

**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** : 16 May 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.

OTHER POSTS

- POST 15/214** : **DEPUTY DIRECTOR LABORATORY SERVICES REF NO: NCDOH 04/2022**
- SALARY** : R870 423 per annum, (all inclusive package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : Bachelors 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) 8300 628/524
- POST 15/215** : **ASSISTANT DIRECTOR: DISTRICT MONITORING AND EVALUATION OFFICERS REF NO: NCDOH 05/2022 (X3 POSTS)**
- SALARY CENTRE** : R382 245 per annum
: ZF Mgcawu District
: Frances Baard District
: Namakwa District
- REQUIREMENTS** : Bachelor's degree/diploma in Statistics, Information Management, Monitoring and Evaluation with at least 3 years relevant experience or Grade 12 with at least 5-10 years' experience on monitoring and evaluation in Public Health, preferably in the HIV and AIDS environment. Driver's licence code 8 and willing to travel. Competencies: In-depth knowledge and experience in information management systems i.e., District Health Information Systems (DHIS), Tier.Net system, HPRS, EDRWeb, etc. Demonstrate computer skills in Excel, Microsoft Word, PowerPoint, etc. Good knowledge of and experience of public health monitoring and evaluation principles. Knowledge of data analysis and synthesis (convert into meaningful information). Report writing skills and preparation of performance reports. Ability to handle multiple tasks simultaneously, set priorities, work independently and as part of a team. Good communication skills (written and verbal). Organizational and project management skills. Ability to lead project teams and workgroups and to develop effective working relationships with, national and provincial partners. Conflict resolution management.
- DUTIES** : Implement and monitor data recording, collecting, and reporting systems at facility and district level i.e., WebDHIS; Tier.Net; HPRS, DATCOV, etc. Put mechanisms in place in accordance with the DHIMS Policy & Data Management SOPS for ensuring high quality data i.e., regular facility data verification, validation, availability of recording & reporting tools, adherence to reporting timelines of reporting of routine data between different levels within the district, etc. Strategic planning and performance reviews: (Development and monitoring of the District Health Plans, including alignment with other plans e.g., 90 90 90 TB/HIV Strategy. Participate in Quarterly district and province performance review). Compilation of performance reports e.g., DORA, reports on DHP progress, 90 90 90 Targets progress report, etc. Promote capacity building on data management for facility level and district programme coordinators through formal trainings and informal training platforms e.g., facility data quality assessments, on-site trainings, etc. Conduct regular facility data audits through RIPDA and participate in internal and external audit activities e.g., Province, National, Office of Auditor General, etc. Perform basic administrative duties as required and supportive supervision to district information officers and data capturers.
- ENQUIRIES** : Frances Baard: Mr. M.Joka Tel No: (053) 861 3914
: ZF Mgcawu District: Mr. M Beketsana Tel No: (054) 337 0600
: Namakwa District: Mr D. Grootboom Tel No: (027) 7121601
- POST 15/216** : **SUB- DISTRICT INFORMATION AND COMPLIANCE OFFICERS REF NO: NCDOH 06/2022 (X16 POSTS)**
- SALARY CENTRE** : R261 372 per annum (Level 07)
: **Sol Plaatjie Sub-District:** Dikgatlong, Magareng/Phokwane
: **John Taolo Gaetsewe District:** Gamagara, Ga-Segonyana, Joe Morolong

Namakwa District: Hantam/Karoo Hoogland, Richtersveld and Khai Ma, Nama Khoi

Pixley Ka Seme District: Emthanjeni/Thembelihle, Siyathemba/Siyancuma, Thembalihe, Renosterberg/ Umsobomvu, Kareeberg/Ubuntu

ZF Mgcawu District: Kheis, Dawid Kruiper, Kai Garib, Kgatelopele/Tsantsabane

REQUIREMENTS : Tertiary qualification in Statistics/Information Management/Monitoring & Evaluation/ or any other relevant qualification with 0-2 years' relevant experience or Grade 12 with more than 10 years' experience in information management. Computer literate: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such as PowerPoint, MS Excel and MS Word as well as a working knowledge of email). Experience in Information Management. e.g. DHIS, ETR, Tier.net and other patient and data management systems. A valid Code 8 (Code B) driver's license and be willing to travel.

DUTIES : Ensure all data is collected using a standard data element definition and data collection tools (According to National Indicator Data Sets). Implement national data management systems: DHIS, Tier.Net, etc. Regular capturing, collation of facility data into DHIS, Tier.net, GoData (disease outbreak database), EDRweb and other systems. Ensure all data is correct complete and consistent - processing source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents for resolution. Update graphs on key indicators for sub district reports and presentations. Provide facilities with feedback information/Timely availability of data and information. Ensure availability of standard registers, clinical stationeries or other standard recording tools. Conduct technical support visits and data quality audits at least on a weekly basis to health facilities within the sub-district. Conduct trainings of data elements, reporting and recording tools. Capture and submit weekly progress data to district and province. Do administration duties (memos, reports, logistics, etc) in line with sub-districts requirements through collaboration with the Health Area Manager. Ensure adherence to data flow policy (DHIMS policy 2011)

ENQUIRIES : Ms SM Katz Tel No: (053) 8300 521/524

POST 15/217 : **CLINICAL ASSOCIATE REF NO: NCDOH 07/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
De Aar Hospital, Pixley ka-Seme District
Three (3) year Bachelor of Clinical Medical Practice (BCMP) University Degree. Current Registration with the Medical and Dental Board of the Health Professional Council of South Africa as a Clinical Associate. A valid driver's licence will serve as an added advantage. Good organizing skills, ability to perform routine tasks, ability to operate a computer, team player, supportive and compassionate, Psychomotor skills to be able to perform clinical/medical/skilled procedures. Change and knowledge management, coordination skills and facilitation skills.

DUTIES : Perform patient – centred consultation across all ages in a District Hospital, Apply clinical reasoning in the assessment and management of patient, Provide emergency care, Perform investigations and therapeutic procedures appropriate for a District Hospital, Prescribe appropriate medication within scope of practice, Facilitate communication and provide basic counselling, Intergrade understanding of family, community and health systems practice.

ENQUIRES : Ms S Mc Cloen Tel No: (053) 632 4000

POST 15/218 : **ASSISTANT NUTRITIONIST (NUTRITION ADVISOR) REF NO: NCDOH 08/2022 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R213 726 per annum
Provincial Office
Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Matric Certificate, a valid Driver's Licence. A valid driver's license. Some knowledge of the Integrated Nutrition Programme will be

DUTIES

beneficial. Sound verbal, written, interpersonal and communication skills. Active participation in community activities.

: Provide nutrition promotion, advocacy and education to patients and communities to ensure appropriate nutrition awareness. Community, facility based and ECD growth monitoring and promotion and vitamin A supplementation of children <5 years. To monitor the food supplementation programme at facility level. Participate in research issues. Participate in and support the development and implementation of household food security programmes. Do community health talks to convey nutrition messages for healthy eating, breastfeeding, growth monitoring and other nutrition related conditions. This duties are not limited to those mentioned and can change as the priorities of the Integrated Nutrition programme and the Department of Health changes.

ENQUIRIES

: Ms SM Katz Tel No: (053) 8300 521/524