

**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
Moses Kotane Hospital: Private Bag X2, Sun City 0316, 2660
Schweizer-Reneke District Hospital Private X04, Schweizer-Reneke, 2780
Ganyesa District Hospital, Private Bag X528, Ganyesa, 8613
Kagisano-Molopo Sub-District Office, Private Bag X533, Ganyesa, 8613
Matlosana Sub-District Office, Private Bag A2, Klerksdorp 2570
Koster/Swartruggens Hospital: Private Bag X1002 Swartruggens, 2835
JB Marks Sub-District Office Private Bag X1007, Ventersdorp, 2510
Lehurutshe/Zeerust Hospital Complex, Private Bag X1326 Zeerust, 2865
Nic Bodenstein Hospital: Private Bag X7 Wolmaransstad 2630
Ramotshere Moiloa Sub-District Office, Private Bag X 6338, Zeerust, 2865
Tswaing Sub-District Office: Private Bag X5003, Delareyville, 2770
Mafikeng Sub-District Office: Private Bag X127, Mafikeng, 2745
Naledi Sub-District Office, Private Bag X14, Vryburg, 8600
Greater Taung Sub-District Office Private Bag X1052, Taung Station, 8580
Taung District Hospital, Private Bag X535, Taung Station, 8584
Brits Hospital Private Bag X5030, Brits, 0250
Madibeng Sub-District Office, Private Bag X5084, Brits, 0250
Moses Kotane Sub -District Office, Private Bag X 1045, Mogwase, 314
Rustenburg Sub- District Office, Private Bag X82055, Rustenburg, 0300
Gelukspan District Hospital, Private Bag X25, Radithuso, 2738
Ratlou Sub-District Office, Private Bag A 208, Madibogo, 2772
Thusong/General De La Rey Hospital Complex, Private Bag X12025, Lichtenburg 2740
Lekwa Teemane Sub-District Office, Private Bag X07, Bloemhof, 2660
Mamusa Sub-District Office, Private Bag X01, Schweizer-Reneke, 2780
Kgetleng Sub-District Office: Private Bag X1017, Swartruggens, 2835
Dr Ruth Segomotsi Mompoti District Office, Private Bag x 24, Vryburg, 8600
Moretele Sub-District Office: Private Bag X 454, Hammanskraal, 0400
Christiana District Hospital, Private Bag X07, Bloemhof, 2660
Bojanala District Office, Private Bag X 82090, Rustenburg, 0300
Potchefstroom Hospital Private Bag x 938, Potchefstroom, 2531
- FOR ATTENTION** :
- Ms T.D Dithipe, Provincial Office.
 Ms G.M Senatle Moses Kotane Hospital.
 Mr O Moalosi Schweizer-Reneke District Hospital
 Ms D Jongaan, Ganyesa District Hospital
 Ms G Legalamitlwa, Kagisano-Molopo Sub-District Office
 Ms Z Motala, Matlosana Sub-District Office.
 Mr T Isaacs, Koster/Swartruggens Hospital.
 Mr P Nape, JB Marks Sub-District Office.
 Ms K Mogoshane, Lehurutshe/Zeerust Hospital Complex.
 Mr S Marake, Nic Bodenstein Hospital.
 Mr B Pule, Ramotshere Moiloa Sub-District Office.
 Mr M.G Chacha, Tswaing Sub-District Office.
 Mr M.N Motlhabane, Mafikeng Sub-District Office.
 Ms L Tshedu, Naledi Sub-District Office.
 Mr K Phakedi, Greater Taung Sub-District Office.
 Ms M Serekwane, Taung District Hospital.
 Ms T Madimabe, Brits District Hospital.
 Ms N Mashala, Madibeng Sub-District Office.
 Mr L Mokotedi, Moses Kotane Sub -District Office.
 Mr R Ramugondo, Rustenburg Sub- District Office
 Ms K.E Mathe, Gelukspan District Hospital
 Ms N Seeco, Ratlou Sub-District Office
 Mr G. J Seleke, Thusong/General De La Rey Hospital Complex
 Mr O.C Khonkhobe, Lekwa Teemane Sub-District Office
 Mr O.C Khonkhobe, Mamusa Sub-District Office
 Mr M Siphuma, Kgetleng Sub-District Office

Mr G.N Maibi, Dr Ruth Segomotsi Mompoti District Office
Mr A Moremi, Moretele Sub-District Office.
Ms B Modise, Christiana District Hospital
Mr. E Mmusi, Bojanala District Office
Mr S Mathoma, Potchefstroom Hospital

