

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: The Directorates - Dr Ruth Segomotsi Mompoti District : The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
The Directorate - Structured Agricultural Education & Training (Taung Agricultural College): The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa
The Directorate - Structured Agricultural Education & Training (Potchefstroom Agricultural College): The District Director, Dr Kenneth Kaunda District Services, P.O.Box 804, Potchefstroom, 2520, for attention of Ms C Hilderbrand
All other posts for Mahikeng - Head Office and State Veterinarians, The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Directorate: Human Resource Management, Private Bag X2039, Mmabatho 2735, for the attention Mr. I.O. Molale or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Road, Mmabatho.
- CLOSING DATE** : 23 March 2023
- NOTE** : This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. A recently updated, comprehensive CV as well as three contactable referees should accompany the completed and signed form Z83. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Candidates who have previously applied for the positions are encouraged to re-apply.

MANAGEMENT ECHELON

- POST 08/532** : **CHIEF DIRECTOR: AGRICULTURAL DEVELOPMENT SERVICES REF NO: NWDARD 01/02/23**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Mahikeng - Head Office
- REQUIREMENTS** : National Senior Certificate (Grade 12) An appropriate undergraduate qualification in Agriculture and a post graduate qualification (NQF level 8) in Agriculture and/or Developmental or Public Management/Administration Studies as recognised by SAQA. A minimum of 8 year's management experience at a senior management level preferably in the Public Service

Advance knowledge of global, regional, local, political, economic and social agricultural issues that impact on the North West Province Knowledge of Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, Public Service Regulations, and all related Public Service legislation Financial Management skills Programme and Project Management skills Research, monitoring and evaluation skills Communication (written and verbal) skills Knowledge of writing high-level correspondence Computer skills Strategic planning and reporting procedure skills Policy analysis, interpretation and implementation skills Dynamic strategic capability and leadership In-depth knowledge of the operational environment of the Agricultural Sector and its service delivery imperatives Ability to communicate across all sectors Willingness to travel and work irregular hours A valid and unendorsed driver's licence.

DUTIES

: Direct, manage and provide support to farmers through the implementation of Agricultural Development Programmes/Initiatives through the Comprehensive Agriculture Support Programme (CASP), Illima-Letsema, etc. in relation to, inter alia: Livestock, Crop, Aquaculture, Horticulture production, Post Settlement Land Reform and Irrigation process Develop, promote and implement policy frameworks, norms and standards to support sustainable Livestock, Crop, Aquaculture, Horticulture production, Post Settlement Land Reform and Irrigation systems Ensure effective monitoring, evaluation and impact assessment of Livestock and Crop production, Aquaculture, Irrigation and Horticulture systems and trends Directing and managing the provision of Extension and Advisory Services and Producer Support services to farmers with regards to Livestock, Crop, Aquaculture, Horticulture production, Post Settlement Land Reform and Irrigation in Province Managing and providing support to smallholder and commercial producers for sustainable agricultural development in relation to production, finance and marketing Support, advise and coordinate the implementation of pillar one of the Integrated Food Security Strategy of South Africa and manage the provision of Food Security Services *Provide inputs into Strategic and Annual Performance Plans of the Department. Compile a credible budget for the Chief Directorate and monitor and control expenditure trends of the Chief Directorate Contribute towards unqualified audit reports Manage the human, financial and other resources of the Chief Directorate.

ENQUIRIES
NOTE

: Ms Y Modubu Tel No: (018) 389 - 5638/5775
 : The remuneration package for the above - mentioned post consist of a basic salary (70%) and employer's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines. Candidates shortlisted for the above - mentioned post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance and vetting, the signing of performance agreement and employment contract with the Head of Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subjected to personnel suitability checks (criminal record check, citizenship verification, financial/ asset record checks, qualification/study verification and previous employment verification/reference checks and security vetting. The Department reserves the right not to make appointment for the above advertised post. The successful candidates will sign a performance agreement with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

OTHER POSTS

POST 08/533 : **DEPUTY DIRECTOR: AGRO-PROCESSING SUPPORT REF NO: NWDARD 11/02/23**

SALARY CENTRE REQUIREMENTS : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Mafikeng
: Grade 12 certificate plus a 4 year BSc. Agricultural Economics or recognized qualification A postgraduate degree in the same field will be an added advantage Minimum of five (5) years experience in the Agricultural economics environment of which three (3) years should be at Assistant Director level in the agricultural economics environment Sound knowledge of the provincial Agro-Processing strategy Sound understanding of project management Understanding of Division of Revenue Act(DORA), Public finance Management Act, Treasury regulations and or other government related prescripts Knowledge and understanding of the North West Agricultural Sector, Economy and priority economic sectors Computer literacy Quantitative capacity Research management, Presentation skills Strategic capability and problem solving Human Resource Management Communication Skills A valid Driver's license.

