Applications for posts where the center is indicated as Provincial Office [Polokwane] should be addressed to: The Head of the Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at No.19 College Street, New Building [Office No.060] Fidel Castro Building, Applications for posts at the hospitals should be addressed to the Chief Executive Officers of the hospitals as per address list below:

- **Botlokwa Hospital** Private Bag X 544 Dwarsriver 0812, Tel No: 015 527 8000
- **CN Phatudi Hospital** Private Bag X 4056 Tzaneen 0850, Tel No: 015 355 8000
- **Dilokong Hospital** Private Bag X 9119 Driekop 1129, Tel No: 013 214 7007
- **Donald Fraser Hospital** Private Bag X 1172 Vhufuli 0971, Tel No: 015 963 1778
- **Elim Hospital** Private Bag X 312 Elim 0960, Tel No: 015 566 3201
- **Ellisras Hospital** Private Bag X 218 Lephalele 0555, Tel No: 014 763 2227
- **Evuxakeni Hospital** Private Bag X 9661 Giyani 0826, Tel No: 015 812 1138
- **F.H. Odendaal Hospital** Private Bag X1007 Modimolle 0510, Tel No: 014 717 5257
- **George Masebe Hospital** Private Bag X 2201 Suswe 0612, Tel No: 015 423 6000
- **Groblersdal Hospital** Private Bag X 8604 Groblersdal 0470, Tel No: 013 262 3024/5
- **Hayani Hospital** Private Bag X 2272 Sibasa 0970, Tel No: 015 963 1120
- **Henele Franz Hospital** Private Bag X 5002 Senwabarwana 0790, Tel No: 015 505 0750
- **Jane Furse Hospital** Private Bag X 429 Jane Furse 1085, Tel No: 013 265 9400
- **Kgapane Hospital** Private Bag X 9119 Driekop 1129, Tel No: 013 214 7007
- **Kgapane Hospital** Private Bag X 9119 Driekop 1129, Tel No: 013 214 7007
- **Lebowakgomo Hospital** Tel No: 015 632 6900 Private Bag X14 Chuenespoort 0745
- **Letaba Hospital** Private Bag X1430 Letaba 0870, Tel No: 015 303 8200
- **Louis Trichardt Hospital** Private Bag X 2417 Louis Trichardt 0920, Tel No: 015 516 0148
- **Malamulele Hospital** Private Bag X 9245 Malamulele 0982, Tel No: 015 851 0026
- **Mankweng Hospital** Private Bag X1117 Sovenga 0727, Tel No: 015 286 1000
- **Maphutha L Malatjie Hospital** Private Bag X11020 Namakgale 1391, Tel No: 015 769 1520
- **Matsiela Hospital** Private Bag X 9624 Marble Hall 0453, Tel No: 013 264 9602
- **Mecklenburg Hospital** Private Bag X 1012 Burgersfort 1150, Tel No: 015 615 0208
- **Messina Hospital** P.O. Box 60 Messina 0900, Tel No: 015 534 0446
- **Mokopane Hospital** Tel No: 015 483 4000 Private Bag X 2466 Mokopane 0600
- **Nkhenzani Hospital** Private Bag X 9581 Giyani 0826, Tel No: 015 811 7300
- **Philadelphia Hospital** P.O. Box 1 Denilton 1030, Tel No: 013 983 0112
- **Polokwane Hospital** Private Bag X 9316 Polokwane 0700, Tel No: 015 287 5000
- **Sekororo Hospital** Private Bag X 404 Trichardtsdal 0890, Tel No: 015 383 9400
- **Seshego Hospital** Private Bag X 4014 Seshego 0742, Tel No: 015 223 5141
- **Siloam Hospital** Private Bag X 2432 Louis Trichardt 0920, Tel No: 015 973 0004
- **St. Rita’s Hospital** Private Bag X 1303 Glen Cowie 1061, Tel No: 013 298 1000
- **Thabazimbi Hospital** Private Bag X 37 Chuenespoort 0745, Tel No: 015 632 9000
- **Thabazimbi Hospital** PO Box 79 Thabazimbi 0380, Tel No: 014 777 1599
- **Tshilidzini Hospital** Private Bag X 924 Shayandima 0945, Tel No: 015 964 1061
- **Van Velden Hospital** Private Bag X 4014 Tzaneen 0850, Tel No: 015 307 8800
- **Voortrekker Hospital** Private Bag x 2495 Mokopane 0600, Tel No: 015 409 1700
- **Warmbaths Hospital** Private Bag x1618 Bela-Bela 0480, Tel No: 014 736 2121
- **WF Knobel Hospital** Private Bag x 544 Lonsdale 0710, Tel No: 015 221 1500
- **Witpoort Hospital** Private Bag x01 Lephalele 0555, Tel No: 014 769 0025
- **Zebediela Hospital** Private Bag x342 Gompies 0631, Tel No: 015 662 0787

