

**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/Mmabatho Medical Stores/North West College of Nursing,
 Private Bag X 2068, Mmabatho, 2735
Moses Kotane Hospital, Private Bag X2, Sun City 0316
Koster/Swartruggens Hospital, Private Bag X1002, Swartruggens, 2835
Schweizer-Reneke District Hospital, Private X04, Schweizer-Reneke, 2780
Mafikeng Provincial Hospital, Private Bag X2031, Mafikeng, 2735
Bophelong Psychiatric Hospital, Private Bag X 2031, Mafikeng, 2745
Klerksdorp/Tshepong Hospital Complex, Private XA14, Klerksdorp, 2570
Job Shimankana, Tabane Hospital, Private Bag X 82079, Rustenburg, 0300
Ganyesa District Hospital, Private Bag X528, Ganyesa, 8613
Kagisano-Molopo Sub-District Office, Private Bag X533, Ganyesa, 8613
Mafikeng Sub-District Office, Private Bag X127, Mafikeng, 2745
Tswaing Sub-District Office, Private Bag X5003, Delareyville, 2770
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
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
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 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 T Isaacs, Koster/Swartruggens Hospital
 Mr O Moalosi Schweizer-Reneke District Hospital
 Mr J Lolwane, Mafikeng Provincial Hospital
 Ms P Moche, Bophelong Psychiatric Hospital
 Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
 Ms G Tlhapi, Job Shimankana Tabane Hospital
 Ms D Jonkane, Ganyesa District Hospital
 Ms G Legalamitlwa, Kagisano-Molopo Sub-District Office
 Ms K Lebotse, Mafikeng Sub District Office
 Mr M.G Chacha, Tswaing Sub-District Office
 Ms L Tshetu, Naledi Sub-District Office.
 Mr K Phakedi, Greater Taung Sub-District Office.
 Ms M Serekwane, Taung District Hospital
 Ms N Mashala, Madibeng Sub-District Office
 Mr L Mokotedi, Moses Kotane Sub -District Office
 Mr R Ramugondo, Rustenburg 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 Hospital
 Mr. E Mmusi, Bojanala District Office
 Mr S Mathoma, Potchefstroom Hospital
- CLOSING DATE** : 22 December 2022
- NOTE** : 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 only (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.

OTHER POSTS

- POST 46/541** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 01/2022/11**
- SALARY** : R766 584 per annum, (all-inclusive MMS package)
- CENTRE** : Dr Ruth Segomotsi Mompoti District Office
- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Financial Management/Commerce/Accounting/Cost and Management Accounting/Internal Audit/Supply Chain Management. Five (5) years' experience of which 3 years must be at Assistant Director level in Health Administration and management. A valid driver's license. Strong communication, interpersonal and organizational skills. Knowledge of Finance, Supply Chain Management, Auditing, and other public administration policies. Knowledge of Walker/BAS/PERSAL systems. Knowledge of regulatory framework for the Public Service. Computer literacy.
- DUTIES** : Perform according to the identified key results areas. Plan, organize and manage the district financial management services for effective service delivery. Manage the key deliverables of the supervisees and the critical components of the Finance, Supply Chain Management, Internal Control, Asset Management, Revenue Management and Contract Management. Ensure that the financial services delivery and quality targets are met in terms of the comprehensive District Health Services. Compile reports for management decision-making. Analyze reports and come up with the quality improvement plans. Ensure that relevant committees are established and functional. Ensure prudent financial management (planning, cash flow management, etc.) Monitor and collate financial information and reports. Establish sound relations with interest groups and the stakeholders. Provide leadership on the workplace labour relations and ensure effective corporate governance.
- ENQUIRIES** : Mr N Maibi Tel No: 053 928 0500
- POST 46/542** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 02/2022/11**
- SALARY** : R766 584 per annum, (all-inclusive MMS Package)
- CENTRE** : Taung District Hospital
- REQUIREMENTS** : National Diploma/Bachelor's Degree in Public Administration/ Management. Five (5) years' relevant experience of which 3 years should be at management

level (Assistant Director). A valid driver's license. Sound knowledge of Finance, Human Resources Management, Human Resource Development, Supply Chain Management, Employee Relations, Employee Health and Wellness, Security and Records Management, Transport, Maintenance and other Auxiliary Services. Knowledge of applicable Public Service prescripts. Good interpersonal, communication and team work skills. Training in Walker/BAS/PERSAL system. Computer literacy.

