

**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 note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za
- CLOSING DATE** : 26 April 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV, qualification(s), academic records including ID-document [Driver's license where applicable]. Non RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. The request for certified documents will be limited to shortlisted candidates. The Human Resource of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview.

MANAGEMENT ECHELON

- POST 13/153** : **DIRECTOR: MATERNAL, CHILD, YOUTH AND WOMEN'S REF NO: 14/188**
Re- Advertisement (previous candidates need to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (all-inclusive package)
: Provincial Office, Kimberley
: Degree or Advanced Diploma in a health related field is a Prerequisite. Degree/Diploma in middle management is an added advantage. A minimum of 5 years' middle management experience in the health sector is a requirement. A post graduate Degree in Public Health would serve as an added advantage. A valid B (08) driver's licence is an inherent requirement.
- DUTIES** : Provide strategic direction in planning for Maternal, Child, Youth and Women's Health and Nutrition. Ensure monitoring and implementation of provincial Policies and Guidelines for transformation planning and evaluation of Maternal, Child, Youth and Women's Health programmes in line with the strategic framework of the department and the Annual Performance Plan. Implement an efficient system to manage human capital. Management stakeholder and inter-sectoral collaboration/partnerships with other government departments and partners. Implementation of financial planning, establish financial monitoring and evaluation system in line with PFMA. Other key performance areas as determined by operational and/or departmental needs. Present the Department in National Chamber.
- ENQUIRIES** : Ms L. Fritz Tel No: 053-8300 601

OTHER POSTS

POST 13/154 : **CHIEF EXECUTIVE OFFICER – CONNIE VOSTER HOSPITAL REF NO: NCDOH 03/2022**

SALARY CENTRE REQUIREMENTS : R882 042 per annum, (all-inclusive package)
: Hartswater (Frances Baard District)
: Degree or Advanced Diploma in a health related field is a Prerequisite. Degree/Diploma in management is an added advantage. A minimum of 5 years' management experience in the health sector is a requirement. A valid B (08) driver's licence is compulsory.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment though compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospitals risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES : Ms L. Fritz Tel No: 053-8300 601

POST 13/155 : **DEPUTY DIRECTOR LABOUR RELATIONS REF NO: NCDOH 01/2022**
(Previous candidates needs to re- apply)

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive package)
: Provincial Office
: A recognized and appropriate 3 (three) year tertiary qualification National Diploma NQF6 in Labour Relations, Human Resource Management or Bachelor of Laws. Negotiating skills certificate will be an added advantage. Minimum of 5 (five) years' experience in junior Labour Relations Management. Knowledge and understanding of Public Service Legal Frameworks. Skills and competencies in strategic management abilities, communication, planning and organizing. Presentation and facilitation skills. Ability to work under pressure and meet deadlines. Knowledge of dispute resolution. A valid driver's licence.

DUTIES : Manage and coordinate the handling of grievances, disputes, misconduct and disciplinary matters. Manage the provisioning of Labour Relations systems and support, facilitate capacity building programmes in the Labour Relations fields, facilitate the handling of disputes and appeals for the Department. Ensure effective management of resources within the Provincial Labour Relations unit. Present the Department at National or Provincial Chamber.

ENQUIRIES : Ms L. Fritz Tel No: 053-8300 601

POST 13/156 : **LABOUR RELATIONS OFFICER REF NO: NCDOH 02/2022 (X5 POSTS)**
(Previous candidates needs to re- apply)

SALARY : R261 372 per annum + 37% Service Benefit

- CENTRE** : Provincial Office and District Offices (JT Gaetsewe, Frances Baard, ZFM District, Namakwa, Pixley Ka Seme District)
- REQUIREMENTS** : Matric (senior certificate) with at least 10 years' experience in Labour Relations or a recognized and appropriate 3 (three) year tertiary qualification (National Diploma) in Labour Relations/Law or Human Resource Management. Knowledge and understanding of the Labour Relations Legal Framework and Human Resource Practices. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills. Knowledge of conflict management and dispute resolution. A valid driver's licence.
- DUTIES** : Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advice on labour relation matters, ensure the implementation of outcome of labour relation matters, monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System.
- ENQUIRIES** : Ms LC Fritz Tel No: 053-8300601