experience as a health services facility manager/management experience in a health services environment. A valid B (08) driver's licence is an inherent requirement.
<u>DUTIES</u>	:	To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment though compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.
<u>ENQUIRIES</u>	:	Mr. G Mentoor Tel no: (053) 830 0675
<u>POST 22/106</u>	:	<u>DEPUTY DIRECTOR: LAUNDRY SERVICES REF NO NCDOH 32/2017</u>
<u>SALARY CENTRE</u>	:	R779 295 per annum (all-inclusive package) Kimberley, Provincial Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Public Administration. A valid driver's license. Computer Literate, 3 to 5 years' post qualification of which 3 years must be on a managerial level.
<u>DUTIES</u>	:	Manage the provision of laundry and linen services. Manage installation of laundry equipment and maintenance in all facilities. Ensure all laundries comply with the OHS Act and legislative requirements. Ensure all health facilities healthcare technology comply to national core standards. Compile, implement and update

policies and standard operating procedures of the maintenance and use of healthcare. Provide training and advice on the planning and layout of laundries and the purchasing of laundry technology equipment.
Dr. LG Mabona Tel no: (053) 830 2117

ENQUIRIES

POST 22/107

DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO NCDOH 33/2017

SALARY

CENTRE

REQUIREMENTS

R756 525 per annum (all-inclusive package)
Dr. Harry Surtie Hospital (Upington)
Basic R425 qualification (i.e. Diploma/degree in nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least four years of Period referred to above must be appropriate recognisable experience at management level.

DUTIES

Provide guidance and leadership towards the realization of strategic goals and objectives of the division, provide professional, technical and management support for the provision of quality patient care through proper management of nursing care program, advocate and ensure the promotion of nursing ethos and professionalism, develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care, Utilize information technology and other management systems to manage nursing information for the enhancement of service delivery, establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care, Manage and utilise resources in accordance with relevant directives.

ENQUIRIES

POST 22/108

DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO NCDOH 34/2017

SALARY

CENTRE

REQUIREMENTS

R657 558 per annum (all-inclusive package)
Dr. Harry Surtie Hospital (Upington)
Three -year degree or diploma or equivalent and relevant qualification in Human Resource Management, with at least 3-5 years' experience, on an Assistant Director Level, in the relevant field, with appropriate managerial and leadership experience, Knowledge of financial and Public Service regulations, policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning, skills, people, strategic and project management

DUTIES

Provide Human Resource strategic direction, aligned to the organisations business goals, promote and ensure effective Human Resource practices and Labour Relations, give leadership and strategic direction and integrate the functions of Human Resource Administration, Labour Relations, Human Resource Development, Employee Health and Wellness and Organisational Development, develop Human Resource policies and practices in support of departmental objectives and strategies, perform Human Resource planning duties, including recruitment and selection, maintain personnel administration systems and practices, ensure the provision of an effective and efficient human resources management support service to the Department, provide Human Resources Management information and any other duties incidental thereto.

ENQUIRIES

POST 22/109

DEPUTY DIRECTOR: FORENSIC MEDICAL SERVICES REF NO NCDOH 35/2017

SALARY

CENTRE

REQUIREMENTS

R657 558 per annum (all-inclusive package)
Kimberley, Provincial Office
An appropriate three-year qualification with more than 3-5 years' relevant experience in the forensic medical services field.

DUTIES : Be responsible for the overall operational management of Forensic Medical Services in all five districts of the province supporting both Internal and external stakeholders, be responsible for clinical governance, clinical quantity assurance and transformation, develop and deliver progress reports, proposals, required documentation and presentations, conduct regular visits to FMS, service points to identify emerging trends and challenges in rendering of the service, while proactively integrating these elements into policies and procedures of the Forensic Medical Services, Manage and support key Forensic Pathology/Medical Services Key stakeholders, Public, SAPS, NPA and Judiciary, be responsible for the financial and human resource management of the service by monitoring effective and efficient use of all resources allocated to the Forensic Pathology Services, oversee the implementation and monitoring of policies, guidelines, reporting protocols for entire service, manage key resource of the department (asset, fleet and information), Develop support mechanisms for both the personnel and stakeholders or clients.