CLOSING DATE
NOTE

: 18 November 2022
: The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

POST 42/247

: **DEPUTY DIRECTOR - GENERAL: DISTRICT HEALTH SERVICES REF NO: NWH 01/2022/11**

SALARY
CENTRE
REQUIREMENTS

: R1 544 415 per annum, (all-inclusive SMS package)
: Provincial Office
: An under-graduate qualification in Health Sciences. Post-Graduate (NQF level 8) qualifications in management. Eight (8) years' experience at senior management level in the Health Services Environment. Three (3) years' experience in the District Health Services or Health Programme Environment will be an added advantage. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Computer literacy. A valid driver's license. Competencies: 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; Conflict management, client orientation and customer care; communication. Knowledge and understanding of District Health Services including Primary Health Care, Health Programme and District Hospital Services.
DUTIES
Provide the necessary leadership and direction in respect of the following district health services: Development and implementation of strategic plans, annual performance plans and operational plans relating to the scope of this post. Planning for and implementation of provincial ideal clinics and ideal hospitals. Compilation and implementation of service delivery improvement plans. Compilation of quarterly and annual performance reports as per relevant

prescripts. Implementation of recruitment and retention strategy pertaining to scarce skills. Effective and efficient management of resources. Effective stakeholders and client relationship management. Development and implementation of an effective resourcing plan. Development of service delivery initiatives and partnerships with civil society formations and private sector. Development and implementation of infrastructure and medical equipment preventative maintenance plan. Ensure compliance with all relevant acts, regulations, policies and directives. Facilitating establishment and functionality of varied fora geared at engendering effective coordination, communication and sustainable delivery of quality services. Development and implementation of service delivery innovation mechanisms aimed at ensuring continuous excellence in the delivery of district health services and health programmes.

ENQUIRIES : Dr M Tlhogane Tel No: 018 391 4182

POST 42/248 : **CHIEF DIRECTOR: CLINICAL SUPPORT SERVICES REF NO: NWH 02/2022/11**

SALARY : R1 269 951 per annum, (all-inclusive SMS package)
CENTRE : provincial office
REQUIREMENTS : Bachelor's Degree in Health Sciences (NQF Level 7) as recognised by SAQA. Five (5) years' experience in Senior Management Service level (SMS) in the Health Sector. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Computer literacy. A valid driver's license. Competencies: 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; conflict management, client orientation and customer care; communication. Knowledge and understanding of Clinical Support Services. Sound knowledge of the relevant Legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related Regulations and Policies.

DUTIES : Ensure optimal provision of integrated and appropriate health services and programmes for the entire province. Provide strategic leadership and human resource management and development. Develop and maintain the budget of the Chief Directorate to meet the health and service needs for clinical support services in accordance with all the prescripts. Represent the Chief Directorate and the Department at relevant fora. Manage and facilitate provision of clinical support services in the province. Ascertain that, available electronic and manual systems are upscaled to improve availability of medicines at all levels. Provide leadership over Emergency Medical Services and facilitate accreditation of EMS College in line with Council for Higher Education (CHE) Regulations. Ensure that EMS operations are rendered in line with EMS regulations of 2017. Provide sound Financial, Supply Chain Management, Human Resource Management & Development and Risk Management within the Chief Directorate. Introduce systems towards improved audit outcomes.

ENQUIRIES : Mr P.E Mokatsane Tel No: 018 391 4210

POST 42/249 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NWH 03/2022/11**

SALARY : R1 073 187 per annum, (all-inclusive SMS package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Human Resource Management/ Public Management/ Administration (NQF Level 7) as recognised by SAQA. Five (5) years' experience at Middle/Senior Management Level in Human Resource Management. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by National School of Government (NSG). Computer literacy. A valid driver's license. Knowledge and Skills: In-depth knowledge and understanding of relevant legislation and Prescripts governing Public Service such as Constitution of Republic of South Africa 1996, Public Service Act 1994, Public Service Regulations 2016, PFMA 1999, other relevant Legislations and Prescripts. Core Management Competencies: Strategic capability and leadership, Financial Management, Change Management, Problem solving and analysis, People Management and Empowerment, Communication, Conflict Management, Client Orientation and Customer Care.

- DUTIES** : Provide strategic leadership in the management and monitoring of human resource management services for better health outcomes. Provision and management of human resources management services aimed at supporting healthcare services delivery. Management of employees performance within the prescribed policies and directives in the department. Ensure efficient and effective functioning of Provincial and Districts Human Resource Management Forums. Development and review of Human Resource Management Policies and Standard Operating Procedures. Introduce systems and develop plans towards improved audit outcomes relating to compensation of employees. Management of directorate finances and assets in terms of PFMA directives and applicable regulations. Improve directorate risk management and internal control.
- ENQUIRIES** : Dr M Tlhogane Tel No: 018 391 4182

OTHER POSTS

- POST 42/250** : **ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE REF NO: NWH 04/2022/11**

- SALARY CENTRE** : R624 216 per annum, (plus benefits)
: Kagisano Molopo Sub- District (X2 Posts)
: Matlosana Sub-District (X1 Post)

- REQUIREMENTS** : Basic Qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice no R48 in the relevant specialty. Shortlisted candidates will be required to submit current proof of registration with the SANC. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must appropriate/ recognizable experience at management level. A valid driver's license. Good Communication, leadership qualities, organizing and planning and report writing skills. Computer literacy. Knowledge of Performance Management and Development System (PMDS).

- DUTIES** : Coordinate optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain Professionalism growth/ ethical standards and development of self and subordinates. Compile reports and give feedback at meetings. Data Management.

- ENQUIRIES** : Mr N Maibi, Tel No: 053 928 0500 (Kagisano-Molopo Sub-District)
: Mr P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)

- POST 42/251** : **ASSISTANT MANAGER NURSING: GENERAL REF NO: NWH 05/2022/11**

- SALARY CENTRE** : R571 242 per annum, (plus benefits)
: Bojanala District: Moses Kotane Hospital (X1 Post)
: Dr Ruth Segomotsi Mompoti District: Schweizer Reneke District Hospital (X1 Post) & Ganyesa District Hospital (X1 Post)

- REQUIREMENTS** : Basic Qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be appropriate / recognizable experience at Management level. A valid driver's license. Good Communication, leadership qualities, organizing and planning and report writing skills. Computer literacy.

