

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications for the posts where the center is indicated as Head Office [Polokwane] should be addressed to: The Head of Department, Department of Health, Private Bag X 9302, Polokwane ,0700 and for hand delivery at 18 College Street Office No. 60 New Building.
Applications for the post of **Deputy Director: Infrastructure Management & Maintenance** and **Medical Registrar Grade 1** for Pietersburg Hospital should be addressed to: The Chief Executive Officer, Pietersburg Hospital, Private Bag X 9316, Polokwane, 0700. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.
- CLOSING DATE** : 17 August 2018
- NOTE** : Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and identity Document. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal Opportunity and Affirmative Action employer. Successful candidates for the posts will be required to enter into a permanent employment contract and sign Performance Agreement with the Department of Health and will also be subjected to vetting. Applicants responding to internal circular should indicate the circular number as reference on the Z83 form.

MANAGEMENT ECHELON

- POST 31/181** : **ICT PROGRAMME MANAGER: REF NO: LDH 18/07/06 (X1 POST)**
Thirty Six [36] Months Contract
Job Purpose: Plan, direct and co – ordinate activities required for the management of various ICT Programmes and Projects including the Provincial Health Information System [PHIS] and ensure that the objectives of the Programmes and Projects are accomplished within the prescribed time frame, quality and funding parameters.
- SALARY CENTRE REQUIREMENTS** : R948 174 per annum Level 13 [All inclusive remuneration package]
: Head Office [Polokwane]
: Qualifications and Competencies: An undergraduate qualification in Computer Science, Information Management and Information Systems at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A minimum of five[5] years' experience at Middle/Senior Managerial level. Certificate in ICT Programme/Project Management. Significant prior experience in Information Systems, ICT Infrastructure and Project management. A valid driver licence (Attach copy). Knowledge and skills: Knowledge of policy and legislative framework such as the National Development Plan, the National Broadband Policy, the Infrastructure Development Act, the National Infrastructure Development Plan, The Free and Open Source Software, Security policies ,national e – government policy, the Minimum Interoperability Standards [MIOS],the Electronic Communications and Transactions Act, the SITA Act and SITA Regulations. Extensive experience in information technology management policy and strategy formulation, practical skills in information systems analysis and design, database modelling, compilation and production of IT policy, strategy and plans documents. Strong expertise in the deployment of ICT infrastructure, enterprise data architectural models and business process re-engineering. Knowledge and expertise in system integration, in particular, Provincial Health Information System with other institutions' systems such as Correctional Services, RAF, Medical Aid System (Switch Systems), Pharmaceutical system, etc. Over 10 years of solid practical experience in managing highly complex IT projects of

varying scopes, budgets, time constraints and quantity and quality of deliverables. Over 15 years' experience in the identification of information requirements, investigation of business requirements, formulation of the necessary policies and strategies and translate business requirements into functional and technical specifications, tender specifications for procurement of IT goods and services and the selection of the relevant vendors and partnerships and acquisition of the technology required to support the information systems. Ability to recruit and mentor young people to provide the required support environment. Experience in working with the GITOC and SITA regarding implementation of policy and legislative framework as well as management of IT service provision. Ability to transform organisational effectiveness and efficiency through innovations such as business process re-engineering, enterprise data modelling, business processes, document management, programme management and change management. Strong persuasion skills with individuals or groups with diverse opinions. Ability to enlist cooperation and build teams committed to carrying out initiatives in environment that may be resistant to change and not under incumbent's direct authority. Facilitation and mediation of technical specialists, line management, and clinical staff to ensure cohesive understanding of the needs and limitations. Ability to prioritize multiple objectives in a rapidly changing environment. Strong and excellent written, verbal and presentation skills.

- DUTIES** : Manage and coordinate various ICT projects assigned to different service providers. Develop and manage service level agreements with service providers. Develop and manage third party contracts. Assist the service providers implementing and supporting PHIS and other systems by providing the necessary infrastructure required for the successful implementation of these systems. Establish and co-ordinate the smooth running of various committees to ensure successful implementation of programmes and projects. Assign duties, responsibilities and scope of authority to project personnel. Provide leadership and motivation to project managers, project leaders and project team members throughout the project life cycle. Facilitate and ensure skills transfer occurs from the service providers to the Departmental staff. Establish change management programmes. Project tracking, monitoring and status reporting for the entire ICT portfolio. Performance management and issue resolution. Develop monitoring and evaluation systems.
- ENQUIRIES** : should be directed to Ms Matimatjati RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

