

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows:
Provincial Office, Private Bag x 2068, Mmabatho, 2735 ,Witransd Hospital,
 Private Bag x 253, Potchefstroom, 2520,
Mafikeng Provincial Hospital, Private Bag x 2031, Mafikeng 2745
Klerksdorp/Tshepong Hospital Complex, Private Bag X A14, Klerksdorp
 2570
Dr Ruth Segomotsi Mompoti, Private bag X 24, Vryburg, 8600
Bojanala District Office, Private Bag X 82090, Rustenburg, 0300
Naledi Sub-district, Private bag X 14, Vryburg, 8600
- FOR ATTENTION** : Mr K.M Motoko, Provincial Office, Tel No: (018) 391 4406
 Ms E Mpolokeng, Witransd Hospital, Tel No: (018) 462 5744
 Dr B.S Belle, Mafikeng Provincial Hospital, Tel No: (018) 384 0204
 Dr M Dikhing-Mahole, Klerksdorp/Tshepong Hospital Complex, Tel No: (018)
 293 4418
 Mr R.M Matsepe, Dr Ruth Segomotsi Mompoti District Office Tel No: 053 928
 0500
 Mr E.M Mmusi, Bojanala District Office, Tel No: (014) 592 8906
 Ms L.H Tshetu, Naledi Sub-District Office Tel No: (053) 928 0500
- CLOSING DATE** : 21 August 2020
- NOTE** : Applications must be submitted on the prescribed Application for Employment
 form (Z83) which must be originally signed and dated. The application form
 (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of
 certificates, Identity Document and Driver's License (not copies of previously
 certified copies).The Reference Number must be indicated in the column (Part
 A) provided thereof on the Z83 form. NB: Failure to comply with the above
 instructions will disqualify applicants. Persons with disabilities should feel free
 to apply for the posts. The appointment is subject to positive outcome obtained
 from the SSA to the following checks (security clearance, credit records,
 qualification, citizenship and previous experience employment verifications).
 Applicants are respectfully informed that, if no notification of appointment is
 received within 3 months after the closing date, they must accept that their
 applications were unsuccessful. Applicants in possession of a foreign
 qualification must attach an evaluation certificate from the South African
 Qualifications Authority (SAQA) to their applications. Non- RSA
 Citizens/Permanent Resident/ Work Permit holders must submit a
 documentary proof together with their applications. It will be expected of
 candidates to be available for selection interviews on a date, time and place as
 determined by the Department.
- OTHER POST**
- POST 19/236** : **DEPUTY DIRECTOR: SALARIES REF NO: NWH 01/2020**
- SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per .annum. (All inclusive MMS Package)
 Provincial Office
 Bachelor's Degree / National Diploma in Accounting/ Financial Management.
 At least 5 years' relevant experience in Payroll/Salary management of which 3
 years should be at management level (Assistant Director). Knowledge of
 PERSAL and BAS (Successfully completed PERSAL Salary Administration
 Course). Good interpersonal, analytical, communication, investigation and
 report writing skills. Competencies: Ability to work independently and within a
 team. Ability to meet deadlines. Financial Management background.
 Knowledge of PFMA and Treasury Regulations including other Financial
 Prescripts. Computer literacy (MS Word and Excel). A valid driver's license.
- DUTIES** : Manage the KPA of team members (HR Management and Development) and
 to ensure effective functioning and performance of the Sub-directorate.
 Departmental Payroll Management monitoring and monthly reporting on
 payroll submission statistics. Managing the processing of salary related
 payment including Subsistence and Travel claims. Managing of salary related

suspense and control accounts. Administration and monitoring of the bi-annual and annual reconciliation employees tax (PAYE). Monitoring of Payroll deductions and third party payments. Managing of Interdepartmental claims - payables and receivables.

ENQUIRIES : Ms S.S Motthamme Tel No: (018) 391 4640

POST 19/237 : **DEPUTY DIRECTOR: DEMAND AND PURCHASING MANAGEMENT REF NO: NWH 02/2020**

SALARY : R733 257 – R863 748 per annum (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Appropriate Bachelor`s degree/National Diploma in Finance/Business Management/Supply Chain Management/Logistics Management. At least 5 years hands-on experience in Supply Chain Management/ Purchasing of which 3 years should be at management level (Assistant Director). Extensive knowledge of the PFMA Act, Treasury Regulations and prescripts on Supply Chain Management, PPPFA prescripts, Construction Industry Development Board (CIDB) Act and Prescripts. SCM Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Experience in compilation of advanced Bid Specification, Bid Evaluation and Bid Reports /Submissions within turn – around and Management of Bids within validity periods. Experience in Compiling SCM related Contract Management Database , Action Plans, Calculations , Substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn – around in SCM. Effective SCM Records Management. Strong report writing, spreadsheet, database and PowerPoint presentations. Ability to meet strict deadlines Analytical and innovative skills. Must be work focused, self-driven, goal oriented, excellent planning, organizing, advanced communication (written and verbal). Presentation skill, advanced report writing skills. Project Management, human resource and financial management skills. Computer literacy. A valid driver`s license.

DUTIES : Managing performance of needs identification, business requirement analysis analyzing of past experience, frequency of needs and linking these to the Departmental Budget, and thereby using advanced Walker/Bas Management Information Reports. Assisting various Departmental Programs and Client offices in the annual compilation of compliant Institutional Demand/ Procurement Management Plans linked to their allocated Budgets. Preparing and Consolidation of the Integrated Annual Departmental Demand Management Plans for approval by the Accounting Officer, ensuring timeous submission to the relevant Treasuries and monitoring of implementation. Managing the secretariat Support Services to Departmental Bid Adjudication Committee, minutes, submissions for HOD approval and communications with clients and ensuring that every DBAC approval is having a proper Reference Number for audit purpose. Management of the department Walker Purchasing Sub Systems Controller Functions, support to client offices and co-ordination of walker Training. Manage the roll out and implementation of PRO-QUOTE System in the Department the sourcing of quotation, training Co-ordination and Compliance. Manage the quarterly and Annual Financial Statements, supporting documentation and Disclosure Notes for Demand and Purchasing Management and response to Audit Exceptions. Ensure that adequate and tailor made co-operative support programmes are in place to ensure sustainability and growth of SMME`s and co-operative in NWDOH through strategic sourcing methods and targeted procurement.