- DUTIES** : Effective management and control of health programmes in line with the National and Provincial Policies, Standard Operating Procedures and Guidelines. Monitor, evaluate and adjust quality of service delivery through utilization of resources. Ensure provision of effective support to nursing

		services and implementation of National and Provincial Policies. Enhance performance through relevant capacity building activities. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
<u>POST 42/252</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALITY (PRIMARY HEALTH CARE) REF NO: NWH 06/2022/11</u>
<u>SALARY CENTRE</u>	:	R571 242 per annum, (plus benefits) Ngaka Modiri Molema District: Ramotshere-Moiloa Sub District Dr Kenneth Kaunda District: Nic Bodenstein Hospital, JB Marks Sub-District & Matlosana Sub-District
<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 speciality. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing 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/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. A valid driver's license. Sound knowledge of Policies and Legislations. Ability to work extended hours. Computer literacy.
<u>DUTIES</u>	:	Demonstrate an in-depth understanding of the nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of Human Resource and Financial Policies and Practices. Ensure Clinical Nursing practice by the nursing team (Unit) in accordance with the scope of practice and standards as determined by the relevant health facility. Communicate effectively with patient's supervisors, other health professionals and junior colleagues. Ensure provision of quality health services. Work effectively and amicable, at the supervisory level with persons of intellectual, cultural, racial or religious differences. Ensure that the environment complies with the Health and Safety Act and infection control and prevention control policies.
<u>ENQUIRIES</u>	:	Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District) Mr P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)
<u>POST 42/253</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR REF NO: NWH 07/2022/11</u>
<u>SALARY CENTRE</u>	:	R450 939 per annum, (plus benefits) Dr Ruth Segomotsi Mompoti District: Naledi Sub District (HIV & Aids) (X1 Post), Lekwa Teemane Sub-District (Mchw) (X1 Post) Bojanala District: Rustenburg Sub-District (Mental Health) (X2 Posts) Dr Kenneth Kaunda District: Matlosana Sub-District (HIV & Aids & Tuberculosis) & JB Marks Sub-District (Tuberculosis)
<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. Shortlisted candidates will be required to submit current proof of registration with the SANC as a Professional nurse. A Minimum of 7 years appropriate / recognisable experience in nursing after registration as a professional Nurse with the South African Nursing Council in General Nursing. A valid driver's license.
<u>DUTIES</u>	:	For Naledi Sub-District: Co-ordinate and manage HIV/AIDS Programme activities. Monitor and evaluate the HIV/AIDS Programme. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Liaise with other departments and interact with NGOs and community-based organization. Plan and organize own work and that support of personnel to ensure proper nursing care. Display a concern for patient promoting and advocating proper treatment and care, including awareness and willingness to respond to patients needs Requirement and expectation of Batho Pele Principles. Implement quality assurance

DUTIES

programme. Assist the Sub-district Management with compilation of Strategic and Operational plans for the programme in accordance with national and provincial Health goals and objective in collaboration with relevant health personnel external outlets. Inspect wards. Compile statistics and recordkeeping. Adhere to Batho Pele Principles and Policies.

: For Naledi Sub-District: Co-ordinate and manage HIV/AIDS Programme activities. Monitor and evaluate the HIV/AIDS Programme. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Liaise with other departments and interact with NGOs and community-based organization. Plan and organize own work and that support of personnel to ensure proper nursing care. Display a concern for patient promoting and advocating proper treatment and care, including awareness and willingness to respond to patients needs Requirement and expectation of Batho Pele Principles. Implement quality assurance programme. Assist the Sub-district Management with compilation of Strategic and Operational plans for the programme in accordance with national and provincial Health goals and objective in collaboration with relevant health personnel external outlets. Inspect wards. Compile statistics and recordkeeping. Adhere to Batho Pele Principles and Policies. Duties: For Lekwa Teemane Sub-District: Coordinate provisioning of Primary Health Care Services for women in an integrated and comprehensive manner. Provide training and clinical guidance to maternal child and women's health, the focus being on antenatal, delivery, post-natal and reproductive health. Collaborate with other stakeholders. Implement strategies to promote a maternal. Child and Women's Health plan and conduct to all stakeholders. Compile and submit reports and statistics. Conduct supervisory and support visits to facilities. Duties: For Rustenburg Sub-District: Co-ordinate and manage mental health and substance abuse programme activities. Monitor and evaluate the Mental Health Programme. Ensure community involvement and participation by forming support groups and planning with the stakeholders. Liaise with other departments and interact with NGOs and community-based organizations. Plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patients' needs, requirements and expectations of Batho Pele Principle's. Assist the Sub-District Management with compilation of strategic and operational plans for the programme in accordance with national and provincial health goals and objectives in collaboration with relevant health personnel. Duties: For Matlosana Sub-District: Co-ordinate and manage HIV/AIDS programme activities. Monitor and evaluate the HIV/AIDS Programme. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Liaise with other departments and interact with NGOs and community –based organization. Plan and organize own work and that support of personnel to ensure proper nursing care. Display a concern for patient promoting and advocating proper treatment and care, including awareness and willingness to respond to patient needs requirement and expectation of Batho Pele Principles. Implement quality assurance programme. Assist the Sub District Management with compilation of Strategic and Operational plans for the programme in accordance with national and provincial Health goals and objective in collaboration with relevant health personnel external outlets. Inspect wards. Compile statistics and recordkeeping. Adhere to Batho Pele Principles and Policies. Duties: For Jb Marks Sub-District: Co-ordinate communicable disease and Tuberculosis programme in the Sub-district Office. Compile reports (monthly, quarterly and annual). Compile statistics. Plan, prepare operational plans and supervise TB and EPI programme in the Sub-district. Keep electronic register up to date. Give training to clinics and CHS on the implementing, evaluating and monitoring of the TB, EIP and other related programmes. Conduct in-service training to all categories as well as DOTS in the community. Monitor all communicable disease in Sub-District. Sustain the Sub-district outbreak response team. Conduct regular field support visits and review meeting with other stakeholder's .Plan and conduct community awareness campaign. Conduct departmental review of programme.

