ANNEXURE S

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 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building

FOR ATTENTION : Ms. L. Fritz Acting Director: Human Resource Management

CLOSING DATE : 20 December 2019

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 44/197 : CHIEF EXECUTIVE OFFICER RMSH

Re-Advertisement Applicants Who Previously Applied Need Not To Re-Apply

SALARY : R1 251 183 annum (all-inclusive package)

CENTRE : Robert Mangaliso Sobukwe Hospital

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 through compliance with relevant legislation including occupational 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 L. Fritz, Tel No: (053) 8300527

POST 44/198 : CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL

SALARY : R1 057 326 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.
and provide input into the development of Provincial policy and strategy on the provision of mental health care. Ensure that the hospital is managed within budget in line with PFMA and relevant guidelines and 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. Develop, implement and maintain human resource management and corporate support policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human and physical resources. Establish strong and viable community networks and ensure a functional Hospital Board. 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 positive patient achievement of health outcome, the safety of all staff, patients and visitors, environment safety and proper management of buildings and other assets.

ENQUIRIES
Dr DG Theys Tel. No: (053) 830 2100

POST 44/200 DIRECTOR: OFFICE OF THE HOD

SALARY: R1 057 326 per annum (all inclusive package)
CENTRE: Kimberley: HOD’S Office
REQUIREMENTS: A Degree or equivalent qualification with 5 years’ experience at middle/senior Management position, relevant experience in an office of a Head of the Department. Valid Code 8 (EB) Drivers licence. Computer literacy or ability. Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills Facilitation

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: Dr S. Jonkers Tel No. (053) 8302 100

OTHER POSTS

POST 44/201 CHIEF EXECUTIVE OFFICER DISTRICT HOSPITALS

SALARY: R869 007 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)
Postmasburg Hospital: (ZF Mgcawu 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 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 through 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. Overseer 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 L. Fritz Tel No: (053) 8300 527

POST 44/202 : DEPUTY DIRECTOR LABORATORY SERVICES

SALARY : R857 559 per annum
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's degree/diploma in Medical Technology. Registration as a Medical Technologist with HPCSA. Experienced Medical Technologist with management experience and familiar with policy development and analysis, monitoring and evaluation of laboratory and blood services. Experience and/or qualification in management. At least 8-10 years post registration experience at middle management level. Experience must include quality assurance, monitoring and evaluation and financial management. Extensive knowledge of laboratory and blood services policies and guidelines. Extensive knowledge of the District health system, Sound knowledge of the national health Act, National Health Laboratory Services Act, Public Finance Management Act and its regulations. Public Service Act, human Tissue Act and Labour Relations Act, Facilitation communication report writing and computer skills. Valid Driver's licence code 8 and will to travel.

DUTIES : Manage laboratory and blood services for the province. Ensuring standard compliance as part of Service Level Agreement (SLA) management for appropriate utilization of laboratory to quality Standards by service providers (NHLS and SANBS). Developing systems that responsive to the Laboratory and blood services needs of the province. Develop and implement guidelines in the Use of laboratory and blood services. Promoting integration amongst internal and external Stakeholders. Advise on systems to improve efficiency and developing a monitoring and Evaluation system for laboratory and blood services. Develop reporting system to ensure that Services are used efficiently. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Managing laboratory and blood services resources. Financial to ensure effective implementation of services by managing HIV/TB Conditional Grants and Equitable Shares budgets expenditure. Analyse Monthly Summary Reports on usage of Laboratory services in order to advise and implement a system to effectively monitor payments of accounts. Ensure that laboratory services remains supportive of health priority diseases, e.g TB, HIV/AIDS, etc. Oversee the implementation of electronic Gate Keeping in the Province to ensure rational use of laboratory services and reduce expenditure. Conduct regular utilization reviews, including analysis of expenditure of laboratory and blood services. Monitor expenditure trends, service trends and tariff increases.
ENQUIRIES: Ms S Katz Tel No: (053) 830 0 628/524