ENQUIRIES : Ms. N Mazibuko Tel no: (053) 830 2148

POST 22/110 : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) REF NO NCDOH 36/2017**

SALARY : R637 875 – R977 883 per annum (The Department will determine The salary notch based on years of experience post registration as an engineer)

CENTRE : Kimberley, Provincial Office

REQUIREMENTS : Degree in Built Environment, a Registered as a Professional Construction Project Manager with SACPSMP, Valid Drivers” Licence, computer literate

DUTIES : To assist and manage the delivery of the infrastructure built environment. programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, assist to prepare Packages/Individual Project Briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, assist to monitor the implementation of Programmes / Projects, make inputs to different Project Stage reports & designs, assist to manage the interface between the end-user/community structures and Implementing Agent.

ENQUIRIES : Dr. LG Mabona Tel no: (053) 830 2117

POST 22/111 : **ENGINEER (ELECTRICAL OR MECHANICAL) REF NO NCDOH 37/2017**

SALARY : R637 875 – R977 883 per annum (The Department will determine the salary notch based on years of experience post registration as an engineer)

CENTRE : Kimberley, Provincial Office

REQUIREMENTS : Degree in Engineering, registered as a Profession Engineer with ECSA, three years’ experience post qualification, valid driver’s licence, computer literate. (Please attach proof of registration to your profile)

DUTIES : To perform and manage all aspects of verified innovative and complex engineering activities that results in progress in technology and engineering applications, undertake engineering designs, perform final review and approvals of audits on new engineering designs according to design principles or theory , implement the maintenance strategy, set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum availability , monitor maintenance organisational goals to direct or redirect engineering services for the attainment of organisational objectives, provide effective engineering and project management objectives, undertake research.

ENQUIRIES : Dr. LG Mabona Tel no: (053) 830 2117

POST 22/112 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO NCDOH 38/2017**

SALARY : R657 558 per annum (all-inclusive package)

CENTRE : Kimberley Hospital Complex

REQUIREMENTS : Three -year degree or diploma or equivalent and relevant qualification in Human Resource Management, with 3-5 years’ experience, on an Assistant Director Level, in the relevant field, with appropriate managerial and leadership experience,

		Knowledge of financial and Public Service regulations, policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning, skills, people, strategic and project management.
<u>DUTIES</u>	:	Provide Human Resource strategic direction, aligned to the organisations business goals, promote and ensure effective Human Resource practices and Labour Relations, give leadership and strategic direction and integrate the functions of Human Resource Administration, Labour Relations, Human Resource Development, Employee Health and Wellness and Organisational Development, develop Human Resource policies and practices in support of departmental objectives and strategies, perform Human Resource planning duties, including recruitment and selection, maintain personnel administration systems and practices, ensure the provision of an effective and efficient human resources management support service to the Department, provide Human Resources Management information and any other duties incidental thereto.
<u>ENQUIRIES</u>	:	Mr R. Jones Tel no: 053 802 2124
<u>POST 22/113</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO NCDOH 39/2017</u>
<u>SALARY</u>	:	R657 558 per annum (all-inclusive package)
<u>CENTRE</u>	:	Kimberley, Provincial Office
<u>REQUIREMENTS</u>	:	A three-year Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Labour Relations/Human Resource/ B com or Law, at least five3-5 years working experience, as an Assistant Director, in initiating disciplinary hearings, conducting investigations and negotiations, Knowledge and understanding of Labour Relations Legal Framework, dispute resolution processes, policy development and implementation, good communication (verbal and written), planning, problem solving, conflict management, leadership organisational, presentation, financial management, time management negotiation and computer skills(MS Office packages), A valid driver's licence.
<u>DUTIES</u>	:	Initiate and provide strategic direction in the implementation and promotion of labour relations programmes and interventions. Manage finalisation of all grievances and complaints received from employees in the Department. Manage finalisation of all misconduct cases in the Department. Monitor and ensure the timeous resolution of dispute. Provide specialist assistance and advice to all line managers on the disciplinary and grievance processes. representing the Employer at PHSDSBC, Ensure an accurate and up to date case management system and provide training and advocacy on labour related matters in the Department. Ensure the implementation of the findings of disciplinary enquiries and awards of external dispute resolution, report to management and the Public Service Commission. Management of risk and audit queries. Ensure effective management of resources within the Labour Relations Unit.
<u>ENQUIRIES</u>	:	Ms FP Ntsiko Tel no: 053 830 0601
<u>POST 22/114</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO NCDOH 40/2017</u> (5 years fixed term contract)
<u>SALARY</u>	:	R549 639 – R583 371 per annum (The Department will determine the salary notch based on years of experience post registration as a candidate)
<u>CENTRE</u>	:	Kimberley, Provincial Office
<u>REQUIREMENTS</u>	:	Degree in Built Environment, a Registered as Candidate Construction Project Manager with SACPSMP, Valid Driver's Licence, computer literate
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, assist to prepare Packages/Individual Project Briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, assist to monitor the implementation of Programmes / Projects, make inputs to different Project Stage reports & designs, assist to manage the interface between the end-user/community structures and Implementing Agent.
<u>ENQUIRIES</u>	:	Dr. LG Mabona Tel no: 053 830 2117