DUTIES : Plan, organize and manage hospital corporate services for effective service delivery. Provide strategic and operational leadership in hospital administrative services. Manage key deliverables for the Supervisees and critical components of the units in administrative support services. Provide leadership on workplace Labour Relations and to ensure corporate governance. Establish and maintain aligned commitment to the hospital vision within and in the immediate environment of the hospital. Liaise with all stakeholders and develop sound relations, including the governance structure, NGO's and organized Labour. Formulate and implement the most appropriate management arrangements. Ensure that financial service delivery and quality targets are met in terms of comprehensive hospital based health care service in terms of the Public Finance Management Act. Ensure sound policies and procedures are in place.

ENQUIRIES : Mr N Maibi Tel No: 053 928 0500

POST 46/543 : **OPERATIONAL MANAGER NURSING: SPECIALTY (PRIMARY HEALTH CARE) REF NO: 03/2022/11**

SALARY CENTRE : R588 378 per annum, (plus benefits)
 : Bojanala District: Kgetleng Sub-District (X1 Post)
 : Moses Kotane Sub-District (X3 Posts)
 : Rustenburg Sub-District (X1 Post)
 : Ngaka Modiri Molema District: Mahikeng Sub-District (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, 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 R48 in the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable nursing experience 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, Strategies and Legislations applicable to Health. Ability to work extended hours. Computer literacy.

DUTIES : 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.

ENQUIRIES : Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
 : Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)

POST 46/544 : **OPERATIONAL MANAGER NURSING: GENERAL REF NO: 04/2022/11 (X4 POSTS)**

SALARY CENTRE : R464 466 per annum, (plus benefits)
 : Greater Taung Sub District

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 SANC as a Professional Nurse. A minimum of 7 years

- appropriate/recognisable nursing experience 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 N Maibi Tel No: 053 928 0500
- POST 46/545** : **CLINICAL PROGRAMME COORDINATOR: HIV/AIDS REF NO: 05/2022/11**
- SALARY** : R464 466 per annum, (plus benefits)
CENTRE : Kgetleng Sub District
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 for the registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Shortlisted candidates are required to submit current proof of registration as a Professional Nurse. A valid driver's license. Computer literacy.
- DUTIES** : Coordinate HIV/AIDS programme in the Sub District. Monitor and evaluate the programme. Compile reports (monthly, quarterly and annually). Develop and prepare operational plans. Conduct programme review and supervisor visits to all facilities. Provide in service training comprehensive HIV/AIDS management and treatment plan. Plan and conduct community awareness campaign.
- ENQUIRIES** : Mr E Mmusi Tel No: 014 592 8906
- POST 46/546** : **CHIEF NETWORK CONTROLLER REF NO: 06/2022/11**
- SALARY** : R331 188 per annum, (plus benefits)
CENTRE : Provincial Office (Mmabatho Medical Stores)
REQUIREMENTS : National Diploma/Bachelor's Degree in Information Technology/ Computer System Engineering/ Information Systems. Five (5) years' relevant experience of which two (2) years should be at supervisory level in Information Technology environment. A valid driver's license. Knowledge of ICT Policy interpretation. Good understanding of different ICT (Hardware and Software) protocols and implementation. Implementation of ICT (Hardware and Software) security measures. Conversant with ICT technical terminology. Good understanding on administration of ICT Systems. Skills: Technical support skills. Resource management (time, cost human and technology) skills. Team player. Good communication (written and verbal). Policy implementation. Negotiation skills. Excellent interpersonal relations. Attributes: Ability to work extra hours. Ability to adhere to response time and deadlines.
- DUTIES** : Ensure departmental System Administration. Implement ICT System governance in the Depot. Document database configuration and architecture. Liaise with internal and external stakeholders to provide technical support. Monitor, analyse and report on system performance. Identify system risks and opportunities. Create and verify backup and implement disaster recovery plan. Render preventative maintenance on ICT infrastructure. Participate in Information Systems security and disaster recovery management. Contribute to building capacity within ICT technical stream and System users. Participate in Information systems security and disaster recovery management. Maintain integrity of the network, server deployment and security. Installation and management of servers. Provide support on software issues. Facilitate training for users. Ensure policy alignment. Perform System assessment and review. Maintain daily monitoring of network connectivity to perform monthly update of pharmaceutical data. Oversee inventory management of software and hardware components. Supervision of KPA's of supervisees.
- ENQUIRIES** : Mr K.J Maleme Tel No: 018 384 4838/9

