

**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 nchealthhr@ncpg.gov.za
- CLOSING DATE** : 29 July 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 application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

- POST 26/252** : **EMERGENCY MEDICAL SERVICE OPERATIONAL MANAGER NO: NCDOH 114/2022**

- SALARY CENTRE REQUIREMENTS** : R884 644 per annum, (TCE Package)
: Provincial Office, Kimberley
: Grade 12 certificate. A valid driver's licence. Good organizing skills, ability to perform routine tasks, ability to operate a computer and interpersonal skills. Successful completion of the following courses or one of the following qualifications that allows registration with the HPCSA as Paramedic Critical Care Assistant (CCA) program Recognized National Diploma in Emergency Medical Care Recognized B-tech degree in Emergency Medical Care. Registration with the HPCSA as Paramedic or Emergency Care Practitioner (ECP) Experience: 3 experience after registration with the HPCSA as Paramedic or Emergency Care Practitioner.

- DUTIES** : Effective and Efficient operational management of Emergency Medical Services. Effective, efficient and sustainable financial resource planning and control. Policy implementation. Effective, efficient and sustainable human resource management and planning. Functions as an on-line supervisor, monitoring District operations to ensure the delivery of quality and cost effective service. This would include but not be limited to appropriate vehicle utilization and efficient in-service times for crews. Monitors operations to ensure that all Districts comply with EMS Regulations, policies and procedures. Assures that all Districts are compliant with licensing and certification requirements both Clinical and non-clinical. Regularly oversees vehicle stocking to ensure they meet or exceed state requirements in regards to maintenance, equipment, supplies and cleanliness. Conducts oversight on Incident Reports and Accident Reports as required. Coordinates and oversees the EMS procurement process. Implements EMS program goals and objectives. Oversees administration of the EMS inter local Agreement with different Stakeholders. Monitor Expenditure and forecasting funds on the EMS annual budget. Investigates complaints. Oversees emergency vehicles, equipment, and supplies inspections for compliance. Ensures compliance with EMS Regulations, ordinances, and regulations. Interact regularly with involved jurisdictions, boards, committees, councils and the communication/dispatch centre to identify and resolve problems and seek appropriate creative solutions. Administers the statistical

analyses of response time data to evaluate system effectiveness. Prepare oral and written reports. Coordinate communications on audit reports. Participates in evaluating and analysing quality assurance programs for pre-hospital medical care; attend quality assurance meetings; evaluate data and make recommendations. Recommends, develops and implements program and policy changes relating to EMS. Assist, represent and advise the Director on issues related to EMS. Application of Emergency Medical Services knowledge and expertise in program oversight including broad knowledge of up-to-date trends, technology, regulations and laws. Develops and presents related reports and proposals to the CRESA Administrative Board, Emergency Medical Services Administrative Board, management team, user agencies, vendors and other interested stakeholders. Represents EMS and/or division at meetings; serves on committees as requested. Provides information and assistance to other departments, outside agencies, and the public on assigned functions. Performs related duties as assigned.

ENQUIRIES

: Mr M Ntintelo Tel No: 053 831 2884

POST 26/253

: **DEPUTY DIRECTOR LABORATORY SERVICES REF NO: NCDOH 04/2022**
Re-Advertisement (previous candidates does not have to re-apply)

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CENTRE
REQUIREMENTS

: R870 423 per annum, (TCE Package)
: Provincial Office Kimberley
: 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