POST 22/115 : **CANDIDATE ENGINEER REF NO NCDOH 41/2017**
(5 years fixed term contract)

SALARY : R549 639 – R583 371 per annum (The Department will determine the salary notch based on years of experience post registration as a candidate engineer)

CENTRE : Kimberley, Provincial Office

EQUIREMENTS : B Degree in Engineering, registered as a Candidate Engineer with ECSA, (Civil, structural), valid drivers' licence, computer literate.

DUTIES : Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, assist to prepare package/individual project briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, assist with monitor the implementation of Programmes/Projects, make imputes to different Project Stage reports and designs, assist to manage the interface between the end user/community structures and implementing agents, undertake research.

ENQUIRIES : Dr. LG Mabona Tel no: 053 830 2117

POST 22/116 : **ASSISTANT MANAGER NURSING (PHC) REF NO NCDOH 42/2017**

SALARY : R546 315 per annum

CENTRE : Kakamas ZF Mgcawu Health District

REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse, a post basic qualification (Primary Health Care), with a duration of at least 1 year, accredited with the SANC. A minimum of 10 years appropriate /recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing, at least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in Primary Health Care, at least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies Knowledge of nursing care processes and procedures: Nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients' Rights Charter and Batho Pele Principles, Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery, Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility, demonstrate and basic understanding of HR and financial policies and practices, Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery, ensure clinical nursing practice by the nursing team (unit) in accordance with scope of practice and standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and nursing standards as determined by the relevant health facility, Demonstrate and basic understanding of HR and financial policies and practices

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patients care through adequate nursing care, Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care, Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter – sectoral and multi – disciplinary teamwork), Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures, Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required, Work as part of the multi – disciplinary team to ensure good nursing care by the nursing team.