<u>POST 46/547</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 07/2022/11</u>
<u>SALARY CENTRE</u>	:	R331 188 per annum, (plus benefits) Moses Kotane Sub-District, Kgetleng Sub-District, Madibeng Sub-District & Koster Hospital.
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Commerce/Economics/Financial Management. Five (5) years relevant experience in Financial Management/Internal Auditing of which 2 years should be at supervisory level. A valid driver's license. Knowledge and experience of financial management and Supply Chain Management. Good Communication skills and interpersonal relations. Knowledge of the PFMA, Treasury Regulations, DORA and Public Sector Financial Policies. Knowledge of WALKER and BAS Financial System. Computer literacy.
<u>DUTIES</u>	:	Manage financial procedures of the organizational units, including accounts, financial planning and budgets. Report on budget deviation, cost control and cost analysis programmes, audit expenditure in all sections, compile monthly and annual reports and shortcomings. Verify correct allocation of expenditure and correct misallocations. Reconciliation of creditors accounts. Processing of journals. Manage revenue collection, manage Supply Chain Management. Respond to audit queries. Manage KRA's of supervisees in the unit.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 46/548</u>	:	<u>SENIOR ADMINISTRATION OFFICER (HUMAN RESOURCE MANAGEMENT) REF NO: 08/2022/11</u>
<u>SALARY CENTRE</u>	:	R331 188 per annum, (plus benefits) Bojanala District Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/Management. Five (5) relevant experience in Human Resource Management of which two (2) years should be at supervisory level. A valid driver's license. Knowledge and experience of Human Resource Management. Good interpersonal relations and communication skills. Knowledge of relevant Acts, Public Service Regulations 2016 and Policies. PERSAL Certificates (Personnel, Leave and Salary Administration). Computer literacy.
<u>DUTIES</u>	:	Administer compensation for employees, salary progression, leave and conditions of service benefits. Ensure compliance with policies. Administer PMDS for the District Office. Oversee recruitment and selection process in the District Office. Assist in career planning and utilization of personnel. Supervise and draw up an annual HR Plan. Supply management with information pertaining to establishment. Approve PERSAL transactions. Respond to audit queries. Manage KRA's of supervisees in the unit.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 46/549</u>	:	<u>SENIOR TRAINING OFFICER REF NO: 09/2022/11</u>
<u>SALARY CENTRE</u>	:	R331 188 per annum, (plus benefits) Bophelong Psychiatric Hospital
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Human Resource Development/Management of Training/ Human Resources Management. Five (5) years' experience in Training and Development (HRD) of which two (2) years should be at supervisory level. A valid driver's licence. Sound knowledge of Skills Development and Public Service Legislations and Framework. Skills: Proven skills in data analysis and report writing. Good communication skills (verbal and written), presentation skills, training coordination, budgeting and financial skills. Ability to interpret directives. Ability to work in a team and independently and maintain confidentiality. Willingness to travel. Computer skills.
<u>DUTIES</u>	:	Facilitate the development and effect implementation of Workplace Skills Plan (WSP) and Departmental Training Plans. Coordinate Departmental training programmes. Coordinate departmental internships, work integrated learnership mentorship programmes. Conduct workshops, departmental induction and orientation programmes. Implement and facilitate compulsory induction programme to new entrants into public service. Administer departmental fulltime and part time bursaries. Coordinate AET and FET programmes. Administer Departmental recognition of improved qualification directive. Maintain training database and capture information on PERSAL. Compile monthly/ quarterly training reports and annual reports. Handle external