ENQUIRIES

: Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
Mr E Mmusi Tel No: 014 596 8906 (Bojanala District)
Mr P Kolokoloto Tel No: 014 462 5744 (Dr Kenneth Kaunda District)

POST 42/254 : **OPERATIONAL MANAGER NURSING: GENERAL REF NO: NWH 08/2022/11**

SALARY CENTRE : R450 939 per annum, (plus benefits)
: Bojanala District: Koster Hospital (X2 Posts)
: Ngaka Modiri Molema District: Lehurutshe/ Zeerust Hospital Complex (X1 Post)
: Dr Kenneth Kaunda District: JB Marks Sub-District (X1 Post) & Nic Bodenstein Hospital (X1 Post)

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. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. A valid driver's license. Sound knowledge of policies, strategies and legislations applicable to Health. Ability to work extended hours. Computer literacy.

DUTIES : Perform clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional nursing practices and standard as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources and Financial policies and practices. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial and basic care including awareness and willingness to respond to patient needs, requirements and expectation of the Batho Pele Principles.

ENQUIRIES : Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
: Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
: Mr P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)

POST 42/255 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NWH 09/2022/11**

SALARY CENTRE : R382 245 per annum, (plus benefits)
: Bojanala District
: Rustenburg Sub District
: Madibeng Sub District
: Brits Hospital, Moses Kotane Hospital
: Dr Ruth Segomotsi Mompoti District Office

REQUIREMENTS : National Diploma/Bachelor's Degree in Public Administration/Management/ Human Resource Management. Five (5) years relevant experience of which 3 years should be at supervisory level. A valid driver's license. 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.

DUTIES : Overall supervision and management of administration functions. Supervise KPA's of the subordinates. Manage administration support services within the district/sub-district/hospital which include auxiliary services i.e. Transport, Records Management and Security, Laundry Services, Cleaning Services and Human Resource Management. 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 district/sub-district/hospital and within the framework prescribed by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.

ENQUIRIES : Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
: Mr G.N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)

POST 42/256 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: NWH 10/2022/11**

SALARY CENTRE : R382 245 per annum, (plus benefits)
: Schweizer – Reneke Hospital
REQUIREMENTS : National Diploma/Bachelor's Degree in Health Sciences. Registered with relevant Health Professions. Five (5) years relevant experience in the Health

		Service Management of which 3 years should be at supervisory level. Knowledge of Public Health Sector will be an added advantage. Good communication and interpersonal skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Responsible for administrative functions pertaining quality improvement activities in the Hospital. Plan, manage, monitor and evaluate specific quality improvement activities in order to deliver the desired output, identify gaps and draw action. Organize and participate in quality assurance structure of the institution. Ensure that Hospital gets accredited.
<u>ENQUIRIES</u>	:	Mr G.N Maibi Tel No: 053 928 0500
<u>POST 42/257</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL & RISK MANAGEMENT REF NO: NWH 11/2022/11</u>
<u>SALARY</u>	:	R382 245 per annum, (plus benefits)
<u>CENTRE</u>	:	Bojanala District Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Financial Management/Auditing /Cost and Management Accounting /Logistics/Purchasing. Five (5) years' experience in Internal Control and Risk Management Environment of which 3 years must be at supervisory level. A valid driver's license. 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 deadline .Computer literacy.
<u>DUTIES</u>	:	Check and monitor financial compliance including daily checking the Pre and Post –Auditing function at District Office. Coordinate the implementation of Provincial committee and external auditor's recommendations. Provide technical support during internal and external audits. Manage and disclose the fruitless and wasteful expenditure. Manage subordinates in line with Human Resource Practice.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 42/258</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: NWH 12/2022/11</u>
<u>SALARY</u>	:	R382 245 per annum, (plus benefits)
<u>CENTRE</u>	:	Ganyesa District Hospital & Lekwa- Teemane Sub District
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Public Administration/Management/ Human Resource Management. Five (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.
<u>DUTIES</u>	:	Overall supervision and management of administration functions. Supervise KPA's of the subordinates. Manage administration support services within the sub-district/hospital which include auxiliary services i.e. Transport, Records Management and Security, Laundry Services, Cleaning services and Human Resource management. 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 Sub-district/hospital and within the framework prescribes by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.
<u>ENQUIRIES</u>	:	Mr G.N Maibi Tel No: 053 928 0500
<u>POST 42/259</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWH 13/2022/11</u>
<u>SALARY</u>	:	R382 245 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Commerce /Finance/Logistics Management. Five (5) years' relevant experience in Supply Chain Management of which 3 years' should be at supervisory level. A valid driver's license. Knowledge of Government Procurement Procedures and Regulations:

		Knowledge of BAS, knowledge of PPPFA, PFMA and Treasury Regulations. Leadership and management skills. Knowledge of policies and practices, budgeting and managerial functions, BAS, Central Supplier Database (CSD), Delegation authority, Basic Conditions of Employment Act, Public Service Act and Regulations. Risk Management and Internal controls. Problem solving, organizing, strategic planning, financial management, change/ diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation & creativity. Computer literacy.
<u>DUTIES</u>	:	Manage BID committees and the bidding process. Monitor secretariat service to BID Committees. Maintain prescripts, manage and oversee the Supply Chain Management process. Verify and ensure that all specifications/terms of reference are correct before placing on the committee agenda. Check the correctness of comparative schedules, documentation and minutes. Act as advisor to the evaluation and/or awarding committees. Provide inputs into budget of the hospital and provide guidance to staff. Identify current & future procurement needs of the District & link them to the Departmental Strategic & Operational Plans. Perform Industry and commodity analysis including market analysis. Determine sourcing strategies. Manage the demand process for goods and services and ensure that they are in line with the Departmental Procurement Plan. Oversee the processing of payment to service providers. Manage the Asset Management Services in the hospital. Manage the Resources of the component. Provide guidance to staff. Assist the Deputy Director in responding to audit enquiries. Ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 42/260</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: NWH 14/2022/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum, (plus benefits) Dr Ruth Segomotsi Mompati District Office National Diploma/Bachelor's Degree in Information Management/Statistics. Five (5) years' relevant experience of which three (3) years' should be at supervisory level in Health Information System Management. Advanced computer literacy. A valid driver's license. Knowledge of the District Health Information System. Good analytical skills and communication (written and verbal) skills. Be willing to work extended hours to reach deadline.
<u>DUTIES</u>	:	Manage quality of data. Monitor omission on data. Recommend changes on data management. Oversee scanning functions. Manage implementation of records management strategy. Assist in the collation of data sets from the wards including all relevant role players within the institution. Provide quality assurance of packaged data. Monitor the hospital Information and assist in maintaining database. Supervise the mapping. Assist in the analysis of wards/units reports for the hospital. Assist in the development and implementation of Information and Knowledge Management strategy, policies and standards. Coordinate information and knowledge in line with best practices. Coordinate awareness sessions on information and knowledge management. Manage staff performance, development and training.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 42/261</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NWH 15/2022/11</u>
<u>SALARY CENTRE</u>	:	R321 543 per annum (plus benefits) Dr Ruth Segomotsi Mompati District: Ganyesa District Hospital (X1 Post) & Greater Taung Sub District Ngaka Modiri Molema District: Mahikeng Sub District (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Public Administration/ Management/Logistics Management. Five (5) year's relevant experience of which 2 years should be at supervisory level in Supply Chain Management. A valid driver's license. Good communication skills and interpersonal relations. Extensive knowledge of Supply Chain Management, Procedures, Policies, Legislation and Processes. Computer literacy.
<u>DUTIES</u>	:	Overall Supervision of Supply Chain Management Unit. Ensure confidentiality and records management. Handle all Supply Chain Management audit queries and ensure that all Supply Chain Management related reports are accurate,

signed, submitted within time frames and retained on file. Ensure Demand & Acquisition Management compliance by maintaining the Demand Management Plan and Contract register. Compilation/verification of specifications and prepare documents for the Institutional Committee meetings. Compile the Operational and procurement plan for the unit. Control and monitor support services budget. Ensure that the budget is spent according to the Operational and Procurement plan. Identify risks and formulate remedial action. Management of staff in line with department policy on performance management. Implement sufficient administrative measures to ensure efficient functioning of the office.

ENQUIRIES : Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)

POST 42/262 : **CHIEF COMMUNITY LIAISON OFFICER: HEALTH PROMOTION REF NO: NWH 16/2022/11**

SALARY CENTRE REQUIREMENTS : R321 543 per annum, (plus benefits)
: Tswaing Sub District
: National Diploma/Bachelor's Degree in Health Sciences/Social Sciences. Five (5) years' relevant experience of which two (2) years should be at supervisory level working with Non-Governmental Organizations (NGO's) and Non Profit Organisations (NPO's). A valid driver's license. Project Management experience is essential. Knowledge in Community Health Worker Programme (CHW) and Expanded Public Works Programme (EPWP). Computer literacy. Communication and report writing skills. Sound knowledge of Public Service Prescripts and Legislations.

DUTIES : Support the implementation of CHWP, EPWP and ward based outbreak teams in the District. Maintain CHW's database and supporting training of CHW's. Liaise with relevant Government Sector Communities, stakeholder and ward based structure. Conduct meetings, manage and supervise data collection. Analyse raw data. Monitor and evaluate the programme as well as identification of challenges in the programme. Submit monthly and quarterly reports. Monitor and support NGO's activities according to their proposals both funded and unfunded. Facilitate and transfer skills to NGO (training). Strengthen HBC structures so as to increase access of service to the communities. Collect analyse and compile NGO statistics monthly and ensure the implementation of referral.