**Closing Date** 29 March 2019

**Note** Applications are hereby invited from suitable qualified candidates for a vacant post. 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. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. NB: Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. NB: The Department of Health is an equal opportunity and Affirmative Action

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 10/153</th>
<th>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: LDH/18/03/19 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R853 551 per annum [All inclusive remuneration package]</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Letaba Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Qualifications and Competencies: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Current registration with the SAPC as a Pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC. Valid Driver’s license [Attach copy]. Knowledge and Skills: Team player with outstanding communication skills (verbal and written). Aptitude in problem-solving and decision-making. Strong professional ethics. Critical thinking skills, decisive judgement and the ability to work with minimal supervision. Must be able to work in a stressful environment and take appropriate action. Ability to work in an interdisciplinary and interprofessional team. Knowledge of budgeting and PFMA and other relevant legislations, policies and procedures in the Health sector is an advantage. Proficient in Microsoft Office (MS Word, Excel, Power Point and Outlook) and relevant technological literacy.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Registration with South African Pharmacy Council as the responsible pharmacist. Procurement, storage and dispensing of pharmaceuticals. Directly manage the activities of the Pharmacy employees. Reviews daily, monthly and other periodic management reports to monitor service levels. Plan, develop, and implement all policies and processes related to technical pharmacy operations. Maintain records of all transactions of the pharmacy necessary to ensure accurate control over and accountability for all drugs as required by applicable Pharmacy Council laws, rules, and regulations; ensures legal operation of the pharmacy, including meeting all inspection and other requirements of South African Pharmacy Council laws, rules, and regulations governing pharmacy operations. Perform quarterly audit and balance inventory and scheduled 5 &amp; 6 drug registers in the Unit, record, investigate and report any discrepancies. Ensure that all assets within the control of the Pharmacy are efficiently managed. Serve and represent the section in governance structures of the hospital. Provide secretariat functions to the Drugs and Therapeutics committee meeting. Safe disposal of expired pharmaceuticals in accordance with prescribed policies.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 10/154</th>
<th>DEPUTY DIRECTOR: FINANCIAL SYSTEMS REF NO: LDH/19/03/19 (X1 POST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (Level 11) [All inclusive remuneration package]</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Provincial Office [Polokwane]</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Qualifications and Competencies: Bachelor’s Degree in Commerce or a three year National Diploma in Financial Management or equivalent qualification at NQF level 6. Three years’ management experience in systems administration environment. A valid driver’s license [attach copy]. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Computer literacy [Ms Word, PowerPoint, Excel, Outlook]. Interpersonal and good communication skills. Extensive knowledge of (BAS, PERSAL and LOGIS).</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage user registration and access for all systems. Security control of financial systems. Password usage and management. Monitor system performance to enhance service delivery. Manage user activities in the financial systems. Manage</td>
</tr>
</tbody>
</table>
User training. Coordinate and attend user group meetings. Generate year end runs.

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

POST 10/155 : ASSISTANT DIRECTOR: FINANCIAL SYSTEMS [LOGIS] REF NO: LDH/20/03/19 (X1 POST)

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: Bachelor’s Degree in Commerce or a three year National Diploma in Financial Management or equivalent qualification at NQF level 6. Three years’ supervisory experience in systems administration environment. A valid driver’s license [attach copy]. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Computer literacy [Ms Word, PowerPoint, Excel, Outlook], Interpersonal and good communication skills. Extensive knowledge of (BAS, LOGIS and G-COMMERCE).

DUTIES : Administer user registration and access for LOGIS systems. Review of user access rights. Ensure security control of financial systems. Allocation of functions in line with job descriptions. Maintain data used in the administration of LOGIS. Monitor Password usage and management. Monitor system performance to enhance service delivery. Manage user activities in the LOGIS. Coordinate User training for LOGIS. Ensure that all exceptions are verified and cleared.