ENQUIRIES : Ms M.F Tsimane Tel No: (018) 391 4319

POST 19/238 : **DEPUTY DIRECTOR: ACQUISITION AND CONTRACT REF NO: NWH 03/2020**

SALARY : R733 257 – R863 748 per annum (All inclusive SMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor`s degree/ National Diploma in Finance/ Business Management/ Supply Chain Management/ Logistics Management. At least 5 years relevant experience in the Supply Chain Management of which of 3 years` should be at management level (Assistant Director). Hands-on experience in Supply Chain Management Acquisition and Contract Management. Extensive knowledge of

the PFMA, Treasury Regulations and Prescripts of Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board (CIDB) Act and Prescripts, Supply Chain Management, Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Hands-on experience/exposure in managing Health Technology, Radiology Capital/Infrastructure tenders and tenders for maintenance of Hospitals and maintenance of Medical Equipment. Experience in compilation of advanced Bid Specifications, Bid Evaluation and Bid Adjudication committee reports/submissions within turn-around and management of Bid within validity periods. Experience in compiling Supply Chain Management related Contract Management Databases, Action Plans, calculations, substantiated interim and Annual Financial Statements and Disclosure Notes, Responses to Audit Queries and Proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn-around in Supply Chain Management. Effective SCM Records Management. Strong report writing and presentation skills. Ability to work independently and to meet strict deadlines. Analytical and innovative skills. Project Management, Human Resource Management and Financial Management skills. Computer literacy. A valid driver's license.

DUTIES : Provide overall management of the Sub – Directorate Acquisition and Contract Management Support Service and provide strategic management support, guidance and training to all Program Managers, Bid Committees, SCM Officials, Districts and Health. Giving effective contract management support services to the Health Branch and Health Infrastructure in accurate planning and implementing strategic Health Infrastructure, Medical and Health Technology Bids. Implement measures aimed enhancing SCM Risk Controls, preventing irregular expenditure and better audit results across the board in the Department: Timeous renewal of contracts and bid validity periods. Managing Contract Project Teams and Bid Project Plans implementation. Compiling SCM related Contract Management Databases, Action Plans, Calculations submitted Interim and Annual Financial Statements and Disclosure Notes, Responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved to turn-around in SCM. Effective SCM Records Management. Supply Chain Management Reports information and Statistical Reports for Provincial and National Treasury Provincial Public Accounts Committee and the Directorate Legal Services in SCM related matters. Ensure implementation of effective SCM Records Management across the Board in the Department.

ENQUIRIES : Ms M.F Tsimane Tel No: (018) 391 4319

POST 19/239 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: NWH 04/2020**

SALARY : R733 257 – R863 748 per annum. (All inclusive MMS package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree/ National Diploma in Commerce/ Financial Management. At least 5 years' experience in Asset Management/ Inventory Management of which 3 years should be at management level (Assistant Director). Competencies: Knowledge of the following: policy development, financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions, Budgeting Process, Human Resource Management function, Industry trends and best practices per commodity groups, MCS guidelines. Skills of the following: Analytical thinking, strategic thinking and research and presentation. Computer literacy. A valid driver's license.

DUTIES : Provision of Assets Management Inventory, Disposals and Losses. Monthly Maintenance and updating of Departmental Asset Registers and accuracy. , that is, equipment, Buildings and vehicles registers.-Monthly Reconciliation of BAUD and BAS Asset reports. Management of movable and Fixed asset register, Buildings, Equipment e.g. Bar-coding, maintenance, monthly reconciliations of BAUD and BAS Asset Reports.-Regularly. Quarterly Asset Verifications. Monitoring of Compliance with regards to Norms and Standards across the Department and support to Districts. Ensure Inspection of Assets identified for Disposal and evaluate suitable method. Disposal of Assets on BAUD and BAS in accordance with Asset Management and Treasury Prescripts Ensure Inspection of Assets identified for Disposal and evaluate suitable method. Disposed Assets retired from the BAS Asset Management System. Ensure safeguarding of Assets to be disposed. Monthly Update of

Departmental Disposal Register on BAS. Management of Losses and Implementation of Asset Risk Strategy in the Department. Writing of submissions to the Accounting Officer for approval of recovery of losses or write offs in accordance with Treasury Regulations. Serving Notices of Intention to deduct to officials and processing of appeals in consultation with Legal Services to the Accounting Officer and concluding arrangements for repayment of Losses. Liaising with the Directorate Financial Management for implementation of debt Recovery through Persal. Monthly Updating of Loss Control Registers and Electronic Asset Register. Monthly updating of the fixed asset register, manually and on BAS. Consolidation of Annual Financial Reporting Support, Quality Control and subsequent compilation of Annual Financial Statements and Disclosure Notes for the following Components dealing with Assets.

ENQUIRIES : Mr R.L Moshe Tel No: (018) 391 4088

POST 19/240 : **DEPUTY DIRECTOR: INSPECTIONS, ACCREDITATION AND CERTIFICATION (QUALITY ASSURANCE) REF NO: NWH 05/2020**

SALARY : R733 257 – R863 748 per annum. (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Health Sciences. At least 5 years' experience in Quality Assurance of which 3 years should be at management level (Assistant Director). Knowledge of the National Core Standards and Ideal Health Facilities Realization and Maintenance programs and a good knowledge of Quality Assurance and Quality Improvement. Communication skills. Experience in Quality Improvement. Knowledge of Public Service and Administration prescripts. Computer literacy. A valid Driver's license.

DUTIES : Undertake facility inspections and assessments to monitor compliance to norms and standards. Conduct training on Quality Improvement methodologies. Liaise with the Office Health Standards Compliance and all stakeholders to facilitate, implementation and monitoring of standards. Develop necessary Standard Operation Procedures to facilitate compliance of health establishments to Norms and Standards. Support IHFRM and PPIHFRM teams at all districts. Establish and maintain a provincial multi-disciplinary quality improvement team. Monitor quality improvement projects. Provide quarterly reports to management on Ideal Health Facility Realisation and Maintenance and National Core Standards.

ENQUIRIES : Ms G.C Masiangoako Tel No: (018) 391 4411

POST 19/241 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NWH 06/2020**

SALARY : R733 257 – R863 748 per annum (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/ National Diploma in Human Resource Management/Public Management/Administration. At least 5 years' experience in Human Resource Administration of which 3 years should in Recruitment and Provisioning Unit at management level (Assistant Director). Persal Certificate in Personnel Administration and Leave Administration. Knowledge of Public Service Act, Public Service Regulations 2016, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act and Public Finance Management Act and Treasury Regulations. Skills and Competencies: report writing, good communication, planning and organizing, problem solving analysis, interpretation and application of policies, co-ordination, formal presentation, tactful and team building. Understandings of HR work procedures. Ability to work in a team and interact with management at the highest level. Knowledge of the budget process and administration. Computer literacy. A valid driver's license.