	:	enquiries related to skills development, serve as scribe during skills development meetings. Manage Key Responsibility Areas of staff. Ms D.I Garegae Tel No: 018 383 2005
<u>ENQUIRIES</u>	:	
<u>POST 46/550</u>	:	<u>CHIEF ACCOUNTING CLERK: REVENUE REF NO: 10/2022/11</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Ganyesa District Hospital & Christiana Hospital
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Financial Management. Two (2) years' experience in Finance. A valid driver's license. Good communication skills and interpersonal relations. Knowledge in Finance/Revenue, Walker/PAAB, Acts, Public Finance Management Act, Public Service Regulations 2016 and Policies. Computer literacy.
<u>DUTIES</u>	:	Ensure that Revenue is collected timeously. Ensure that banking is done daily. Complete reconciliation of revenue and banking. Compile monthly electronic billing, transaction reports. Capturing of patient details on PAAB. Reconciliation of Walker/PAAB receipts. Follow up outstanding debtors/creditors accounts.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 46/551</u>	:	<u>ADMINISTRATION OFFICER (AUXILIARY SERVICES) REF NO: 11/2022/11</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Rustenburg Sub-District
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Public Administration/ Management. Two (2) years relevant experience in Auxiliary Services. A valid driver's license. Knowledge of MISS. Good interpersonal relations. Computer literacy.
<u>DUTIES</u>	:	Manage KRA's of Subordinates. Supervision of Auxiliary Services (Cleaning and Switchboard operator). Monitor cleanliness of Sub-District Offices. Liaise with contractual companies (Switchboard, Hygiene Services, Photocopier Machines and Sub-District Office maintenance). Ordering of cleaning material and stationery. Ensure safekeeping of duplicate office keys as key custodian of the Office. Implement sufficient administrative measures to ensure efficient functioning of the Offices. Perform any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 46/552</u>	:	<u>PERSONNEL PRACTITIONER (LABOUR RELATIONS) REF NO: 12/2022/11</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Naledi Sub-District & Kagisano Molopo Sub-District
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Labour Relations/ Labour Law. Two (2) years relevant experience in Labour Relations. A valid driver's license. An in depth understanding of Labour Relations Act, DPSA Collective Agreements etc. Extensive experience in handling Labour Relations matters and formulation of charges. Knowledge of Public Service Legislation, Regulations and Codes and report writing skills. Excellent communication and negotiation skills. Computer literacy.
<u>DUTIES</u>	:	Render all services on Labour Relations issues within the Sub District. Give advice regarding grievances, discipline and misconduct. Facilitate and coordinate disputes in accordance with reconciliation and arbitration process. Provide statistics and keep records of grievances and misconduct cases. Administer disciplinary cases, disputes appeals. Develop and implement actions for the promotion of sound Labour Relations. Manage and monitor proper implementation of Labour Unions in the institution. Provide training on new disciplinary codes.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 46/553</u>	:	<u>SENIOR COMMUNITY LIAISON OFFICER REF NO: 13/2022/11</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Moretele Sub-District
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Health Sciences/Social Sciences. Two (2) years' experience working with Non-Governmental Organizations (NGO's) and Non Profit Organisations (NPO's). A valid driver's license. Project Management experience is essential. Extensive knowledge in Community Health Worker Programme (CHW) and Expanded Public Works Programme