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

POST 10/156 : STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: LDH/21/03/19 (X1 POST)

SALARY : R242 475 per annum (Level 07)
CENTRE : Provincial Office [Polokwane]


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

POST 10/157 : CHIEF ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: LDH/22/03/19

SALARY : R242 475 per annum (Level 07)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Competencies: Grade 12 certificate or equivalent qualification at NQF level 4. A Bachelor’s degree in Commerce or a three year National Diploma in Financial Management or equivalent qualification at NQF level 6 or Persal controllers Training will be an added advantage. A minimum of five (5) years’ experience in working with PERSAL system. A valid driver’s license (attach copy). Knowledge and Skills: Knowledge of PFMA, Treasury Regulations and other related legislations. Computer literacy (Ms Word, Power Point, Excel and Outlook). Good Communication Skills. Extensive knowledge of PERSAL system.

DUTIES : Administer user registration and access to PERSAL system. Re-setting of revoked salary users and the management thereof. Ensure security control of all Persal system. Allocate salary Persal functions and linkage of revisers and authorizers. Monitor password usage and user activities on PERSAL. Coordinate PERSAL
Training. Extract PERSAL reports for management and audit purposes. Attend to all Provincial User forum meetings.

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

POST 10/158
: REGISTRY CLERK REF NO: LDH/23/03/19 (X45 POSTS)

REQUIREMENTS
: Qualifications and Competencies: A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4. Two [2] years relevant experience in Medical Records/Records Management. Knowledge and Skills: Good report writing skills. Computer literacy in MS Word, MS Power Point and MS Excel. Good communication and Interpersonal relation skills. Be able to work independently under extreme pressure and meet deadlines. Knowledge of Promotion of Access to Information Act, 2 of 2000 (PAIA) will be an added advantage.

DUTIES
: Register patients on the PHIS system. Classification of patients on the PHIS system. Filing and retrieval of patient files. Managing movement of patient files. Assist with any other records related activities. Identify, list and dispose records.

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

POST 10/159
: REVENUE CLERK REF NO: LDH/24/03/19 (X30 POSTS)

REQUIREMENTS
: Qualifications and Competencies: A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4. Two [2] years relevant experience in Medical Records/Records Management. Knowledge and Skills: Good report writing skills. Computer literacy in MS Word, MS Power Point and MS Excel. Good communication and Interpersonal relation skills. Be able to work independently under extreme pressure and meet deadlines. Knowledge of Promotion of Access to Information Act, 2 of 2000 (PAIA) will be an added advantage.
Maphutha L Malatji Hospital [X1 Post]
Nkhesani Hospital [X2 Posts]
Van Velden Hospital [X1 Post]

**REQUIREMENTS:**
Qualifications and Competencies: Grade 12 certificate with Accounting/Financial Management as fully passed subjects or equivalent qualification at NQF level 4. A minimum of two [2] years relevant experience. An appropriate Bachelor’s Degree/Diploma or equivalent qualification at NQF 6 or 7 in Financial Management/Accounting/Cost Management Accounting will be an added advantage. Knowledge and Skills: An understanding of Public sector Financial Administration and the prescripts/provisions of PFMA and Treasury Regulations. Computer literacy in Ms Word and Excel. Good communication /good interpersonal relations skills. Understanding of Public sector revenue collection processes in health environment will serve as added advantage.

**DUTIES:**
Capture revenue transactions in financial and hospital systems. Billing of services rendered. Banking of revenue collected. Perform daily revenue reconciliation. Perform cashier duties. Reconciliation of revenue and debtors accounts. Follow up and trace all accounts outstanding according to policies and procedures. Maintain updated relevant registers and books.

**ENQUIRIES:**
Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 10/160**
**ADMIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LDH/25/03/19 (X5 POSTS)**

**REQUIREMENTS:**

**DUTIES:**
Render Supply Chain Management Clerical Support services i.e. Compile and maintain records (e.g. contract / Service level agreements / databases). Order and issue consumables and accessories to unit individuals. Identify redundant non-serviceable and obsolete equipment for disposal and inform Assets section. Assist unit members with execution of tasks as instructed by delegated officials. Contact suppliers to resolve shortages and other problems. Capture suppliers, quotations or assets on relevant system (BAUD, LOGIS) etc. Request and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods and orders in relevant registers or databases. Receive request for goods from end users. Issue goods to end users. Receive and verify goods received vouchers against requisitions.

**ENQUIRIES:**
Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.