DUTIES : Manage and coordinate policy and strategies development and implementation thereof Manage the development of agro-processing and investment promotion instruments, including digital and online instruments Implementation and popularization of the AGRIBEE sector code Rendering specialized advisory service on agro-processing enterprise Facilitate capacity building for agro-processors Facilitate the registration of agricultural cooperatives Establish partnerships to support Agro-Processing and investment promotion programmes and projects Management of cooperatives data base Develop Sub-Directorate budget plan Manage Sub-Directorate budget Manage subordinates.

ENQUIRIES : Mr M Setlhabi Tel No: (018) 389 5647

POST 08/534 : **DEPUTY DIRECTOR: ANIMAL HEALTH DKK DISTRICT REF NO: NWDARD 04/02/23**

SALARY CENTRE REQUIREMENTS : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Potchefstroom
: An appropriate BVMCh or BVSc and registration with the South African Veterinary Council An understanding of the of the application of the Animal Diseases Act (Act 35 of 1984 An understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of import and export facilitation protocols An understanding of the Animal Eradication Schemes of South Africa (TB and CA Schemes) Good knowledge and understanding of departmental Flagship Projects and action support needed thereof Computer literacy A valid driver's license.

DUTIES : Coordination of the provision of risk assessment of potentially hazardous situation in the area that involve animal health The incumbent will therefore be responsible for: Coordinating the Brucellosis Scheme in the District Coordinating the assessment of the prevalence of TB in the area and instituting the necessary control measures Facilitating participation in the departmental Primary Animal Healthcare (PAHC) programme through necessary secondary intervention Coordinating the conducting of risk assessment on all commodities that are destined for export Ensuring compliance of all imported commodities arriving in the District Coordinating inspection and registration of all facilities that intend to export commodities out of South Africa Preparing the District Office's operational budget requirements and inputs into the Regional MTEF budgets Preparing work statistics and data management Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary Office (PMDS) Reporting to the Director: Veterinary Services.

ENQUIRIES : Dr L S Madyibi Tel No: (018) 389 5102/5057

POST 08/535 : **DEPUTY DIRECTOR: VETERINARY TRADE FACILITATION REF NO: NWDARD 05/02/23**

SALARY CENTRE : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Mafikeng

REQUIREMENTS : An appropriate BVMCh or BVSc and registration with South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of the Import and Export facilitation protocols A good understanding of Veterinary Procedural Notices (VPN) A good knowledge and understanding of the Departmental flagship Projects and action support needed thereof. Computer literacy. A Valid Drivers' license.

DUTIES : Manage the facilitation of export and import functions Regulate and monitor compliance of export facilities in the province and enforce their compliance to the relevant Act Co-ordinating the auditing of export facilities in the province Co-ordinating the assessment of compliance of border export office Facilitating the export commodities through ensuring compliance with import requirements of foreign countries Co-ordinate conduction of risk assessment on all commodities that are destined for export Ensure compliance of all import commodities arriving in the district Co-ordinating inspection and registration of all facilities that intend to export commodities out of South Africa and maintain their database To compile a quarterly performance report according to the APP and provide accompanying portfolio of evidence Preparing the district office operational budget requirements and inputs into the Regional MTEF budget Preparing the work statistics and data management Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS) Reporting to the Director Veterinary Service.

ENQUIRIES : Dr. L. Madyibi Tel No: (018) 3895102/5057

POST 08/536 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NWDARDO 02/02/23**

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive package)
: Head office – Mahikeng
: A 3 year Degree/National Diploma in Financial Management (NQF level 7) with Financial Accounting as one of the major subjects A minimum of five (5) years' experience in Financial Management Environment of which three (3) should be at Assistant Director in Financial Accounting Environment within the Public Service Good verbal and written communication skills In-depth knowledge and understanding of applicable legislation, policies, practices and procedures governing government finances Good command of Excel, PowerPoint and Word packages Ability to deal with tight deadlines Have creative and innovative skills ability to plan and coordinate activities within the component Problem solving and decision making skills. Project management skills Understanding of government financial reporting framework Thorough knowledge Governmental financial systems A valid Driver's license. Ability to write reports and submissions as well as to compiling presentations.