ENQUIRIES : MR A Bogatsu Tel No: 018 384 0240

POST 42/263 : **ARTISAN FOREMAN REF NO: NWH 18/2022/11**

SALARY CENTRE REQUIREMENTS : R308 826 - R469 014 per annum, (plus benefits)
: Mamusa Sub District
: Bojanala District: Moses Kotane Hospital & Brits Hospital
: Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. A valid driver's license. Knowledge of Health and Safety measures and legal compliance. Good interpersonal relations and communication skills. Computer Literacy.

DUTIES : Oversee all Artisans' duties in the Institution. Manage unit staff. Compile monthly reports. Manage maintenance of all buildings and repairs and report to relevant stakeholders. Ensure compliance with safety codes and regulations. Manage performance of subordinate's. Follow protocols and attend all meetings. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mr O.C Khonkhobe Tel No: 053 9632377 (Mamusa Sub-District)
Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)

POST 42/264 : **PRINCIPAL PERSONNEL OFFICER REF NO: NWH 19/2022/11**

SALARY CENTRE REQUIREMENTS : R261 372 per annum, (plus benefits)
: Bojanala District: Moses Kotane Sub-District (X1 Post)
: Kgetleng Sub-District (X1 Post)
: Dr Ruth Segomotsi Mompoti District: Schweizer-Reneke Hospital & Kagisano Molopo Sub- District

REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/Management. Two (2) years' experience in Human Resource Management. A valid driver's license. PERSAL Certificate (Personnel Administration, Leave Administration and Salary Administration). Ability to

		interpret Policies and Legislations. Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employee Medical Scheme, Policy on Incapacity and Ill Health Retirement, Housing Allowance and Performance Management. Computer literacy.
<u>DUTIES</u>	:	Administer compensation for employees, salary progression, leave and conditions of service benefits and allowances. Ensure compliance with policies. Compile workplans in terms of Performance Management and Development System in the Unit. Assist in career planning and utilization of personnel. Supervise and draw up an annual Human Resource Plan. Provide management with information pertaining to establishment. Recruitment and Selection of Staff. Supply management with information pertaining to establishment. Manage KPA's of supervisees. Administer the implementation of PILIR Policy. Administer the processing of pension claim forms on PCM online.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
<u>POST 42/265</u>	:	<u>PERSONAL ASSISTANT - NWH 20/2022/11</u>
<u>SALARY CENTRE</u>	:	R261 372 per annum, (plus benefits)
	:	Dr Ruth Segomotsi Mompoti District: Taung District Hospital (Office of the Ceo) Ngaka Modiri Molema District: Mahikeng Sub District (Office of Sub-District Manager) Bojanala District: (Office of the Chief Director) & Provincial Office (Office of the DDG – Hospitals and Clinical Support Services)
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Office Management and Technology/ Public Management/Administration/Management Assistant. Two (2) years relevant experience in Office Administration/Management. Knowledge and experience in document tracking, photocopying, faxing and filing. Practical experience in administrative processes and procedures including the arrangement of conferences, meetings, travel arrangements and processing of claims. Typing and effective office administrative skills, including diary management. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently as well as within a team. Good organizational, co-ordination and planning skills. Analytical and innovative thinking abilities. Ability to work well and after normal working hours. Computer literacy.
<u>DUTIES</u>	:	Serve as the office manager and assume full responsibility for the corporate image of the office of the Sub-district Manager/ Chief Executive Officer/Chief Director/Office of the DDG. Provide secretarial services and administrative support to the office of the Sub-district Manager/ Chief Executive Officer/Chief Director/Office of the DDG. Organize and manage the Sub-district Manager/ Chief Executive Officer/Chief Director/ Office of the DDG's daily and weekly schedules. Receive, analyse and interpret correspondence for channelling to appropriate offices as required by the Sub-district Manager/Chief Executive Officer/Chief Director/Office of the DDG. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement procedures within the office of the Sub-district Manager/Chief Executive Officer/Chief Director/Office of the DDG. Organize meetings, workshops and travelling for the Sub-district Manager/Chief Executive Officer/Chief Director/Office of the DDG. Assist in the compilation of the written reports and power point presentations. Serve as the official link between the Sub-district/ Hospital/Directorate/ DDG's Office and other Stakeholders.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District) Mr M Mohobane Tel No: 018 391 4210 (Provincial Office)
<u>POST 42/266</u>	:	<u>CHIEF ADMINISTRATION CLERK: TRANSPORT REF NO: NWH 21/2022/11</u>
<u>SALARY CENTRE</u>	:	R261 372 per annum, (plus benefits)
	:	Mahikeng Sub District
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Transport Economics/ Transport Management/ Logistics Management. Two (2) years' experience in Government Motor Transport. A valid driver's license. Quality driven, ability to work independently and willing to work extensive hours. General knowledge in government pool vehicles, transport policies, office administration and filing