OTHER POSTS

POST 31/182 : **MEDICAL REGISTRAR GRADE 1 REF NO: LDH 18/07/07 (X25 POSTS)**

SALARY CENTRE : R780 612 per annum [All inclusive remuneration package]
 : Pietersburg Hospital Paediatrics [X6 Posts]
 : Diagnostic Radiology [X8 Posts]
 : Family Medicine [X8 Posts]
 : Psychiatry [X3 Posts]

REQUIREMENTS : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Registrar [Medical]. Successful applicants will be required to register for a MMed degree with the University of Limpopo. All applicants must be South African citizens or permanent residents. Participation in Commuted overtime is a training requirement. Additional Requirements For Family Medicine: At least 12 months post community service experience working in a Primary health care setting, District Hospital or in a Family Medicine department at a regional or tertiary hospital. A post graduate diploma from the College of Medicine will be an added advantage. Additional Requirements for Paediatrics and Child Health: At least 12 months post internship experience working in Paediatrics. A post graduate Diploma in Child Health or FCPaed (SA) part 1 Examination will be an added advantage. Additional Requirements For Diagnostic Radiology: At least 12 months post community service experience as a medical doctor. A FCRad Diag (SA) Part 1 examination will be an advantage. Additional Requirements For Psychiatry: At

least 6 months post community service experience working in a Psychiatric Unit. A post graduate Diploma in Mental Health from the College of Medicine, DMH (SA) or FCPsych (SA) Part 1 will be an added advantage. Knowledge and skills: All Disciplines: Appropriate experience and suitability to train in the relevant specialty. Ability to manage patients independently and effectively. Sound knowledge of medical ethics. Ability to learn and innovate. Be prepared to work overtime. Be prepared to rotate through different accredited training sites according to the training programme. Good interpersonal skills and knowledge. Respect of the patient rights charter and Batho Pele Principles. An interest in conducting research. Computer literacy.

DUTIES : For All Disciplines: Participation in departmental academic meetings and teaching programmes. Responsible for care of patients at designated levels and sites e.g. Outpatients, Wards, Theatre, ICU, Outreach sites. Management of patients under supervision, attendance at ward rounds and tutorials, detailed clerking and recording. Supervision and teaching of undergraduates, Interns and Medical Officers. Provision of after hour care. Participation in clinical audit reviews. Development of a University approved research protocol, conducting the research and write up a research report.

ENQUIRIES : should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 31/183 : **DEPUTY DIRECTOR: ICT SECURITY REF NO: LDH/07/01(X1 POST)**

SALARY CENTRE REQUIREMENTS : R697 011 per annum Level 11 [All-inclusive Remuneration Package]
: Head Office [Polokwane]
: Qualifications and Competencies: A Bachelor's Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Security. A valid driver's licence (Attach copy). Knowledge and Skills: Corporate Governance of ICT Policy Framework. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Understanding of physical, logical and cyber security.

DUTIES : Protect system by defining access privileges, control structures, and resources. Recognize problems by identifying abnormalities & reporting violations. Implement security improvements by assessing current situation, evaluating trends & anticipating requirements. Determine security violations and inefficiencies by conducting periodic audits. Upgrade system by implementing and maintaining security controls. Keep users informed by preparing performance reports & communicating system status. Maintain quality service by following organization standards. Maintain technical knowledge by attending educational workshops & reviewing publications. Contributes to team effort by accomplishing related results as needed. Organize and coordinate technical Vulnerability Assessments.

ENQUIRIES : about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 31/184 : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: LDH/07/02 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R697 011 per annum Level 11 [All inclusive Remuneration Package]
: Head Office [Polokwane]
: Qualifications and Competencies: A Bachelor's Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority. [SAQA], A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Infrastructure. A valid driver's licence (Attach copy). Knowledge and Skills: Corporate Governance of ICT Policy Framework. Excellent knowledge of current protocols and standards, including Acting Directory, Group Policies, MS Exchange, Core switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery. Experience in installing network cabling and telephony systems. Ability