DUTIES : Provide Human Resource Administration services to the department. Administer attraction, recruitment, selection, appointment and exit of employees. Provide reports on Human Resource Administration. Maintain personnel records. Manage the Human Resource Administration Sub – Directorate. Manage the budget of the Sub – Directorate. Lead and direct a team of HR Practitioners. Develop, review and advise on HR Policies and Standard Operating Procedures. Develop operational plan for the Sub – Directorate. Advise on HR and complex matters pertaining to Occupation

		Specific Dispensation (OSD) Manuals on various categories of personnel. Monitor and support the institutions on HR matters.
<u>ENQUIRIES</u>	:	Dr M Tlhogane, Tel No: (018) 391 4181
<u>POST 19/242</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: NWH 07/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (All inclusive MMS Package)
	:	Bojanala District Office
	:	Bachelor's Degree/National Diploma in Accounting/Financial Management. At least 5 years applicable experience in financial management of which 3 years should be at management level (Assistant Director). Competencies: Through knowledge of Government budget process, procedures and the budget cycle, including budget allocations, Medium Term Expenditure Framework (MTEF) and Budget Adjustment. Good understanding of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act, Supply Chain Management (SCM), Financial Management and Auditing. Good communication skills, human, analytical and technical abilities. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Support and coordinate the budget of all cost centers within the district. Provide advice and training to cost centre managers, whenever practicable. Consolidate monthly expenditure report, analyze the same and prepare financial reports. Ensure that cash flow request are consolidated, analyzed and submitted to the Provincial Office. Ensure compliance to Financial Legal Prescripts, including PFMA and Treasury Regulations. Ensure standard practice to Supply Chain Management and audit principles within the District. Identify critical risk areas, evaluate them and provide corrective measures to overcome the risks. Advise cost centre managers on effective management of revenue. Facilitate the process of MTEF and adjustment budget inputs. Facilitate the process of budget. Provide supervision over the District Finance Division.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: (014) 592 8906
<u>POST 19/243</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE NWH REF NO: 08/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (All inclusive MMS Package)
	:	Mafikeng Provincial Hospital
	:	Bachelor's Degree/ National Diploma in Health Sciences. At least 5 years' experience in Quality Assurance of which 3 years should be at management level (Assistant Director). Registered with the relevant body. Good communication and interpersonal skills. Knowledge of the public sector. Relevant training in relation to Quality Assurance in health services. Quality assurance inspections and auditing experience. Experience with implementation of corrective action programs. Knowledge of tools, concepts and methodologies of Quality Assurance. Quality Assurance applications and databases. Problem analysis and problem solving skills. Report writing skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Responsible for Administrative functions pertaining to the quality improvement activities of the hospital. Play a leading role in the quality improvement and standards of the hospital. Manage the KPA's of subordinates. Provide training to officials with regard to quality and policies. Evaluate quality of services rendered in the hospital. Initiate and develop the formulations and review of protocols, Standards and policies. Ensure the implementation of ten points plan and ministerial priorities.
<u>ENQUIRIES</u>	:	Mr D.L Ntlatseng Tel No: (018) 384 0240/1
<u>POST 19/244</u>	:	<u>DEPUTY DIRECTOR: INVENTORY MANAGEMENT REF NO: NWH 09/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (All inclusive MMS Package)
	:	Provincial Office
	:	Bachelor's degree/National Diploma in Commerce/ Financial Management. At least 5 years relevant experience in the management of Inventory/Asset items of which of 3 years' should be at management level (Assistant Director). Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions); Budgeting process; Human resource management function; Industry trends and best practices per

<u>DUTIES</u>	:	commodity groups; MCS guidelines; Skills of the following: Analytical thinking; Strategic thinking; Computer literacy. A valid driver's license.
	:	Provision of Inventory Services. Strategic Inventory Management Leadership Functions: - Formulation, marketing, obtaining approval and Updating of Departmental Inventory (Stock) Management Policy. Stock Take Programmes in Health Institutions in the Province and Central Medical Stores twice per year. Formulation, marketing, obtaining approval and updating of Departmental Inventory Management Standard Operating Procedures. Manage the roll-out of approved Departmental Inventory Management Policy and SOP's. Conduct continuous research and update the Department with new developments and best practices. Management Support to Pharmaceuticals Contract of Supply and Delivery of Medicines and Surgical Equipment to Health Institutions in the Province. Monitor Reconciliation of Orders and Inventory in the Pharmaceutical Stores as per SLA with Service. Manage the Stock Take at the Mmabatho Medical Stores. Monitoring and keeping records of Stock Take Programmes conducted in Health Institutions in the Province and Central Medical Stores for Audit. Management of Annual Financial Reporting Support to the Directorates Capital Planning regarding Buildings and Pharmaceutical Services regarding the Central Medical Stores and subsequent compilation of Annual Financial Statements for Directorates Capital Planning and Pharmaceutical Service. Management support to stores and warehouse as well as systems supports (e2 IM inventory management). Respond to Parliamentary Enquiries and Audit Exceptions regarding Inventory Management.
<u>ENQUIRIES</u>	:	Mr R.L Moshe Tel No: (018) 391 4088
<u>POST 19/245</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: NWH 10/2020</u>
<u>SALARY CENTRE</u>	:	R614 991 – R692 166 per annum (plus benefits)
	:	Mafikeng Provincial Hospital (Obstetrics & Gynaecology) & Klerksdorp/Tshepong Hospital Complex X 2 (Paediatrics & Neonatal/Theatre.
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional nurse, plus post –basic nursing qualification with duration of at least 1 - year, accredited with the South African Nursing Council in terms of Government Notice No R212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable at management level. Current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. Sound knowledge of Policies, strategies and Legislation applicable to Health. Knowledge of ministerial priorities and NHI. Ability to work extended hours. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to identified needs of the patient based on specific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing SOP's and procedures to ensure quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and terms of reference e.g. quality assurance, infection prevention and control, clinical audits, monthly, quarterly reviews, sectional, unit & hospital indicators. Participate actively in MCWH & Nutrition. Assist in career pathing and development of nursing staff. Conduct and oversee clinical audits in the ward and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in his/ her absence.
<u>ENQUIRIES</u>	:	Mr P Kolokoto Tel No: (018) 642 5744 (Dr Kenneth Kaunda District) Mr D.L Ntlatseng Tel No: (018) 384 0240/1 (Ngaka Modiri Molema District)
<u>POST 19/246</u>	:	<u>OPERATIONAL MANAGER: SPECIALTY (PEDIATRICS) REF NO: NWH 11/2020</u>
<u>SALARY CENTRE</u>	:	R562 800 – R633 432 per annum (plus benefits)
	:	Mafikeng Provincial Hospital

