

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE PROVINCE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security),
- FOR ATTENTION** : Mr. V. Fredericks
- CLOSING DATE** : 12 June 2020
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies (date not later than three (3) months of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). In light of Covid-19 and the current restrictions pertaining to level 4 all applications may also be electronically sent to [rbooyesen@ncpg.gov.za](mailto:rbooyesen@ncpg.gov.za). The successful candidates will be subject to a process of security vetting and verification of qualification. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. The Office of the Premier reserves the right not to fill the posts.

**OTHER POST**

- POST 14/75** : **ASSISTANT DIRECTOR: HEALTH & WELLNESS REF NO: AD/EHW/2020**
- SALARY** : R376 596 per annum
- CENTRE** : Kimberley
- REQUIREMENTS** : A Diploma in Clinical Healthcare or a Diploma in Occupational Health plus 3-5 years practical experience. Knowledge and Experience: The following key competencies will serve as a strong recommendation: Implement an Occupational Health Risk Management System. Implement a Health and Productivity Management Behaviour Change, Communication Programme for the Department. Develop management reports on workplace health trends. Set up an administrative system for Health and Productivity in the workplace.
- DUTIES** : The successful candidates will be responsible for the following: Manage and Occupational Health Care Service capability; Implement plans for on-site clinic, establish network based services and wellness programmes; Formulate departmental and government-wide health sector solutions for purposes of implementing a medical surveillance programme on behalf of the Office of the Premier; Facilitate implementation of measures to assist managers and employees with identifying, eliminating, controlling and minimizing risks in the workplace while promoting health and wellness in the workplace; Assist with health promotion programmes; Implement health information systems in order to report periodically on workplace health trends; Ensure compliance with all legislative and administrative standards on behalf of the Office of the Premier.
- ENQUIRIES** : Mr. B. Thekisho