

**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](mailto:nchealthhr@ncpg.gov.za)
- CLOSING DATE** : 05 August 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The application must include only completed and signed new Form Z83 and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as driver's licence where necessary, will only be submitted to 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 representivity in line with the numerical targets as contained in our Employment Equity Plan. It is the Department's intention to promotion 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. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 01<sup>st</sup> April 2020 is a successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the Senior Management Service.

**MANAGEMENTY ECHELON**

- POST 27/279** : **CHIEF DIRECTOR CORPORATE SERVICES REF NO: NCDOH 126/2022**
- SALARY** : R1 269 951 per annum, (TCE Package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : Bachelors' Degree NQF level 7/Advanced Diploma as recognized by SAQA in Human Resource Management/Human Resource Development/Organizational Development/Public Management or any other related field of study. A minimum of 5 years' working experience at senior management level (SMS) in a corporate services management field. A valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA. work experience and working knowledge of the Promotion of Administrative Justice Act, Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining prescripts, Human Resource Policies and Practices in the of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act, Treasury Regulations and Department of Public Service and Administration's toolkit for Organisational Design. Knowledge and skills of organisational development, facilities management, security management, skills and work experience in human resource administration and human resource planning. computer literacy, strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication skills, ability to work under pressure.

- DUTIES** : To provide a corporate services management function in the Department – Manage the provisioning of technical support service to the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, Treasury Regulation and Treasury Practice Notes. Effectively and efficiently manage the following Directorates, Organisational Development, Human Resource Development, Human Resource Administration, Security and Auxiliary Services, Legal Services and Information and Communication Technology. Manage and facilitate the provisioning of organisational development including processes for the formulation of creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Direct and manage the provisioning of human resource systems and development and planning services, recruitment, selection and career management services, staff development and employee support services. Manage the effective implementation of the Department's employee performance management and development system and employee health wellness programmes. Coordinate and develop mandate processes in the human resource management. Coordinate and facilitate processes to establish the human resource management function as a strategic partner and ensure that appropriate service delivery standards are established, internal procedures and processes are on a continuous basis reviewed and aligned to add value to the operations of the Department without compromising internal control arrangements. Direct and manage the provisioning of office and security management services in the Department. Promote at executive management level the utilisation of IT as a strategic business process. Enabler and represent the strategic intent (including funding) of the ICT functions within the executive governance structures of the Department. Oversee strategic and annual planning processes for the unit and ensure compliance with the Department of Health's strategic planning and performance review agenda. Direct the utilisation of technology in support of the unit's business process. Manage the provision of sound legal advice and litigation support to the Department as well as the provision of advice on the drafting and monitoring of the Department's service level agreements. Ensure effective and efficient management of human and financial resources of the Chief Directorate.
- ENQUIRIES** : Mr R Strydom Tel No: 053 830 2100

#### **OTHER POSTS**

- POST 27/280** : **CHIEF EXECUTIVE OFFICER – SPRINGBOK HOSPITAL REF NO: NCDOH 127/2022**

- SALARY** : R882 042 per annum (all-inclusive package)
- CENTRE** : Springbok Hospital (Namakwa District)
- REQUIREMENTS** : 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 an inherent requirement.

- 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 through 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 27/281** : **ARTISAN GRADE A-C REF NO: NCDOH 128/2022**

**SALARY CENTRE** : R193 512 – R329 580 per annum  
: Pixley Ka Seme District (X4 Posts)  
: Frances Baard District (X4 Posts)  
: ZF Mgcawu District (X4 Posts)  
: Namakwa District (X4 Posts)  
: JT Gaetsewe District (X4 Posts)  
: Robert Mangaliso Sobukwe Hospital (X4 Posts)  
: Dr Harry Surtie Hospital (X4 Posts)

**REQUIREMENTS** : Grade 12/Senior Certificate. A valid Driver's Licence. The incumbent must be in possession of a prescribed level of qualification as determined by the relevant trade and meet the relevant statutory requirements by successful completion of a recognised trade test. Appropriate trade test certificate in the following identified fields; building environment, mechanical environment, printing environment, electrical environment, electrical environment, industrial environment and textile environment. Competencies Technical - Technical analysis knowledge, computer aided technical applications, knowledge of legal compliance, technical report writing, production, process knowledge and skills. Competencies Generic – problem solving and analysis, decision making, team work, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing.

**DUTIES** : To render technical design, production, operation and maintenance services. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions- Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Maintain expertise – continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES** : Pixley Ka Seme District; Ms Mc Cloen Tel No: 053 632 4000  
: Frances Baard District; Ms A Molelelekwa Tel No: 053 836 2700  
: ZF Mgcawu District; Mr M. Beketsana Tel No: 054 337 060  
: Namakwa District; Mr D. Grootboom Tel No: 027 712 1601/603  
: JT Gaetsewe District; Mr K, Taolo Tel No: 053 773 9500  
: Robert Mangaliso Sobukwe Hospital; Dr A. Kantani Tel No: 053 8022213  
: Dr Harry Surtie Hospital; Mr T. Moncho Tel No: 054 332 9158/9155