- REQUIREMENTS** : Basic Qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional nurse, plus post –basic nursing qualification with duration of at least 1 year, accredited with the South African Nursing Council in terms of Government Notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Current proof of registration as a Professional Nurse with the South African Nursing Council must be attached. Sound knowledge of policies, strategies and legislation applicable to Health. Extensive knowledge of IPC. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Ability to work extended hours. Extensive knowledge of IPC. Computer literacy. A valid driver’s license.
- DUTIES** : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional / legal framework e.g. Nursing Act, National Health Act ,OHSA , LRA,PSR, Children Act, Ministerial priorities etc. Demonstrate in depth understanding of nursing legislation and related legal ethical nursing practice and standards as determined by the relevant health facility. Participate in the analysis, formulation & implementation of Pediatric Guidelines and indicators. Participate in Training, Research, Administration, Teaching and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patient, other health professionals, subordinate and external stake holders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principles of batho Pele. Work as part of the multi-disciplinary team at unit level. Participate in Morbidity & Mortality and Quality Assurance meetings. Work effectively and amicably, with religious differences. Participate in monthly, quarterly reviews and clinical audits. Able to manage own work, time and that of subordinates to ensure quality nursing services in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- ENQUIRIES** : Mr DL Ntlatseng Tel No: (018) 384 0240/1
- POST 19/247** : **OPERATIONAL MANAGER: SPECIALTY (NEPHROLOGY) REF NO: NWH 12/2020**
- SALARY** : R562 800 – R633 432 per annum (plus benefits)
- CENTRE** : Mafikeng Provincial Hospital
- REQUIREMENTS** : Basic Qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional nurse, plus post –basic nursing qualification with duration of at least 1 year, accredited with the South African Nursing Council in terms of Government Notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Current proof of registration as a Professional Nurse with the South African Nursing Council must be attached. Sound knowledge of policies, strategies and legislation applicable to Health. Extensive knowledge of IPC. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Ability to work extended hours. Computer literacy. A valid driver’s license.
- DUTIES** : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework e.g. Nursing Act, National Health Act, OHSA, LRA, PSR, etc. Demonstrate in depth understanding of nursing legislation and related legal

ethical nursing practice and standards as determined by the relevant health facility. Participate in the analysis, formulation & implementation of Nephrology Guidelines, SOP's. Participate in Training, Research, Administration, Teaching, patient care, advocacy, support & counseling and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patient, other health professionals, subordinate and external stake holders. Ensure that the unit adheres to the Principles of Batho Pele. Work as part of the multi-disciplinary team at unit level. Participate in Morbidity & Mortality and Quality assurance meetings. Work effectively and amicably, with religious differences. Participate in monthly, quarterly reviews and clinical audits and data management. Able to manage own work, time and that of subordinate to ensure quality nursing services in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Mr D.L Ntlatseng Tel No: (018) 384 0240/1

POST 19/248 : **OPERATIONAL MANAGER: SPECIALTY (NEONATOLOGY) REF NO: NWH 13/2020**

SALARY : R562 800 – R633 432 per annum (plus benefits)
CENTRE : Mafikeng Provincial Hospital

REQUIREMENTS : Basic Qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional nurse, plus post –basic nursing qualification with duration of at least 1 - year, accredited with the South African Nursing Council in terms of Government Notice No R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. Sound knowledge of Policies, strategies and Legislation applicable to Health. Ability to work extended hours. Be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image Extensive knowledge of IPC. Computer literacy. A valid driver's license.

DUTIES : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework e.g. Nursing Act, National Health Act, OHSA, LRA,PSR, Children Act, Ministerial priorities, etc. Demonstrate in depth understanding of nursing legislation and related legal ethical nursing practice and standards as determined by the relevant health facility. Participate in the analysis, formulation & implementation of Pediatric Guidelines and indicators. Participate in Training, Research, Administration, Teaching and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patient other health professionals, subordinate and external stake holders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principles of Batho Pele. Work as part of the multi-disciplinary team at unit level. Participate in Morbidity & Mortality and Quality Assurance meetings. Work effectively and amicably, with religious differences. Participate in monthly, quarterly reviews and clinical audits. Able to manage own work, time and that of subordinate to ensure quality nursing services in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Mr D.L Ntlatseng Tel No: (018) 384 0240/1

POST 19/249 : **ASSISTANT DIRECTOR: INTERNAL CONTROL: NWH 14/2020 (X3 POSTS)**

SALARY : R376 596 – R443 601 per annum (plus benefits)
CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Administration/ Management/ Financial Management/Auditing/Supply Chain Management/

		Logistics/Purchasing. At least 5 years' experience in Supply Chain Management Environment of which 3 years must be at supervisory level. Knowledge: Extensive knowledge of Supply Chain Management prescripts (BBBEE, PPPFA), PFMA and Treasury Regulations, Basic Accounting System, Public Service Act, Performance Management and Development System. SKILLS: Good Communication Skills, Interpersonal relations and creativity and innovation, Presentation Skills and give guidance on the implementation of Audit Action Plans. Ability to meet deadlines. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Check and monitor financial compliance including daily checking of the Pre and Post-Auditing function at Provincial Office. Co-ordinate the implementation of both external auditors/Provincial Public Committee's and internal auditors recommendations. Provide technical support during internal and external audits. Manage and disclose the fruitless and Wasteful Expenditure. Manage subordinates in line with HR practices.
<u>ENQUIRIES</u>	:	Mr M.J Tlhagale Tel No: (018) 391 4203
<u>POST 19/250</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWH 15/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (plus benefits)
	:	Provincial Office
	:	Bachelor's Degree in Social Work. At least 5 years' experience in Employee Health and Wellness Programme of which 3 years should be at supervisory level. Registered as a Social Worker with the South African Council for Social Services Professions (SACSSP). The incumbent must be willing to travel across the Province. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage the quality of life within the department through designing and implementation of employee assistance and wellness programmes. Ensure effective functioning of the wellness committee. Co-ordinate the provision of psychosocial, individual and organizational wellness. Co-ordinate the provision of physical wellness and monitor and evaluate the impact of the wellness programme in the department. The person will be tasked with counseling, group work, crisis intervention, trauma debriefing and facilitating workshops, policy development and promoting work wellness among others. Design questionnaires and data collection, data capturing, data analysis and report writing. Coordinate events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed. Assist with operational planning and identify objectives to further enhance and improve the EHWP functions within the department. Formulate budget and monitor expenditure. Monthly and quarterly reporting on HIV and AIDS, and TB management, Wellness management and health and productivity outputs.
<u>ENQUIRIES</u>	:	Ms C Ratseane Tel No: (018) 391 4372
<u>POST 19/251</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: NWH 16/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (plus benefits)
	:	Mafikeng Provincial Hospital
	:	Bachelor's Degree/ National Diploma in Health Sciences. Registered with relevant Health Professions. At least 5 years relevant in Health Service Management of which 3 years should be at supervisory level. Knowledge of Public Health Sector. Good communication and interpersonal skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Manage the clinical audit system. Ensure proper management of complaints, suggestions, and patient safety incidents in the Hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality norms and standards in the institution. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training. Perform other duties that are delegated by Supervisor/ Manager.
<u>ENQUIRIES</u>	:	Mr D.L Ntlatseng Tel No: (018) 384 0240/1