ENQUIRIES : Mr. C Markus Tel no: 054 337 0600

<u>POST 22/117</u>	:	<u>OPERATIONAL MANAGER (SPECIALITY) GRADE 1 REF NO NCDOH 43/2017</u>
<u>SALARY</u>	:	R499 953 per annum
<u>CENTRE</u>	:	Dr. Harry Surtie Hospital Upington
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma /degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse; current registration with the South African Nursing Council (SANC) as a Professional Nurse; A post-basic qualification with a duration of at least 1 year in Curative skills in a Specialty, accredited with the SANC;A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 5 years of the period referred to above must be appropriate/recognizable experience after registration in the said specialty.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care in hospital; Provision of administrative services; Provision of educational services; Provision of clinical services; Management of human and material resources; Carry out research responsibilities.
<u>ENQUIRIES</u>	:	Ms. G Witbooi Tel no: 054 332 9158
<u>POST 22/118</u>	:	<u>CANDIDATE QUANTITY SURVEYOR REF NO NCDOH 44/2017</u> (5 years fixed term contract)
<u>SALARY</u>	:	R475 758 – R504 966 per annum (The Department will determine the salary notch based on years of experience post registration as a Candidate Quantity Surveyor)
<u>CENTRE</u>	:	Kimberley, Provincial Office
<u>REQUIREMENTS</u>	:	A Degree in in Quantity Surveying, registered as a Candidate Quantity Surveyor with SACQSP, Valid Driver’s Licence, computer literate (please attach your proof of registration to your profile)
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan , Assist to prepare package/individual project briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, Assist to monitor the implementation of Programmes/Projects, Make inputs to different Project Stage reports and designs, assist to manage the interface between the end user/community structures and implementing agents, undertake research.
<u>ENQUIRIES</u>	:	Dr. LG MabonaTel no: 053 830 2117
<u>POST 22/119</u>	:	<u>CANDIDATE ARCHITECT REF NO NCDOH 45/2017</u> (5 years fixed term contract)
<u>SALARY</u>	:	R475 758 – R504 966 per annum (The Department will determine the salary notch based on years of experience post registration as a candidate)
<u>CENTRE</u>	:	Kimberley Provincial Office
<u>REQUIREMENTS</u>	:	B Degree in Architecture/B Tech in Architect, registered as a candidate Surveyor with SACAP, valid driver’s licence, computer literate (please attach proof of your registration to your profile)
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan, Assist to prepare package/individual project briefs, contribute to the review and acceptance of the Infrastructure Programme Implementation Plan, Assist with monitor the implementation of Programmes/Projects, Make inputs to different Project Stage reports and designs, assist to manage the interface between the end user/community structures and implementing agents, undertake research.
<u>ENQUIRIES</u>	:	Dr. LG Mabona Tel no: 053 8302 117
<u>POST 22/120</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1 REF NO NCDOH 46/2017</u>
<u>SALARY</u>	:	R394 665 – R444 195 per annum
<u>CENTRE</u>	:	Dr. Harry Surtie Hospital, Upington

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse* A post-basic nursing qualification in Health Service Management with a duration of at least 1 year, accredited with the SANC will serve as an advantage* A minimum of seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Experience in nursing management in a Hospital would serve as an advantage* Inherent requirement of the job: Willingness to work shifts, public holidays and weekends* Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the four Official languages of the Northern Cape* Computer skills, Strategic planning, Ability to function independently as well as a multi-disciplinary team and make decisions* Effective communication, interpersonal, leadership and conflict resolutions skills* Knowledge and insight of legislation and policies, relevant to current nursing Practice, National Core standards and other related acts within the Public Sector.

DUTIES : Coordinate optimal, nursing care within set standards and professional/legal framework* Ensure clinical nursing practise by nursing team in accordance with the scope of practice and nursing standards*Efficiently perform administrative functions. Effective utilisation of human, financial and physical resources (equipment and consumables) * Maintain professional Growth, ethical standards and self-development* Compliance to professional, legal and ethical regulations governing nursing practice* Ensure appropriate *training of personnel and personal development and participate in nursing research* Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures* Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities* Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Ms. G Witbooi Tel no: 054 332 9158

POST 22/121 : **ASSISTANT DIRECTOR LABOUR RELATIONS REF NO NCDOH 47/2017**

SALARY : R334 545 per annum

CENTRE : Kimberley Provincial Office

REQUIREMENTS : National Diploma or Degree in Labour Relations/Law/Human Resource Management or Public Management with between 3-5 years 'Administrative experience in Labour Relations, valid driver's licence, Competencies – knowledge and understanding of Labour Relations Legal framework, excellent communications skills (Written and Verbal), thorough knowledge of Human Resource Management practices.