		systems. Planning skills, Organizing skills, time management, good communication and interpersonal relations. Report writing skills and computer skills.
<u>DUTIES</u>	:	Ensure administration of government white and red fleet log sheet submission. Ensure analysis, reconciliation of transport expenditure reports (Vehicle Management System VMS, Interface report, Early Warning Reports and Transaction Reports). Manage fleet operations budget. Assist to organize and participate in Sectional meetings, Operational plan reporting meetings, Risk register update meetings, and Transport Officer's Forums. Conduct district support visits and technical expertise, training of the transport officers, drivers and users of Government Motor Transport. Ensure proper district asset and inventory management as well as records management.
<u>ENQUIRIES</u>	:	Mr A Bogatsu Tel No: 018 384 0240
<u>POST 42/267</u>	:	<u>CHIEF ACCOUNTING CLERK REF NO: NWH 22/2022/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum, (plus benefits) Mamusa Sub District & Kagisano Molopo Sub District
	:	National Diploma/Bachelor's Degree in Commerce/Finance. Two (2) years' experience in Financial Management. A valid driver's license. Knowledge and understanding of Public Finance Management Act, Treasury Regulations and Financial Policies. Knowledge of WALKER/BAS and LOGIS as Operating systems used the Department. Computer literacy.
<u>DUTIES</u>	:	Ensure safe keeping of records of all transactions for accounting purpose. Reconciliation of accounts. Payment of entities/releasing of orders. Verification of amounts on invoices, quotations and on captured orders. Ensure complete attachments of necessary documents. Management of petty-cash. Follow-up on submitted claims at Head Office and Internal control unit at District Office. Develop job description of the supervisee.
<u>ENQUIRIES</u>	:	Mr G.N Maibi Tel No: 053 928 0500
<u>POST 42/268</u>	:	<u>ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: NWH 23/2022/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum, (plus benefits) Taung District Hospital
	:	National Diploma/Bachelor's Degree in Public Administration/ Management. Two (2) years relevant working experience related to Patient Administration. A valid driver's license. Knowledge in Patient Administration and Billing system (PAAB). Computer literacy. Good communication skills and interpersonal relationship. Knowledge of relevant Acts, Regulations and Policies with regard and Public Finance Management Act.
<u>DUTIES</u>	:	Manage admissions and discharges of patient's manual and electronic registers and also through patients midnight census. Ensure that all categories of patients who are legible for paying patients fees or their files are processed to billing section for billing purpose. Manage reconciliation of patient's files. Manage patient's record. Supervise Out-Patient Personnel. Ensure that performance assessments for staff working under his supervision are assessed. Management of leave. Ensure that discipline is maintained in the section. Ensure that monthly reports are compiled and submitted to relevant authorities.
<u>ENQUIRIES</u>	:	MR N Maibi Tel No: 053 928 0500
<u>POST 42/269</u>	:	<u>INFORMATION OFFICER REF NO: NWH 24/2022/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum, (plus benefits) Bojanala District: Kgetleng Sub District, Moretele Sub District, Moses Kotane Sub District Dr Ruth Segomotsi Mompoti District: Christiana Hospital & Greater Taung Sub District X2
	:	National Diploma/Bachelor's Degree in Information Management/ Statistics. Two (2) years' experience in Health Information System Management. A valid driver's license. Knowledge of the District Health Information System (DHIS). Good analytic skills and communication (written and verbal) skills. Be willing to work extended hours to reach deadline. DHIS and NID training will be an added advantage. Advanced computer literacy.

- DUTIES** : Collect, collate, interpret and analyze statistical returns. Ensure all data elements have standard definitions and all data is collected using, standard data collection tools. Organize and manage health information and compile monthly and quarterly report. Collect and prepare monthly report from different sections for monthly and quarterly reviews. Facilitate safety and security of information for the clinics in line with MISS. Plan and organize knowledge management capacity for the clinics. Ensure all data is correct, complete and consistent. Adhere to data flow policy. Provide feedback to all staff involved in the data collection and provision of data in the clinic.
- ENQUIRIES** : Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
- POST 42/270** : **COMMUNICATION OFFICER REF NO: NWH 25/2022/11**
- SALARY** : R261 372 per annum, (plus benefits)
CENTRE : Bojanala District: Brits Hospital & Moses Kotane Hospital
REQUIREMENTS : National Diploma/Bachelor's Degree in Communication/Public Relations. Two (2) years relevant experience. Knowledge of Hospital/ Sub-district activities. Extensive practical and relevant experience in internal & external communication in media relations. Good communication with stakeholders at all levels (verbal and written), leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct and National Core Standards. Team building and diversity Management skills. Good Organizational skills. Computer literacy. A valid driver's license.
- DUTIES** : Ensure effective and efficiency in Public Relations and Communications which aims at creating good relations between External Public/Clients and Internal Clients in the Hospital through communication activities in the line with the National Core Standards and Batho Pele Principles. Develop, coordinate, manage and implement Hospital communication strategy and plans within the Hospital especially on improvement of community perceptions. Develop media engagement plan that will strengthen media relations and assist in ensuring that daily media monitoring is done. Maximize community outreach programmes. Enhance corporate identity and image building of the hospital. Market the hospital services, programmes and projects within & outside the hospital. Promote good relationship and communication with community. Responsible for formulation of internal releases to update staff on internal developments, i.e. news, transformation issues. Distribution of internal circular and memos through electronic and print channels and regular update the notice boards and monitor proper placement of notices. Assist with the production of internal newsletters, calendar diaries, programmes, posters, prints advertisement and etc. Update the website on regular basis and present monthly reports.
- ENQUIRIES** : Mr E Mmusi Tel No: 014 592 8906
- POST 42/271** : **CHIEF ADMINISTRATION CLERK REF NO: NWH 26/2022/11**
- SALARY** : R261 372 per annum, (plus benefits)
CENTRE : Potchefstroom Hospital
REQUIREMENTS : National Diploma/Bachelor's Degree in Public Management/ Administration. Two (2) years relevant experience in Auxiliary Support Services. Good communication skills and interpersonal relations. Knowledge of relevant Acts, regulations and policies. Sound report writing, ability to interact with people at various levels. Computer literacy. A valid driver's license.
- DUTIES** : Overall supervision of auxiliary sections. Compile reports. Implementation of sufficient administration measures to ensure efficient functioning of auxiliary services. Identify risks and formulate remedial actions. Ensure confidentiality and records management in auxiliary services. Ensure that materials and equipment are available timeously. Manage cleaning services, residence, porters, mortuary, and switchboard. Manage key performance of subordinates.
- ENQUIRIES** : MR K.D Molatudi Tel No: 018 293 4418
- POST 42/272** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: NWH 27/2022/11**
- SALARY** : R211 509 - R304 152 per annum, (plus benefits). Final salary will be determined by the appropriate/recognizable years of experience after