<u>POST 19/252</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: NWH 17/2019</u>
<u>SALARY</u>	:	R376 596 – R443 603 per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor’s Degree/ National Diploma in Public Administration/ Management/ Monitoring and Evaluation/ Social Sciences/ Development Studies/ Economics. At least 5 years relevant experience in Strategic Management, Planning, Research and Evaluation of which 3 years should be at supervisory level. Good Knowledge and understanding of evaluations and research within the public sector; monitoring and evaluation approaches and methodologies; research methods and compilation of complex, analytical documents; policies and guidelines. Good Knowledge and understanding on FMPPI, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Provincial and Departmental Evaluation and research framework, systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good communication and presentation skills, ability to write strategic reports and complex documents. Having contextual knowledge and understanding, ethical conduct, discipline and practice. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Project management skills. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver’s license. Successful candidate should be able to work in both fields of evaluation and research, and also to coordinate the integration of all Research and Evaluation Systems within the department.
<u>DUTIES</u>	:	Develop, review and implement Research Framework. Develop and manage departmental annual Research Agenda. Assist in conducting needs analysis, identifying areas to undertake research to improve department performance, outcomes and impacts in relation to health mandate, policies and strategies. Assist in conducting research activities on specific programmes and manage research to inform training, development needs & opportunities. Undertake and/or contribute to the management of evaluations of policies, programmes and strategies to improve service delivery. Develop improvement plans. Report and monitor the implementation of key research recommendations aimed at improving departmental performance and service delivery. Develop and maintain/ update research database and evidence maps, as well as systems to improve research-ability of key programmes impacting on accessibility, equitable and integrated quality health care services. Coordinate and participate in research steering committees. Coordinate evaluation of research proposal for approval. Develop technical support visits schedule, conduct technical support and sessions to facilities, sub-districts and districts on research policy and systems. Provide Support to department planning process, provide inputs of policy priorities and planning based on research evidence. Effective management of the sub-directorate resources (Human and Financial). Develop directorate operational plan. Develop and sign individual PMA’s and work plans. Conduct performance assessments. Participate in the relevant National, Provincial and Departmental meetings related to Evaluation and Research.
<u>ENQUIRIES</u>	:	Dr F.R.M Reichel Tel No: (018) 391 4355
<u>POST 19/253</u>	:	<u>ASSISTANT DIRECTOR: PLANNING REF NO: NWH 18/2020</u>
<u>SALARY</u>	:	R376 596 – R443 603 per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor’s Degree/National Diploma in Public Administration/Management/ Development Studies/ Social Sciences. At least 5 years relevant experience in Strategic Planning of which 3 years should be at supervisory level. Sound knowledge of National Development Plan, Government Priorities and Outcomes approaches. Knowledge of sound strategy planning process (sound knowledge of planning tools and systems applicable to public sector). Knowledge and clear understanding of Public Service Rules and Regulations pertaining to government strategic planning processes and policy development. Project management skills. Knowledge of Government planning cycle. Knowledge of Microsoft office suite. Understanding of Government

policies related to strategic planning, monitoring and evaluation, outcomes approach. Strategic thinking process. Knowledge and understanding on MTEF, MTSF, PFMA frameworks and other relevant prescripts. Computer literacy. A valid driver's license. Skills and competencies: Strong conceptual and formulation skills; good planner, organizing and people management skills; Team building and strong inter-personal skills; Ability to lead and direct teams of professionals and service providers; Facilitation skills, Strong report writing skills, Analytical skills (related to health information), Problem solving skills, Strategic planning skills, Training Skills, Presentation Skills. Client Orientation and Customer Focus, Excellent communication skills. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license.

DUTIES

: Facilitate implementation of national and provincial strategic frameworks in the department. Facilitate development of departmental planning framework and assist programme managers with the implementation thereof. Facilitate departmental strategic planning/Lekgotla meetings. Facilitate with the implementation of medium to long term departmental strategic plans. Work hand in hand with policy, monitoring, research, evaluation and reporting units as well as budget directorate. Ensure alignment of all departmental plans with the provincial and national plans. Facilitate programme managers strategic sessions meetings to develop Strategic Plan (SP), Annual Performance Plan (APP) and Annual Operational Plan (AOP) as well as the long term plan (LTP). Provide secretarial functions to planning/Lekgotla meetings. Communicate with and support managers towards obtaining their inputs in the department's strategic planning, operational planning and implementation strategy. Organize planning activities to ensure coherence between district strategic plans, policies and department service delivery programmes across department. Participate and support development of District Health Plans in line with the Integrated Development Plans of municipalities and with applicable framework and prescripts, to ensure operationalization of the Departmental Strategic Plan and Annual Performance Plan. Develop Operational Plan standard reporting template and circulate template to managers. Monitor quarterly implementation of departmental Operational Plans. Analyse, interpret and ensure consolidation of Integrated Operational Plans quarterly analysis progress reports. Develop improvement plans and make follow-up of the recommendations with relevant managers. Develop information session schedule. Conduct information sessions with managers and officials towards improving their understanding on strategic and operational planning, inclusive of the Strategic Plan, Annual Performance Plan, the Operational Plan documents. Ensure timeous publication of the Departmental Strategic Plan, Annual Performance Plan and Annual Operational Plan. Ensure effective management of the sub-directorate resources (Human and Financial); Coordination of sub-directorate's administrative functions. Develop and sign individual PMA's and work-plans. Conduct performance assessments. Manage the sub-directorate's asset according to the prescribed legislation. Participate in the relevant National, Provincial and Departmental meetings related to Strategic Planning

ENQUIRIES

: Dr FRM Reichel Tel 018 391 4355

POST 19/254

: **ASSISTANT DIRECTOR: EVALUATION REF NO: NWH 19/2019**

SALARY CENTRE

: R376 596 – R443 603 per annum (plus benefits)
: Provincial Office

REQUIREMENTS

: Bachelor's Degree/ National Diploma in Public Administration/ Management/ Monitoring and Evaluation/ Social Sciences/ Development Studies/ Economics. At least 5 years relevant experience in Strategic Management, Planning, Research and Evaluation of which 3 years should be at supervisory level. Good Knowledge and understanding of evaluations and research within the public sector; monitoring and evaluation approaches and methodologies; research methods and compilation of complex, analytical documents; policies and guidelines. Good Knowledge and understanding on FMPP, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Provincial and Departmental research and Evaluation framework, systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good communication and presentation skills, ability to write strategic reports and complex documents. Contextual knowledge and

understanding, ethical conduct, discipline and practice. Ability to accept responsibility, work independently, and produce good quality of work. Team player, flexible, reliable and have good verbal and written communication skills. Good Interpersonal relations, Planning and Execution skills and good leadership skills. Project management skills. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license. Successful candidate should be able to work in both fields of evaluation and research, and also to be able to coordinate the integration of all Research and Evaluation Systems within the department.