DUTIES : Promote sound labour relations in the department, manage and co-ordinate and conduct investigations on labour relations matters, investigate grievances and attend to complaints, investigate misconduct cases and represent department at disciplinary hearing, render advise on labour relations matters, ensure implementation of outcome on labour relations matters, monitor implementation of arbitrary awards, collective agreements and directives. Represent the department at all forums, representing the department at multilateral meetings with trade unions to consult/negotiate departmental policies. Updated monthly reports and capturing of cases on PERSAL and compiling labour relations reports to relevant stakeholders' i.e. Premier's Office and Public Service Commission.

ENQUIRIES : Ms. P Ntsiko Tel no: (053) 830 0601

POST 22/122 : **ASSISTANT DIRECTOR-SKILLS DEVELOPMENT REF NO NCDOH 48/2017**

SALARY : R334 545 per annum

CENTRE : Kimberley, Provincial Office

REQUIREMENTS : Degree /Diploma in Human Resources Development or Human Resources Management 3-5 years' Administrative experience in a skills development environment.

DUTIES : Facilitate skills planning processes, Manage and Implement the Workplace skills plan and training programmes Management. Manage the implementation of

Departmental bursary programmes. Manage the internship programme. Manage the orientation, Induction and ABET programmes. Manage skills Database. Develop and implement skills audits aimed at identifying skills gaps and critical needs within the Department. Prepare inputs required for the development of the Department's annual reports and Workplace Skills Plans; Ensure generic skills development for all categories of staff (clinical and non-clinical) including ABET/NQF programmes; Implement, monitor and evaluate Human Resource Development interventions with/for the Department; Implement learner ships, internships, skills development programmes and transversal training programmes. Competencies Knowledge of Human Resource Development legislation, policies and prescripts; Knowledge of the Public Service Regulations, PFMA and Skills Development Act; Knowledge of Sector Skills Plan; Knowledge of budgeting and expenditure processes; Ability to work both under pressure and in a team; Ability to liaise with different stakeholders at all levels; Excellent planning and organising skills.

Ms. P Ntsiko Tel no: 053 8300601

ENQUIRIES

POST 22/123

ASSISTANT DIRECTOR-ASSET MANAGEMENT REF NO 49/2017

**SALARY
CENTRE
REQUIREMENTS**

R334 545 per annum
Kimberley, Provincial Office
An appropriate 3 years' qualification in Supply Chain Management or Public Management with 3-5 years' experience in Asset Management. A valid driver's license. Competencies Knowledge of the following: Public Service Finance Management Act, Project, and General management. Good communication skills (verbal and written), Computer literate (Excel, Word etc.) Knowledge of the Labour Relations Act, Basic Conditions of Employment Act and Public Service Regulations. Ability to work under immense pressure

DUTIES

Providing assistance in the development of the Departmental Asset Management Strategy. Development and monitoring of compliance with the Asset Management policies procedures at all departmental facilities. Providing oversight and technical support to all Departmental facilities. Monitor the updating of the departmental fixed, intangible and immovable asset register. Ensure the reconciliation of the purchases of assets against the Asset registers. Assist in the facilitation of the assets transfers. Coordination of the Asset verification. Facilitate the disposal of assets. Coordinate the activities of the Disposal committee. Assist in the preparation of the Interim and Annual Financial Statements. Assistance in the coordination of the Asset Management Audit.

ENQUIRIES

Mr. HC Chipungu Tel no: 053 830 0698

POST 22/124

ASSISTANT DIRECTOR: FINANCE REF NO NCDOH 50/2017

**SALARY
CENTRE
REQUIREMENTS**

R334 545 per annum, Level 09
Pixley Ka Seme Health District, De Aar
Appropriate tertiary qualification Bachelor's Degree/National Diploma in Accounting, Auditing or Financial Management. At least 3-5 years' relevant Experience in financial environment. Valid driver's licence. Competencies Good knowledge of and a background in accounting. Sound knowledge of government financial systems. Sound knowledge of reconciliation of accounts. Good interpersonal skills. Good written and verbal communication skills. Knowledge of the PFMA and Treasury Regulations. The ability to work under pressure. Sound knowledge of SCOA classification.