DUTIES : Ensure compliance to financial policies and prescripts by implementation of Internal Controls and Safeguarding of financial records Ensure that creditors are paid within 30 days Manage salary and tax administration including third party payments Identify possible financial risks within the component and mitigate Prepare and analyse monthly and quarterly financial reports (external/internal) Ensure debts are recovered in line with applicable prescripts Resolve BAS and PERSAL Exceptions on daily basis Develop systems to prevent incurrence of fruitless expenditure Coordinate the review of Trial Balance on monthly basis Liaise and clear all bank related issues with departmental banker, provincial treasury and departmental clientele on regular basis Compile Quarterly and Annual Financial statements as well as accompanying audit file Review monthly reconciliations of payments (salaries & creditors) and control accounts. Monitor ageing transactions for Debtors and Creditors and resolve long outstanding issues accounts Manage and resolve all audit related issues Provide support to the districts offices Manage and direct the financial accounting staff.

ENQUIRIES : Mr G.K Duiker Tel No: (018) 389 5662

POST 08/537 : **DEPUTY DIRECTOR: SYSTEM CONTROL (BAS) REF NO: NWDARD 03/02/23**

SALARY CENTRE : R766 584 per annum (Level 11), (all-inclusive package)
: Head Office - Mahikeng

REQUIREMENTS : A 3 year Degree/National Diploma in Financial Management (NQF level 7) with Financial Accounting as one of the major subjects A minimum of five (5) years' experience in Financial Management Environment of which three (3) should be at Assistant Director in Financial Accounting Environment within the Public Service Extensive knowledge of BAS system. Good verbal and written communication skills In-depth knowledge and understanding of applicable legislation, policies, practices and procedures governing government finances Good command of Excel, PowerPoint and Word packages Ability to deal with tight deadlines Have creative and innovative skills ability to plan and coordinate activities within the component Problem solving and decision-making skills. Project management skills Understanding of government financial reporting framework A valid Driver's license. Ability to write reports and submissions as well as to compiling presentations.

DUTIES : Implement, assess and maintain BAS, Implement and maintain security measures, Maintain department code structure in accordance to SCoA and monitor changes thereof, Liaise with National Treasury on new updates and facilitate BAS system release Maintain departmental parameters and advising users on existing measures, Monitor and report performance of inter-linked systems (BAS, Walker, PERSAL, bankserv), Monitor interface processes between systems and clearing of exceptions, Provide user support and coordinate training for the department BAS and Walker users, Reporting, monitoring and attending to audit queries, Resolve all the risks associated to the systems, *Provide quarterly and annual financial statements schedules and reports and facilitate monthly Trial Balance Review.

ENQUIRIES : Mr M.D Mompei, tel: (018) 389 5094

POST 08/538 : **STATE VETERINARIAN REF NO: NWDARD 06/02/23 (8 POSTS)**

SALARY CENTRE : R766 584 per annum (Level 11), (all-inclusive remuneration package)
: Mafikeng, Tswaing,
Lekwa-Taemane
Molopo/Bray
Mamusa
Madibeng
Kgetleng
Matlosana State Veterinary Offices

REQUIREMENTS : An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) An understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of the Import and Export facilitation protocols Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes) A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof Computer literacy Valid driver' s license.

DUTIES : To provide risk assessment of potential hazardous situations in area that involve Animal Health Managing and Co-ordinating the Brucellosis Scheme in the State Veterinary area Assessing the prevalence of TB in the area and instituting the necessary control measures Participating in the Departmental Primary Animal Health Care (PAHC) project through providing necessary secondary intervention function Conducting risk assessment on all commodities that are destined for export Ensure compliance of all imported commodities arriving in the State Veterinary area Inspecting and registering all facilities that intend to export commodities out of South Africa Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets Preparing the work statistics and data management Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS) Reporting to line function manager.

ENQUIRIES : Dr LS Madyibi Tel No: (018) 389 - 5102/5057

POST 08/539 : **STATE VETERINARIAN CLINICAL REF NO: NWDARD 07/02/23 (X1 POST)**

SALARY CENTRE : R766 584 per annum (Level 11), (all-inclusive remuneration package)
: Bojanala Clinical Veterinarian

REQUIREMENTS : An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) An understanding of the Meat Safety Act