DUTIES

: Develop and implement department's Evaluation Framework. Develop and manage departmental evaluation agenda and plans. Manage departmental Programme Evaluation Process (DEP): Develop and implement DEP. Submit the approved DEP to Office of the Premier (OTP). Guide and monitor the implementation of the DEP. Facilitate establishment of the Steering Committee and capacitate the Steering Committee Members. Participate on the development of Terms of Reference (TORs), inception reports, data collection tools and project plans for the programme being evaluated. Assist in conducting needs analysis and identifying areas to undertake evaluation to improve department performance, outcomes and impacts in relation to health mandate, policies and strategies. Undertake and/or contribute to the management of rapid evaluations to improve results and programme outcomes in key areas. Develop improvement plans. Monitor and report implementation of key evaluation recommendations aimed at improving departmental planning, performance and service delivery. Provide inputs of policy priorities and planning based on evaluation evidence. Support the development of evaluation database, evidence maps, as well as systems to improve evaluability of key programmes impacting on accessibility, equitable and integrated quality health care services. Coordinate and participate in evaluation steering committees. Participate in the development and assessment of evaluation proposals. Be able to produce evaluation report. Develop technical support visits schedule, conduct technical support and sessions to facilities, sub-districts and districts on evaluation policy and systems. Provide support to the department planning and research process. Effective management of the sub-directorate resources (Human and Financial); Develop directorate operational plan. Develop and sign individual PMA's and work-plans. Conduct performance assessments. Participate in the relevant National, Provincial and Departmental meetings related to Evaluation and Research.

ENQUIRIES

: Dr FRM Reichel Tel No: (018) 391 4355

POST 19/255

: **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: NWH 20/2020 (X4 POSTS)**

SALARY CENTRE

: R376 596 – R443 603 per annum (plus benefits)
: Provincial Office

REQUIREMENTS

: Bachelor's Degree/National Diploma in Public Administration/ Management/ Monitoring and Evaluation/ Statistics/ Social Sciences/ Development Studies/ Economics. At least 5 years relevant experience in Strategic Management, Planning, Organizational Performance, Monitoring, Evaluation and Reporting of which 3 years should be at supervisory level. Good Knowledge and understanding of legislative and policy framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Service. Knowledge of auditing programmes' Portfolio of Evidence (POE) and Reason For Variance (RFV). Proven ability to produce quality assured work and manage deadlines. Proven experience of analysing performance information for alignment and verification. Good Knowledge and understanding on FMPPI, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Departmental Monitoring and Reporting systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and District Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good presentation skills, ability to write strategic reports and complex documents, excellent written and verbal communication skills; excellent understanding of the link between Programmes, Department, Provincial and National performance; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance

DUTIES

: information and indicators. Willingness to travel extensively as and when required and working long hours. Computer literacy. A valid driver's license.
: Manage the departmental monitoring and reporting requirement to different stakeholders; Develop sub-directorate operational plan. Compile and submit the eQPR reports. Coordinate auditing of performance information, this includes the provision of information sessions and/or advice to managers, inclusive of resource/ verification of documents as required by the Auditor General. Implement and maintain performance information monitoring and reporting policy, framework, systems, processes and tools. Develop and review department's Performance Information Management policies. Facilitate the verification of data and adherence of the reported performance information to the signed procedures. Audit POE and reason for variance during the performance reviews (sub-districts, Districts and Department); Provide secretarial functions to the quarterly review meetings. Compile and verify quarterly performance reports. Coordinate and ensure the planning and coordination of data collection process using automated and manual reporting in compiling monthly, quarterly, in-year (QPR, eQPR & HOD Framework) and Annual Performance Reports. Develop mid-term performance report. Develop five years Administration performance report. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Provide Support to the Department policy, planning, research and evaluation process. Establish verifications systems on Performance information; Update the departmental Monitoring tools. Coordinate facility, Sub district and districts technical support visits to monitor the implementation of performance monitoring and reporting systems. Provide feedback on the verifications technical visits. Develop, manage and review departments reporting policies to different stakeholders and that the department reports have proper source document. Participate in the development of the annual report. Participate in the consultative meeting with key stakeholders towards the compilation of Annual Report. Assist to ensure timeous publication of the Departmental Annual Report. Participate in the relevant National, Provincial and Departmental meetings related to Performance Information reporting. Computer literacy. A valid driver's license.

ENQUIRIES

: Dr FRM Reichel Tel No: (018) 391 4355

POST 19/256

: **ASSISTANT DIRECTOR: (INTERFACE) BANKING SERVICES REF NO: NWH 21/2020**

SALARY

: R376 596 – R443 603 per annum (plus benefits)

CENTRE

: Provincial Office

REQUIREMENTS

: Bachelor's Degree/ National Diploma in Commerce/ Financial Management/ Internal Auditing/ Cost and Management Accounting. At least 5 years' experience in Bank Reconciliation and clearing of suspense accounts of which 3 years should be at supervisory level. Knowledge: A clear understanding of PFMA and Treasury Regulations, BAS and its interface process with other systems such as Persal and Walker, application of Batho Pele Principles. Skills: Use of Spreadsheet and word Processing skills, Good presentation skills and ability to interact with other stake holders, ability to in meeting deadlines. The candidate will be expected to work extended working hours as and when required. Ability to relate well with other employees. Computer Literacy. A valid driver's license.

DUTIES

: Reconciliation of the bank statement with the cash book and management of journals emanating there from. Liaise with Provincial Treasury and Departmental Banking Institutions. Maintain and reconcile ledger accounts, managing and controlling of suspense accounts on a monthly basis. Clearance of Suspense accounts. Resolving of bank exceptions to relevant accounts on a daily basis. Preparation for Month-end closure procedure and financial year end closure. Co-ordination of reporting on all suspense accounts on monthly basis for the development of reporting Schedules for compliance with PFMA on clearance of suspense accounts. Monitor the performance of the subordinates. Ensure that staff is developed and performing above average. Attend to audit queries.

ENQUIRIES

: Ms B.L Phage Tel No: (018) 391 4249

POST 19/257 : **ASSISTANT DIRECTOR: ADMINISTRATION AND OPERATIONS (TRANSPORT MANAGEMENT) REF NO: NWH 22/2020**

SALARY : R376 596 – R443 603 per annum (plus benefits)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Transport Economics/Transport Management/Logistics Management. At least 5 years' experience in Government Motor Fleet of which 3 years should be at supervisory level. Knowledge of National Road Traffic Act, Public Finance Management Act, Supply Chain Management Policies, Human Resource Management Policies, Project Management Skills, Asset Management, Inventory Management and Treasury Regulations. Ability to work independently. Demonstrate integrity, dedication and output, Quality driven. Ability to meet deadlines. Good interpersonal relations and communication skills. Computer literacy. A valid driver's license.

DUTIES : Assist with the implementation of transport management strategic plan, operational plan, work plans, Performance agreement, Training and development plan. Determine Transport Demand Procurement Plan. Monitor Budget allocation on Management of procurement of red, white fleet and services. Implementation and compliance of all National and Provincial Policies, Circulars, Standard Operating Procedures in Transport Management Services. Responsible for Annual Financial Services, reconciliation of Transport Reports, Expenditure reports, Auditor General Response and Risk Management Reports and Introduce internal control measures to prevent irregular, fruitless and wasteful expenditure. Regular update of Vehicle auctioned. Provide staff performance management and maintenance of discipline.