		registration with the South African Pharmacy Council as a Pharmacist Assistant (Post Basic).
<u>CENTRE REQUIREMENTS</u>	:	Ganyesa District Hospital & Matlosana Sub-District Post-basic Pharmacist Assistant qualification that allows registration with the South African Pharmacy Council as a Pharmacist Assistant (Post-basic). Shortlisted candidates will be required to submit current proof of registration with the South African Pharmacy Council as Pharmacist Assistant (Post-basic). Appropriate/recognizable years of experience after registration with the South African Pharmacy Council as a Pharmacist Assistant (Post-basic).
<u>DUTIES</u>	:	Control supply and provisioning of stock towards and District outlets. Receive and store pharmaceutical supplies. Dispense medication to patients. Issue medication to external outlets. Inspect wards. Compile statistics and recordkeeping. Prepare labels/pre- printed sachets and correct labels. Adhere to Batho Pele Principles and Policies.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Ganyesa District Hospital) Mr Kolokoto Tel No: 018 462 5744 (Matlosana Sub-District)
<u>POST 42/273</u>	:	<u>STAFF NURSE REF NO: NWH 28/2022/11</u>
<u>SALARY</u>	:	R173 952 – R306 759 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as a Enrolled Nurse.
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District: Greater Taung Sub-District (X2 Posts) Bojanala District: Koster Hospital (X1 Post), Brits Hospital (X1 Post), Moses Kotane Hospital (X2 Posts) Dr Kenneth Kaunda District: Nic Bodenstein (X2 Posts) Ngaka Modiri Molema District: Ratlou Sub-District (X1 Post), Mahikeng Sub-District (X4 Posts), Thusong/General De La Rey Hospital Complex (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council as a Staff Nurse (Enrolled Nurse). Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council as a Staff Nurse. Appropriate/recognizable experience in nursing after registration with the South African Nursing Council as Staff Nurse. Good communication and interpersonal skills. Sound knowledge of nursing procedures. Report writing skills, planning and organizing.
<u>DUTIES</u>	:	Provide elementary assistance to the medical and nursing professions. Provide health promotion through health education. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients and supervisors. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with person of diverse intellectual, cultural racial or religious difference. Display a concern for patients, promoting and advocating basic care, including awareness and willingness to respond to patient's needs, requirements and expectations. Adhere to Batho Pele Principles and Patient's rights.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District) Mr P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)
<u>POST 42/274</u>	:	<u>NURSING ASSISTANT REF NO: NWH 29/2022/11</u>
<u>SALARY</u>	:	R134 514 – R233 763 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as a Nursing Assistant
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District: Naledi Sub District (X1 Post), Greater Taung Sub-district (X3 Posts) & Taung District Hospital (X1 Post) Bojanala District: Brits Hospital (X2 Posts), Madibeng Sub-District (X5 Posts), Moses Kotane Sub-District (X1 Post), Rustenburg Sub-District (X3 Posts), Koster Hospital (X1 Post), Moses Kotane Hospital (X1 Post) Dr Kenneth Kaunda District: Jb Marks Sub-District (X1 Post), Matlosana Sub-District (X2 Posts) Ngaka Modiri Molema District: Tswaing Sub District (X3 Posts), Gelukspan District Hospital (X4 Posts)

REQUIREMENTS

: Qualification that allows registration with the South African Nursing Council as a Nursing Assistant (Enrolled Nursing Assistant). Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council as a Nursing Assistant. Appropriate/ recognizable experience in nursing after registration with the South African Nursing Council as a Nursing Assistant.

DUTIES

: Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients and supervisors. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with person of diverse intellectual, cultural racial or religious difference. Display a concern for patients, promoting and advocating basic care, including awareness and willingness to respond to patient's needs, requirements and expectations. Adhere to Batho Pele Principles and Patient's rights.

ENQUIRIES

: Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompati District)
Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
Mr P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)