		(EPWP). Computer literacy, Communication and report writing skills. Knowledge of PFMA.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 46/554</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 14/2022/11</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Madibeng Sub-District
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Supply Chain Management/ Public Administration/ Management. Two (2) years' relevant experience in Supply Chain Management. A valid driver's license. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of the Public Finance Management Act.
<u>DUTIES</u>	:	Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Assess staff performance. Maintain discipline in the Unit.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906
<u>POST 46/555</u>	:	<u>PERSONNEL PRACTITIONER REF NO: 15/2022/11</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Madibeng Sub-District
<u>REQUIREMENTS</u>	:	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. Good communications, interpersonal relations, planning, organizing and writing skills. Persal Certificates (Personnel Administration, Leave Administration and Salary Administration). Ability to interpret Policies and Legislation. 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 and Development System. Computer literacy.
<u>DUTIES</u>	:	Administer compensation for employees, salary progression, leave and conditions of service benefits. Ensure compliance with policies. Compile workplans in terms of PMDS in the unit. Assist in career planning and utilization of personnel. Supervise and draw up an annual HR Plan. Supply management with information pertaining to establishment. Recruit and select staff. Manage KPA's of supervisees.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906

- POST 46/556** : **STATE ACCOUNTANT REF NO: 16/2022/11**
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Schweizer Reneke Hospital
- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Internal Auditing/ Accounting/ Cost and Management Accounting. Two (2) years relevant experience in Financial Management. A valid driver's license. Sound knowledge of PFMA, Treasury Regulations, PPPFA, Financial Delegations, Provisioning Prescripts, SCOA and Administrative Procedures. Good Financial Management, problem-solving, communication as well as report writing skills. Computer literacy.
- DUTIES** : Manage KPA's of subordinates. Control all accounts payable with the relevant supporting documentation. Pre – audit all vouchers from institutions. Process payments on the Walker System. Monitoring payments on BAS. Attend to queries. Report irregular and wasteful expenditure. Accept any other responsibilities as assigned by supervisor.
- ENQUIRIES** : Mr N Maibi Tel No: 053 928 0500
- POST 46/557** : **PROVISIONING ADMINISTRATION OFFICER REF NO: 17/2022/11**
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Moses Kotane Hospital
- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Commerce/ Economics/ Logistics Management/ Finance. Two (2) years' experience in Supply Chain Management. A valid driver's license. Knowledge of BAS and WALKER. Knowledge of Public Finance Management Act, Treasury Regulations and other Supply Chain Management/ Finance related Prescripts. Project Management, Interpersonal Relations, Communications (written and verbal), organizing and supervisory skills. Computer literacy.
- DUTIES** : Facilitate implementation of Supply Chain Management and Asset Management Policies and guidelines. Management of assets/inventory of the hospital. Develop and update assets register for the hospital. Develop the Hospital asset maintenance plan. Ensure that procurement of Goods and services is done in accordance with prescribed SCM prescripts. Facilitate asset/inventory deliveries by suppliers and handling of donations. Ensure functional Supply Chain Management Committees (Loss control, Board of survey etc.) Control and manage linen stock level in the laundry. Compile monthly/quarterly and half yearly reports. Manage KPA's of subordinates. Perform any other duties as delegated by the authorities.
- ENQUIRIES** : Mr E Mmusi Tel No: 014 592 8906
- POST 46/558** : **PERSONAL ASSISTANT REF NO: 18/2022/11**
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Provincial Office: Office of the Principal North West College of Nursing
- REQUIREMENTS** : 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.
- DUTIES** : Serve as the office manager and assume full responsibility for the corporate image of the office of the Principal North West College of Nursing. Provide secretarial services and administrative support to the office of the Principal North West College of Nursing. Organize and manage the office of the Principal North West College of Nursing's daily and weekly schedules. Receive, analyse and interpret correspondence for channelling to appropriate offices as required by the Principal North West College of Nursing. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement procedures within the office of the Principal North