ENQUIRIES : Mr J.G Pule Tel No: (018) 391 4181

POST 19/258 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWH 23/2020 (X2 POSTS)**

SALARY : R376 596 – R443 603 per annum (plus benefits)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Commerce/Financial Management/Risk Management. At least 5 years' experience in Risk Management Environment of which 3 years should be at supervisory level. Knowledge of policies and strategies. Research, policy formulation and analysis. Analytical thinking, Project Management. Relevant prescripts and process applicable in the Public Service i.e. Public Finance Management Act and Treasury Regulations, Human Resource, Labour Relations Act, Public Service Regulations, Public Service Act and Risk Management Frameworks. Problem solving, written and verbal communication skills, Interpersonal relationships, Client Orientation and Customer Focus. Ability to lead the team. Computer literacy. A valid driver's license.

DUTIES : Lead the team in implementation of Risk Management processes and strategies. Perform supervisory duties in terms of HR management and financial management within the Sub – Directorate. Participate on fraud and Anti-corruption risk assessments. Review of risk management and fraud and anti-corruption implementation progress. Conduct operational risk assessments Report on risk register and Anti-corruption implementation progress. Implementation of the PFMA and other compliance controls. Participate on strategic risk assessment.

ENQUIRIES : Ms K Rankokwadi Tel No: (018) 391 4262

POST 19/259 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NWH 24/2020**

SALARY : R376 596 – R443 603 per annum. (plus benefits)
CENTRE : Dr Ruth Segomotsi Mompoti District Office & Naledi Sub – District
REQUIREMENTS : Bachelor's Degree/ National Diploma in Public Administration/ Management. At least 5 years relevant experience of which 3 years should be at supervisory level. Comprehensive knowledge of all aspects of Public Service Administration. Change Management, People Management and empowerment. Effective conflict resolution and negotiation skills. Programme and Project Management. Computer literacy. A valid driver's license.

DUTIES : Overall supervision and management of Administration functions. Supervise KPA's of subordinates. Manage Administration Support Services within the

hospital, which include auxiliary services i.e. Transport, Records Management and Security, Switchboard, Patient and Office Administration, Mortuary and pottering Section, Laundry Services, Cleaning services, Grounds and Catering Services. Responsible for project management, strategic and operational planning. Interpret and apply directives and policies. Effectively and assertively implement applicable legislative provisions. Communicate with stakeholders within and outside the hospital and within the framework prescribed by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.

ENQUIRIES : Mr G.N Maibi Tel No: (053) 928 0500

POST 19/260 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NWH 25/2020**

SALARY : R376 596 – R443 603 per annum (plus benefits)
CENTRE : Klerksdorp/Tshepong Hospital Complex & Witrand Hospital
REQUIREMENTS : Bachelor's Degree/ National Diploma in Human Resource Management/ Public Administration/ Management. At least 5 years relevant experience in Human Resource Management of which 3 years should be at supervisory level. Extensive experience in recruitment, selection, leave, registry and benefits administration. Persal Certificate in Personnel Administration and Persal Certificate in Leave Administration. Knowledge of Public Service Act, Public Service Regulations 2016 and Labour Relations Act, Basic Conditions of Employment Act, Compensation of Injuries and Diseases Act, etc. Conceptual understanding of HR related policies. Computer literacy. A valid driver's license.

DUTIES : Effective management of the Hospital or District Human Resource Management office which includes: Management of Personnel Records, Registry, Human Resource Administration, Employee Health and Wellness Programme, Remuneration and Conditions of service. Ensure correct implementation of Employment Equity and Occupation Specific Dispensation (OSD) Manuals. Represent the Hospital in various forums (fora) at the institutional level. Managing resources effectively, efficiently, economically and in accordance with the principles of fairness, equity and transparency as required in terms of PFMA.

ENQUIRIES : Mr P Kolokoto Tel No: (018) 642 5744

POST 19/261 : **ASSISTANT DIRECTOR: FINANCE REF NO: NWH 26/2020**

SALARY : R376 596 – R443 603 per annum. (plus benefits)
CENTRE : Witrand Hospital & Klerksdorp/Tshepong Hospital Complex
REQUIREMENTS : Bachelor's Degree/ National Diploma in Commerce/ Financial Management/ Accounting/ Cost and Management Accounting. At least 5 years relevant experience in financial environment of which 3 years should be at supervisory level. Knowledge of Walker, BAS, PAAB and Persal. Auditing and internal control background. General Management, Financial Management, (Treasury Regulations) Procurement (PAS System), Risk Management. Negotiation and analyzing skills. Computer literacy. A valid driver's license.

DUTIES : Compile and monitor the hospital budget. Ensure effective and efficient management of creditors. Prepare monthly expenditure variance report. Administer financial transactions and documents. Maintain an effective and efficient cash flow management system. Monitor monthly collection of revenue against the target. Effective and Efficient Revenue management in the district. Compile and analyse monthly revenue reports. Prevent and report unauthorized, irregular, fruitless & wasteful expenditure. Monitor financial performance in relation to departmental priorities & conditional grants. Develop and maintain effective internal control systems. Ensure the implementation of Audit recommendations. Management of performance and development of all staff in the Unit.