DUTIES

Assist with preparation of district budget and budgetary control. Planning and reporting. Ensure the adherence of financial management policies and procedures, accuracy and completeness of the financial records. Strengthen district revenue management processes. Management of all finance employees at district office. Management of all Supply Chain and Financial Management. Assist towards drafting of audit rectification plans. Compile the procurement plan for the district. Monitor the budget of the district.

ENQUIRIES

Ms H. Koekemoer Tel No: 053 631 1575

POST 22/125 : **CHIEF ARTISAN GRADE A REF NO NCDOH 51/2017**

SALARY : R343 329-392 547 per annum - Grade A
CENTRE : Pixley Ka Seme Health District, De Aar Hospital
REQUIREMENTS : Electrical Trade Test Certificate or equivalent, Minimum 10 years' post trade test or qualification work experience, A valid driver's licence. Competencies Technical application and report writing skills, Supervisory skills, maintenance of discipline, Problem solving and decision making skills, Knowledge of PFMA and relevant prescripts, Computer literate, Ability to communicate at all levels.

DUTIES : Perform continuous assessment and analysis of plant and equipment Breakdowns, Provide input into existing technical manuals, standard drawings and procedures to incorporate new technology, Test repaired equipment and/or infrastructure of health facilities against specifications Compile specifications for new plant and infrastructure, Quality assures serviced and maintained equipment and/or infrastructure, Availability for after hour standby duties, Ensure promotion of health and safety in line with statutory and regulatory requirements.

ENQUIRIES : Ms. L Koekemoer Tel no: 053 631 1575

POST 22/126 : **SENIOR ADMIN OFFICER –FINANCE (INFRASTRUCTURE) REF NO NCDOH 52/2017**

SALARY : R281 418 per annum
CENTRE : Kimberley, Provincial Office
REQUIREMENTS : National in Accounting or Economics, Valid Driver's Licence, computer literate, between 2 - 5 years' experience in relevant field.

DUTIES : To assist with the coordination of all Financial Management functions, extract, analyse and validate financial information for infrastructure projects/programmes, provide financial administration services for all infrastructure Programmes and Projects, prepare financial reports, provide budget administration services, update and maintain a document management system for all financial documentation.

ENQUIRIES : Dr. LG Mabona Tel no: 053 830 2117

POST 22/127 : **CHIEF WORKS INSPECTOR (NON OSD) 2 POSTS REF NO NCDOH 53/2017**

SALARY : R281 418 per annum
CENTRE : John Taolo Gaetsewe Health District and Frances Baard Health District. The second post will be responsible for ZF Mgcawu Health District and Namakwa Health District.

REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 passed with Trade Test or National Diploma in Engineering, three years' experience post qualification, Valid Drivers' Licence, Computer Literate. (Applicant to specify District of preference on Z83 form). Competencies to manage the design and implementation of inspections of buildings and machinery to validate compliance with Occupational Health and Safety Requirements.

DUTIES : Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters, implement regular compliance inspections and audits at Health Facilities [regular safety audits], conduct investigations into accidents and make recommendations, Manage the analysis of technical data, make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements, manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards, manage people and budget

