ANNEXURE BB

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, to Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building.

FOR ATTENTION: Ms F.P Ntsiko Director: Human Resource Management

CLOSING DATE: 30 November 2018

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 46/383: CHIEF DIRECTOR: CORPORATE SERVICES REF NO: NCDOH 08/2018

SALARY: R1 189 338 annum (all-inclusive package)

CENTRE: Provincial Office, Kimberley

REQUIREMENTS: A Bachelors’ degree or equivalent qualification (NQF level 7). At least 5 years’ experience at a senior management level in the public sector with a strong track record in a corporate services environment. 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.

DUTIES: Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting, human resource management, legal services, information and communications technology, communications, auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate corporate service capabilities – leading the change process in the department in terms of policy, process, organisational re-alignment and system improvements and implementation with the objective of responsive turnaround times. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Corporate Management Services. Ensure optimal departmental resources and capacity through both traditional mechanisms and innovative
partnership arrangements where necessary – targeting the establishment of a flexible performance driven organisation.

ENQUIRIES: Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/384: CHIEF DIRECTOR: INFRASTRUCTURE REF NO: NCDOH 09/2018

SALARY: R1 189 338 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, Manage the planning 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 FP Ntsiko, Tel No: 053-830 0500

POST 46/385: CHIEF EXECUTIVE OFFICER TERTIARY HOSPITAL REF NO: NCDOH 10/2018

SALARY: R1 189 338 annum (all-inclusive package)

CENTRE: Kimberley Hospital Complex

REQUIREMENTS: A Degree or Diploma in management or health/medical science qualification. Registration with the relevant Professional Council, where applicable, 5 years’ experience on a senior management level, experience in health services facility manager or Management experience in a health services environment. 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 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.
ENQUIRIES: Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/386: DIRECTOR: OFFICE OF THE HOD REF NO: 11/2018

SALARY: R1 005 063 per annum (all-inclusive package)
CENTRE: Provincial Office, Kimberley
REQUIREMENTS: A degree or equivalent qualification with 5 years’ experience at middle/senior managerial level, 3-5 years’ relevant functional experience in an office of a Head of Department, valid driver's licence, computer literate, 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.

DUTIES: 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.

ENQUIRIES: Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/387: DIRECTOR: NON COMMUNICABLE DISEASES REF NO: 12/2018

SALARY: R1 005 063 per annum (all-inclusive package)
CENTRE: Provincial Office, Kimberley
REQUIREMENTS: A Bachelor’s Degree in Health Science or equivalent qualification, 5 years’ experience at a middle/senior managerial level, post-graduate degree in Public Health Management is an added advantage.

DUTIES: 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.

ENQUIRIES: Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/388: DISTRICT DIRECTOR REF NO: NCDOH 13/2018

SALARY: R1 005 063 per annum (all-inclusive package)
CENTRE: ZF Mgcawu Health District
REQUIREMENTS: 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, 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.

ENQUIRIES: Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/389: CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL REF NO: NCDOH 14/2018

SALARY: R1 005 063 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., 5 years’ experience at middle/senior management level, experience in the health sector, 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.

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: Ms FP Ntsiko, Tel No: 053-830 0500
OTHER POSTS

POST 46/390  :  MEDICAL SPECIALIST: PSYCHIATRY REF NO: NCDOH 18/2018

SALARY  :  R1 051 368 per annum (All-inclusive package)
CENTRE  :  West End Hospital
REQUIREMENTS  :  Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal Specialty. **Grade 1**: None after registration with the HPCSA as a Medical Specialist. **Grade 2**: A minimum of 5 years’ experience as a Medical Specialist in Psychiatry after registration with the HPCSA. **Grade 3**: A minimum of 10 years’ experience as a Medical Specialist in Psychiatry after registration with the HPCSA. Basic knowledge of Medical Practice and Ethics. Knowledge and respect of the Patients’ Rights Charter and Batho Pele Principles.

DUTIES  :  Clinical experience in Psychiatry. Sound knowledge, skill and experience in Psychiatry. Good interpersonal and communication skills. Ability to work under pressure and maintain high standard professionalism. Ability and willingness to supervise staff. Responsibility for care of patients at designated levels. Management of patients under supervision. Attendance at ward rounds. Provision of after-hours care for emergency services. Performing outreach services within the Department (Districts and Hospitals).

ENQUIRIES  :  Mr A Links Tel No: 053 8613 911

POST 46/391  :  CHIEF EXECUTIVE OFFICER DISTRICT HOSPITALS REF NO: NCDOH 15/2018

SALARY  :  R826 053 per annum (all-inclusive package)
CENTRE  :  Kuruman Hospital (John Taolo Gaetsewe Health District)
           Abraham Esau Hospital (Namakwa Health District)
           Tshwaragano Hospital (John Taolo Gaetsewe District)
           De Aar Hospital (Pixley Ka Seme District)
REQUIREMENTS  :  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.

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
Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/392
DEPUTY DIRECTOR RADIOGRAPHY REF NO: NCDOH 19/2018

SALARY
R815 169 per annum (All-inclusive package)

CENTRE
Kimberley Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA Radiography. Grade 1: A minimum of 3 years’ appropriate experience after registration with the HPCSA as Radiographer, 2 years’ management or supervisory level experience. A post graduate qualification in imaging, radiation or management will be an added advantage. Experience in imaging services. Knowledge of the Radiation Control Act No. 15 of 1973, Radiation protection as well as quality assurance. Knowledge of the South Africa’s Health Care Act (2003) and the health care system. Knowledge of the PFMA and the Treasury Regulations. Leadership and management skills in people, strategic planning and its implementation, change and project management including monitoring and evaluation. Knowledge of key stakeholders and their relevancy. Computer Literacy. Ability to work independently and under extreme pressure. A valid Drivers’ Licence is a requirement, the individual has to travel extensively in the Province.

DUTIES
To ensure the effectiveness and efficiency of the imaging and specialised radiological services throughout the Northern Cape Province. Develop Policy frameworks, norms, guidelines for imaging care. Render support to Districts on matters related to imaging, specialised radiological services and quality assurance. Develop technical specifications for equipment acquisition. Develop, review and implement quality assurance protocols for imaging and specialised radiological services. Develop, project briefs and cost estimates for imaging and specialised radiological services. Develop and implement a monitoring and evaluation system for imaging and specialised radiological services. Ensure Radiation protection is practised at all Hospitals.

ENQUIRIES
Mr R Jones Tel No: 053 802 2124

POST 46/393
DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 16/2018

SALARY
R697 011 per annum (all-inclusive package)

CENTRE
Dr. Harry Surtie Hospital Upington

REQUIREMENTS
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
Ms FP Ntsiko, Tel No: 053-830 0500
POST 46/394  :  DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT  REF NO: NCDOH 12/2018

SALARY :  R697 011 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.

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 :  Ms FP Ntsiko, Tel No: 053-830 0500

POST 46/395  :  DEPUTY DIRECTOR: LABOUR RELATIONS  REF NO: NCDOH 17/2018

SALARY :  R697 011 per annum (all-inclusive package)
CENTRE :  Kimberley, Provincial Office
REQUIREMENTS :  A three-year Bachelor’s degree/National Diploma or equivalent NQF 6 qualification in Labour Relations/Human Resource/ B com or Law, at least five-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.

DUTIES :  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.

ENQUIRIES :  Ms FP Ntsiko, Tel No: 053-830 0500