- to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.
- DUTIES** : Design and implement short and long term strategic plans to make certain network capacity meets existing future requirements. Develop, implement and maintain policies, procedures, and associated training plans for network administration and appropriate use. Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation. Provides ownership of problem through final resolution. Plan, acquire and coordinate installation of in- house and remote hardware and software across the department's network. Assess, approve and administer all equipment, hardware and software upgrades. Manage and ensure effectiveness of servers, including e –mail, print and back up servers and their associated operating systems and software. Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs etc. Test network and server performance and provide network performance statistics and reports, develop strategies for maintaining network and server infrastructure. Oversee the administration of user accounts, permission and access rights in Active Directory.
- ENQUIRIES** : about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- POST 31/185** : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT & MAINTENANCE REF NO: LDH/07/03 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum Level 11 [All inclusive Remuneration Package]
: Pietersburg Hospital
: Qualification and Competencies: A Bachelor's Degree or equivalent qualification in Mechanical Engineering at NQF level 6 as recognised by the South African Qualifications Authority [SAQA].Appropriate Trade Test Certificate. A minimum of five [5] years post qualification experience required as an Artisan Foreman/Chief Artisan. A valid driver's licence (Attach copy). Knowledge and Skills: Computer Literacy. Good communication skills i.e. interpersonal relations, Good report writing skills and problem solving. Excellent presentation skills. Proven project management experience. Understanding of procurement processes and Cash Flow Management. Knowledge of Public Service Act 1999, Public Service Regulations 2001,Labour Relations Act 1996 and Public Finance Management Act 1999.Knowledge of quality management principles, Internal auditing principles.
- DUTIES** : Develop and implement a business plan in line with the strategic objectives of the section. Design and manage maintenance strategy and system for day to day emergency and routine /preventive maintenance. Ensure that all machinery in the hospital are serviced and repaired timeously. Develop specifications related to infrastructure management and maintenance projects. Manage the general maintenance section. Manage the general operations section. Manage the grounds maintenance section. Manage staff under infrastructure management and maintenance. Manage the infrastructure management and maintenance budget.
- ENQUIRIES** : about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- POST 31/186** : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AND APPLICATIONS REF NO: LDH/07/04 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Head Office [Polokwane]
: Qualifications and Competencies: A Bachelor's Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA].A minimum of three (3) years working experience in Health Information Systems. A valid driver's licence (Attach copy). Knowledge and Skills: Sound knowledge of Health Information System. System application support and database management. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

- DUTIES** : Ensure system compatibility with departmental objectives on Hospital Information Systems i.e. system's ability to deliver required information by the department. Ensure that the systems allow the department to make informed decisions. Make enhancements to the systems. Continuous visit to institutions to identify gaps in the system. Monitor client satisfaction with systems. Ensure reliable application and database backups. Conduct system needs analysis. Lead the department to a more advanced digital environment in ICT. Coordinate training on Hospital Information Systems and other ICT applications. Ensure that the department has valid software licenses. Setting up operating systems, various software's and new computers.
- ENQUIRIES** : about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
- POST 31/187** : **ASSISTANT DIRECTOR: ICT SERVICE DESK MANAGEMENT REF NO: LDH/07/05 (X1 POST)**
- SALARY** : R356 289 per annum (Level 09)
CENTRE : Head Office [Polokwane]
REQUIREMENTS : Qualification and Competencies: A Bachelor's Degree or equivalent qualification in Computer Sciences, Information Systems or Information Technology at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of three (3) years working experience in Service Desk Management. A valid driver's licence (Attach copy). Knowledge and Skills: Knowledge of and experience in applying ITIL principles and standards to improve incident resolution and service standards. Good customer service & communication skills. Troubleshooting/problem-solving skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.
- DUTIES** : Supervise the Service Desk support staff by defining and establishing schedules, setting priorities, providing support/direction and dealing with administrative issues as needed. Establishes and enforce Service Desk service levels agreements in consultation with end users to establish problem resolution expectations and timeframes. Gather and analyze metrics to benchmark the Service Desk workload/performance and identify trends in call centre issues. Collect and consolidate data across multiple data sources, develop and implement process improvements and automate where possible. Analyze and interpret data to identify trends/patterns. Prepare data and graphs in support of monthly performance reviews. Participate in formal or informal presentation of findings. Maintain and report incident ticket metrics data that depicts daily, weekly, and monthly service requests and incidents. Promote excellent customer service, effective response times and provide expert insights into general support issues. Train Service Desk staff on operational procedures and troubleshooting techniques. Work with end-users to minimize impact when production applications and systems fail. Ensure proper resolution of any system issues as established in the SLA. Maintain system support documentation to provide a more effective troubleshooting. Ensure effective flow of communication among IT management, users, and providers, including proper escalation of issues. Institute operational best practices for all systems support. Ensure proper follow-up and documentation in response to all incidents and changes reported.
- ENQUIRIES** : about the advertised posts should be directed to Ms Matimatjatji RL/Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.