ENQUIRIES : Dr. LG Mabona Tel No: 053 830 2117

POST 22/ : **ADMINISTRATIVE OFFICER-HUMAN RESOURCE MANAGEMENT (CONDITIONS OF SERVICE) REF NO NCDOH 54/2017**

SALARY : R226 611 per annum
CENTRE : Provincial Office, Kimberley

<u>REQUIREMENTS</u>	:	An appropriate three-year qualification in Human Resource Management or Public Administration with 1-2 year's clerical experience, A Valid Driver's License will be an added advantage.
<u>DUTIES</u>	:	Management of resources, implementation relevant policies, procedures and prescripts with regards to personnel, assist with presentation and analysis of reports, ensure audit compliance, render efficient support within the organisation. Manage the conditions of service unit. Establish control and monitoring mechanism to ensure efficient and effective implementation in terms of Debt recovery, Termination of services, Housing. Manage the evaluation of performance of subordinate's. Provide all personnel administration services on PERSAL. Ensure compliance with COIDA, Pension administration, pension pay-outs payment of leave gratuity, and PILIR in accordance with legislative framework including staff leave and service benefits, ensure proper and correct calculation of staff allowances in accordance with the prescribed policies, Conduct leave reconciliations. Maintain and update database regarding conditions of service. Liaise with GEPF officials and Health Risk Manager.
<u>ENQUIRIES</u>	:	Ms. P Ntsiko Tel no: 053 830 0601
<u>POST 22/128</u>	:	<u>WORKS INSPECTOR (NON OSD) 5 POSTS REF NO NCDOH 55/2017</u>
<u>SALARY CENTRE</u>	:	R183 558 per annum
	:	Pixley Ka Seme Health District, Namakwa Health District, ZF Mgcawu Health District, Frances Baard Health District and John Taolo Gaetsewe Health District.
<u>REQUIREMENTS</u>	:	National Diploma in Building or Mechanical or Electrical or N3 passed with Trade Test or National Diploma in Engineering, One years' experience post qualification, Valid Drivers' Licence, Computer Literate (Applicant to specify District of preference on Z83 form). Competencies to implementation inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health, facilities and assist with the development and implementation of remedial plans.
<u>DUTIES</u>	:	Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters, Implement regular compliance inspections and audits at Health Facilities [regular safety audits], Conduct investigations into accidents Manage the analysis of technical data, make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements, Implement OHS Plans, Provide OHS training.
<u>ENQUIRIES</u>	:	Dr. LG Mabona Tel No: 053 830 2117
<u>POST 22/129</u>	:	<u>PRODUCTION LEVEL CLERK (CONDITIONS OF SERVICE) 3 POSTS REF NO NCDOH 56/2017</u>
<u>SALARY CENTRE</u>	:	R152 862 per annum
<u>EQUIREMENTS</u>	:	Provincial Office, Kimberley
<u>DUTIES</u>	:	Senior Certificate with 1-2 years' experience.
	:	Administer all applications for Incapacity Leave and Ill Health Retirement (PILIR) and service terminations (Pension Administration) in terms of legislation and advise accordingly. Compilation of reports relating to the units Annual Performance Plan target. Verify and capture transactions on PERSAL. Attend to all PERSAL/HR related enquiries, Leave Administration, Conditions of Service.
<u>ENQUIRIES</u>	:	Ms. P Ntsiko Tel No: 053 830 0601
<u>POST 22/130</u>	:	<u>PRODUCTION LEVEL CLERK (EPMDS) 2 POSTS REF NO NCDOH 57/2017</u>
<u>SALARY CENTRE</u>	:	R152 862 per annum
<u>EQUIREMENTS</u>	:	Provincial Office, Kimberley
<u>DUTIES</u>	:	Senior Certificate with 1-2 years' experience.
	:	Handling routine PMDS enquiries, Capturing PMDS bonuses and pay progression on PERSAL for the province, auditing of PMDS files for the province, capturing probations on PERSAL and Filing of PMDS documentation, assisting districts with PMDS verifications, assisting with coordination of PMDS moderations
<u>ENQUIRIES</u>	:	Ms P. Ntsiko Tel No: 053 830 0601

POST 22/131 : **ADMINISTRATIVE CLERK REF NO NCDOH 58/2017**

SALARY : R152 862 per annum
CENTRE : West End Specialized Hospital, Kimberley
REQUIREMENTS : Must be in possession of Grade 12 certificate with 1-2 years' working experience. N4-N6 or tertiary qualification will be an advantage. Proven client focus and orientation experience. Sound interpersonal skills. Honesty and integrity. Basic Computer Literacy and Numeracy. Good written and verbal communication skills. Competencies Knowledge of Forensic Services, Court procedures and the format of legal documentation. Knowledge of the various laws pertaining to the health care sector (e.g. Mental Health Care Act; Child Protection Act). Computers and Information Technology (e.g. Microsoft Word, GroupWise, Excel). Knowledge of the Medical/Specialised Mental Health Care work environment. Knowledge of the HPCSA Ethical Code of Conduct., Excellent speaking, reading and writing skills in English as well as in one other official South African language (preferably Tswana/Sotho/Afrikaans relevant to the Northern Cape). Good writing skills. Good organizational skills. Great attention to detail. Supervisory skills. Driver's license. Willingness to travel.