		West College of Nursing. Organize meetings, workshops and travelling for the Principal North West College of Nursing. Assist in the compilation of the written reports and power point presentations. Serve as the official link between the Principal North West College of Nursing and other Stakeholders.
<u>ENQUIRIES</u>	:	Ms E Nkhumane Tel No: 018 391 4210
<u>POST 46/559</u>	:	<u>COMMUNITY LIAISON OFFICER: NUTRITION REF NO: 19/2022/11</u>
<u>SALARY</u>	:	R218 064 per annum, (plus benefits)
<u>CENTRE</u>	:	Mamusa Sub-District
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Health Science. Two (2) year's relevant experience. Ability to work with Youth and Community. Understanding issues related to Nutritional needs, BMI, STI, HIV/AIDS, TB and presentation.
<u>DUTIES</u>	:	Coordinate Nutrition Programmes and serve in various facilities. Act as resource and consultancy for Nutrition program. Ensure proper implementation of the program. Provide quality primary health care services through DHS, APP, DHIS. Monitor, support and develop staff on the program. Community involvement and capacity building collaboration with other programs.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 46/560</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) REF NO: 20/2022/11</u>
<u>SALARY</u>	:	R217 854 - R313 278 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</u>	:	Potchefstroom Hospital & Klerksdorp/ Tshepong Hospital Complex (X2 Posts)
<u>REQUIREMENTS</u>	:	Post-basic Pharmacist Assistant qualification that allows registration with the South African Pharmacy Council as a Pharmacist Assistant (Post-basic). Shortlisted candidates are 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 to wards 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 K.D Molatudi Tel No: 018 293 4418 (Potchefstroom Hospital) Mr A Mlambo Tel No: 018 406 4600 (Klerksdorp/Tshepong Hospital Complex)
<u>POST 46/561</u>	:	<u>STAFF NURSE REF NO: 21/2022/11</u>
<u>SALARY</u>	:	R179 172 – R311 361 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as Enrolled Staff Nurse
<u>CENTRE</u>	:	Moses Kotane Hospital, Mafikeng Provincial Hospital (X3 Posts) Potchefstroom Hospital Joe Morolong Memorial Hospital (X2 Posts) Klerksdorp/ Tshepong Hospital Complex
<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 SANC as an Enrolled 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.
- ENQUIRIES** : Mr E Mmusi Tel No: 014 592 8906 (Moses Kotane Hospital)
Mr J Lolwane Tel No: 018 383 6700 (Mafikeng Provincial Hospital)
Mr K.D Molatudi Tel No: 018 293 4418 (Potchefstroom Hospital)
Mr A Mlambo Tel No: 018 406 4600 (Klerksdorp/Tshepong Hospital Complex)
Mr M.S Montshiwagae Tel No: 053 928 9100 (Joe Morolong Memorial Hospital)
- POST 46/562** : **NURSING ASSISTANT REF NO: 22/2022/11**
- SALARY** : R138 549 – R240 777 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.
- CENTRE** : Bophelong Psychiatric Hospital X2, Witrand Hospital & Klerksdorp/ Tshepong Hospital Complex
- REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a Nursing Assistant (Enrolled Nursing Assistant). Shortlisted candidates are 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** : Ms Garegae Tel No: 018 383 2005 (Bophelong Psychiatric Hospital)
Ms K.P.J Ngakane Tel No: 018 294 9100 (Witrand Hospital)
Mr A Mlambo Tel No: 018 406 4600 (Klerksdorp/Tshepong Hospital Complex)
- POST 46/563** : **PHARMACIST ASSISTANT (BASIC) REF NO: 23/2022/11**
- SALARY** : R128 589 – R238 212 per annum, (plus benefits)
- CENTRE** : Bojanala District: Moses Kotane Hospital, Rustenburg Sub-District, Ngaka Modiri Molema District: Tswaing Sub-District X2
Final salary will be determined by the appropriate/recognizable years of experience after registration with the South African Pharmacy Council as a Pharmacist Assistant (Basic)
- REQUIREMENTS** : Basic Pharmacist Assistant qualification that allows registration with the South African Pharmacy Council as a Pharmacist Assistant (Basic). Shortlisted candidates will be required to submit current proof of registration with the South African Pharmacy Council as Pharmacist Assistant (Basic).
- DUTIES** : Control supply and provisioning of stock to wards 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.
- ENQUIRIES** : Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)