ENQUIRIES : Mr P Kolokoto Tel No: (018) 642 5744

POST 19/262 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWH 27/2020**

SALARY : R376 596 – R443 603 per annum (plus benefits)
CENTRE : Witrand Hospital

<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Supply Chain Management/ Public Administration/ Management/ Logistics Management. At least 5 years' experience in Supply Chain Management of which 3 years should be at supervisory level. Good communication skills and interpersonal relations. Extensive knowledge of Walker and Bass system, Supply Chain Management, Procedures, Policies, Legislation and processes. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage and control asset management system. Perform general administration duties in Supply Chain Management. Ensure compliance with the relevant prescripts in Supply Chain Management Procedures/Policies, Treasury Regulations and PFMA. Manage and control contract management. Ensure adherence to annual stock taking. Ensure functionality of all Supply Chain Management Committees. Overall Supervision in Supply Chain Management. Manage KRA's of Subordinates. Formulation and control of the administration business plan, action plans and budget. Risk management and occupational safety. Comply with agreed protocols in order for the hospital to stay within allocated budget and resources.
<u>ENQUIRIES</u>	:	Mr P Kolokoto Tel No: (018) 642 5744
<u>POST 19/263</u>	:	<u>ASSISTANT DIRECTOR: INFECTION PREVENTION AND CONTROL (QUALITY ASSURANCE) REF NO: NWH 28/2020</u>
<u>SALARY</u>	:	R376 596 – R443 603 per annum. (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Health Sciences. At least 5 years relevant in Quality Assurance of which 3 years should be at supervisory level. Knowledge of National Core Standards and Ideal Health Facilities Realization and Maintenance programs. Knowledge of Quality Assurance and Infection Prevention and Control. Knowledge of Public Service and Administration prescripts. Computer literacy. A valid Driver's license.
<u>DUTIES</u>	:	Monitor and maintain a record of all healthcare associated infections. Undertake facility inspection to monitor adherence to IPC standards. Participate in the provincial outbreak response team. Make inputs on the physical infrastructure and material resources necessary for IPC purposes. Train healthcare workers on IPC skills. Assist in the maintenance and monitoring of good clinical governance systems and structures. Assist in monitoring strategies to improve patient safety by health establishments.
<u>ENQUIRIES</u>	:	Ms G.C Masiangoako Tel No: (018) 391 4411
<u>POST 19/264</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: NWH 29/2020</u>
<u>SALARY</u>	:	R376 596 – R443 603 per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Commerce/Economics/Cost and Management Accounting/Financial Management. At least 5 years' experience in Asset Management of which 3 years should be at supervisory level. Knowledge of Walker/Bas System. Good knowledge of all relevant public sector legislations. Good communication, supervisory and conflict management skills. Competencies: In depth knowledge of financial management systems and templates, risk management frameworks, Supply Chain Management and Asset Management. Computer literacy. A valid Driver's license.
<u>DUTIES</u>	:	Responsible for management of support, training, implementation and compliance monitoring of Departmental Asset Register. Maintain on a weekly and monthly basis the Departmental Asset Register and advise on any discrepancies. Support institutions on Asset Management. Oversee the processing of payment vouchers in Walker for both cash additions and non-cash additions. Perform monthly reconciliations between accounts payables and Asset Register performed and submitted to supervisor for conciliation. Prepare journals for correction of expenditure and develop corrective measures to avoid misallocations. Manage performance of subordinates. Participate in the Annual Asset Verification Project.
<u>ENQUIRIES</u>	:	Mr R.L Moshe Tel No: (018) 391 4088
<u>POST 19/265</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: NWH 30/2020</u>
<u>SALARY</u>	:	R376 596 – R443 603 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Provincial Office : Bachelor's degree/National Diploma in Finance/Business Management/ Supply Chain Management /Logistics Management. At least 5 years relevant experience in Supply Chain Management of which 3 years should be at supervisory level in SCM Demand Management and/ Or Acquisitions. Extensive knowledge of the PFMA Act, Treasury Regulations and Prescripts on Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board [CIDB] Act and Prescripts. SCM, Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Experience in compilation of advanced Bid Specifications, Bid Evaluation and /or Bid Adjudication committee Reports/submissions within turn-around and Management of Bid within validity periods. Experience in Compiling SCM related Contract Management Databases, Action Plans, calculations, substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn-around in SCM. Effective SCM, Records Management. Strong report writing skills and presentations. Ability to meet strict deadlines. Analytical and innovative skills .Must be work focused, self-driven, goal oriented, excellent planning, and organizing, advanced communication (written and verbal). Project Management, human resource and financial management skills. Computer literacy. A driver's license.
<u>DUTIES</u>	: Manage Performance of needs identification, business requirement analysis, analyzing of past experience, frequency of needs and linking these to the Departmental budget, and thereby using advanced Walker/ BAS Management Information Reports: Commodity Price Benchmarking exercises: Development of Pricing Catalogues: and giving support to the Departmental Bid Specifications Committee. Assisting various Departmental Programmes and Client offices in the annual compilation of compliant Institutional Demand and Procurement Management Plans linked to their allocated Budgets. Consolidation of the Integrated Annual Departmental Demand Management Plans for approval by the Accounting Officer, ensuring timeous submission to the Relevant Treasuries and monitoring of implementation. Monthly Procurement and Demand Implementation Reports. Managing the Secretariat Support Services to Departmental Bid Adjudication Committee, minutes, submissions for HOD approval. Drafting of DBAC Submissions for approval by Treasury; communications with Clients and ensuring that every DBAC approval is having a proper Reference Number for audit purpose. Compiling and Updating SCM Databases for Irregular Expenditure, Variation Orders submissions, Deviation Registers. Regular monthly updating and follow-up of DBAC Action List and Contract Management Databases with early warnings systems: substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and implementing Audit Solutions towards achieving unqualified audit opinion and improved turn arounds in SCM; Effective SCM Records Management.
<u>ENQUIRIES</u>	: Mr Ms M.F Tsimane, Tel No: (018) 391 4319
<u>POST 19/266</u>	: <u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT REF NO: NWH 31/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R376 596 – R443 603 per annum (plus benefits) : Provincial Office : Bachelor's Degree/ National Diploma in Finance/ Business Management/ Supply Chain Management/ Logistics Management. At least 5 years relevant experience in Supply Chain Management of which 3 years should be at supervisory level in SCM, Acquisition and Contract Management. Extensive knowledge of the PFMA Act, Treasury Regulations and prescripts on Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board [CIDB] Act and Prescripts. SCM, Management Information Reporting, understanding of Demand Planning and Strategic Sourcing Principles. Hands-on Experience/ exposure in managing Health Technology, Radiology, Capital /Infrastructure tenders and tenders for Maintenance of Hospitals and maintenance of Medical Equipment will serve as an added advantage. Experience in compilation of advanced Bid Specifications, Bid Evaluation and /or Bid Adjudication committee Reports/submissions within turn-around and Management of Bid within validity periods. Experience in Compiling SCM related Contract Management Databases, Action Plans, calculations,

substantiated Interim and Annual Financial Statements and Disclosure Notes, responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn-around in SCM. Effective SCM Records Management. Strong report writing skills and presentations. Ability to meet strict deadlines. Analytical and innovative skills. Must be work focused, self-driven, goal oriented, excellent planning, and organizing, advanced communication (written and verbal). Project Management, human resource and financial management skills. Computer literacy. A valid driver's license.

DUTIES

: Management of the Acquisition and Contract Management Support Service and provision of management support, guidance and training to all Program Managers, Bid Committees, SCM Officials, Districts and Health Institutions in the Department. Effective SCM contract management and Secretariat Support Services to the Departmental Bid Specifications and Evaluation Committees through effective technical acquisition and contract management support during compilation of bid specifications, bid advertisements, briefing sessions, bid technical evaluations, site inspections and bid adjudications and Bid Committee Reports. Giving effective contract Management support services to the Health Branch and Health Infrastructure in accurate planning and implementing strategic Health Infrastructure, Medical and Health Technology Bids. Implement measures aimed at enhancing SCM Risk Controls ,preventing irregular expenditure and better audit results across the board in the Department: timeous renewal of contracts and bid validity periods: Managing Contract Project Teams and Bid Project Plans implementation. Compiling and Updating SCM related Bid Contract Management Databases; Action Plans; calculations; Substantiated Interim and Annual Financial Statements and Disclosure Notes; responses to Audit Queries and proven track record of implementing Audit Solutions towards achieving unqualified audit opinion improved turn abounds in SCM ; Effective SCM Records Management. SCM Reports information and Statistical Reports for Provincial and National Treasury Provincial Public Accounts Committee and the Directorate Legal Services in SCM related matters. Ensure Implementation of effective SCM Records Management across the Board in the Department.

ENQUIRIES

: Ms M.F Tsimane Tel No: (018) 391 4319)