DUTIES : Coordinate all administrative processes regarding Forensic Mental Health services. Collect all necessary documents from Dept. of Correctional Services (DCS), Dept. of Justice (DoJ), etc. Preparing all necessary documents and compile the Case File, Registration of patients. Control the movement of patient files and be ultimately responsible for patient files and its content for safe keeping. Develop and maintain a patient file archive system and control access to these archived files. Administer the observantee/state patient waiting list. Render General Administrative duties. Manage the Forensic reception desk. Ensuring that all documentation and paperwork for admission, transfer, discharge etc.is correct. Draw up monthly, quarterly, and annual reports.

ENQUIRIES : Mr. A Links Tel No: 053 861 3911

POST 22/132 : **ADMINISTRATIVE CLERK REF NO NCDOH 59/2017**

SALARY : R152 862.00 per annum
CENTRE : West End Specialized Hospital, Kimberley
REQUIREMENTS : Must be in possession of Grade 12 certificate / or grade 10 certificate with 0-2 years' working experience. N4-N6 or tertiary qualification will be an advantage. Proven client focus and orientation experience. Sound interpersonal skills. Honesty and integrity. Basic Computer Literacy and Numeracy. Good written and verbal communication skills. Willingness to work extended hours including Public Holidays, weekends and shifts are critical as this institution is rendering a 24-hour service. A valid driver's license will be an added advantage. Applicants must be Able to work under pressure and be dedicated to his/her work. Good communication and interpersonal skills. Competencies Knowledge of Forensic Services, Court procedures and the format of legal documentation. Knowledge of the various laws pertaining to the health care sector (e.g. Mental Health Care Act; Child Protection Act). Computers and Information Technology (e.g. Microsoft Word, GroupWise, Excel). Knowledge of the Medical/Specialised Mental Health Care work environment. Knowledge of the HPCSA Ethical Code of Conduct., Excellent speaking, reading and writing skills in English as well as in one other official South African language (preferably Tswana/Sotho/Afrikaans relevant to the Northern Cape). Good writing skills. Good organizational skills. Great attention to detail. Supervisory skills. Driver's license. Willingness to travel.

DUTIES : Receives telephonic calls and refer to relevant person. Record appointments an events in diary of managers. Typing of documents for the manager. Operating of the office equipment. Ensure and coordinate the fast and efficient handling of correspondence. Filing of documents. Administers leave register. Receives, records and distribute incoming and outgoing documents. Ordering of standard items. Collect all relevant documents to enable the manager to prepare for meetings. Obtains the necessary signatures on documents when required. Obtaining folders for the requests of patients records.

ENQUIRIES : Mr. A Links Tel No: 053 861 3911

POST 22/133 : **DRIVER/MESSENGER REF NO NCDOH 60/2017**

CENTRE : Dr Harry Surtie Hospital, Upington

SALARY : R107 886 per annum

REQUIREMENTS : Grade 10 certificate or equivalent qualification (ABET Level 4), valid driver's license with 1 year driving experience. Competencies Highly reliable, Knowledge of operational functions within Department, Knowledge of registry procedures, Good communication skills, Ability to work independently and under pressure

DUTIES : Delivery/collection of documents and related goods in and around the Provincial Office and Kimberley area, Shuttle staff on official duties, as directed and authorized by supervisor or manager, make photocopies of documents and prepare mail for Postage, assist in loading vehicles with goods, complete all prescribed records and log books and maintain a register

ENQUIRIES : Ms. G Witbooi Tel No: 054 332 9158