		(Act 40 of 2000) A good understanding and knowledge of the clinical and surgical procedures. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes) A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof Computer literacy Valid driver's license.
<u>DUTIES</u>	:	Manage the implementation of Compulsory Community Service (CCS) for Veterinarians Monitor and maintain the registration and compliance of CCS clinics in the North West. Manage procurement and inventory of CCS clinic drugs stores. Draw up a budget and drug specifications for CCS Vets clinics. Manage procurement and re-stocking of CCS clinics instruments and equipment. Managing the mentoring of CCS Veterinarians program. Manage resolution of shortcomings emanating from CCS clinics report and address them. Design a mentoring schedule/ program for a particular year for North West. Visit CCS clinics and hold meetings with them. Manage reporting of CCS Vets activities to DALRRD and for North West. Organise welcoming and farewell of incoming and exiting CCS cohorts. Ensure smooth absorption and orientation of CCS cohort with DALRRD. Report to the provincial co-ordinator of CCS program.
<u>ENQUIRIES</u>	:	Dr LS Madyibi Tel No: (018) 389 - 5102/5057
<u>POST 08/540</u>	:	<u>STATE VETERINARIAN LABORATORY REF NO: NWARD 08/02/23 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package)
	:	Vryburg Laboratory
	:	An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) An understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of the ISO 17025 principles Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes) A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof Computer literacy Valid driver' s license.
<u>DUTIES</u>	:	Managing Sampling coordination for Controlled and Non-controlled diseases at a laboratory and production of test results Implementation of the ISO 17025 standard in Vryburg laboratory Implement policies for diagnostic and conducting epidemiological studies for the various diseases and districts according to required standards. Implement protocols for different test procedures according to ISO 17025 standards Managing the laboratory component of risk management of controlled/notifiable and non-controlled animal diseases (mastitis, zoonosis and food-borne illnesses included) for the benefit of State Veterinary component. Implementing and co-ordinating the development of epidemiological studies of emerging and prevalent diseases of the province for the benefit of NW Veterinary Services and the farming community. Write proposals to other sub-directorates for such studies Implement principles of the laboratory in maintaining and initiating accreditations and running of the laboratories Initiate research projects in areas of common disease interest and prevalent diseases. Preparing the laboratory operational budget requirements and inputs into the district MTEF budgets Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a laboratory (PMDS) Reporting to line function manager.
<u>ENQUIRIES</u>	:	Dr LS Madyibi Tel No: (018) 389 - 5102/5057
<u>POST 08/541</u>	:	<u>DEPUTY DIRECTOR: RURAL ENTERPRISES AND INDUSTRY DEVELOPMENT REF NO: NWARD 09/02/23</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive remuneration package)
	:	Mahikeng (Head Office)
	:	An appropriate four - year degree in Agriculture/Economics/Business Economics/Development Economics plus at least 5 years experience in rural enterprise and industry development working environment of which three years should be at Assistant Director level Working knowledge of the Public Sector Regulatory Framework Report writing, editing and analyzing skills Knowledge of agricultural and rural development sectors. Highly motivated and have ability to work independently A creative, teamwork, client focused, solution oriented,

		assertive and confident approach Demonstrate integrity, dedication, output and quality driven. Valid drivers license.
<u>DUTIES</u>	:	Coordinating and provisioning of economic marketing and value adding services regarding rural development Providing of business continuity support and advisory services regarding rural development Providing of social organisation, facilitation and/or support participatory process Facilitating of access to funding opportunities and professional advice Coordinating and support of the establishment and maintenance of relevant forums. Ensure effective planning, coordination and reporting of EPWP Environment and Culture Sector and Technical Implementation Forum. Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Malakia Mathabe Tel No: (018) 389 - 5157
<u>POST 08/542</u>	:	<u>DEPUTY DIRECTOR: DESIGNATED GROUPS REF NO: 10/02/23</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng (Head Office)
<u>REQUIREMENTS</u>	:	A recognized three (3) year's appropriate degree in Development Studies, social work, political science, economics or communication studies. A post graduate qualification in any of these fields will be an added advantage. Applicants must have a minimum of five years experience in facilitating and coordinating designated groups development programmes, including at least three years experience at a supervisory level. Sound knowledge and experience in Women, Youth, People with Disability Empowerment Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management knowledge and skills. Computer skills. Good Communication, interpersonal relations and facilitation skills. Stakeholder networking and organizational skills. Ability to work independently as well as in a team under extreme pressure. A valid drivers license.
<u>DUTIES</u>	:	Coordinating departmental youth development programmes and promoting rights of children in line with national and provincial policies Coordinating departmental women development and empowerment programmes in line with national and provincial policies Coordinate departmental projects for the elderly in line with national and provincial policies Coordinating departmental development programmes for people living with disability and promoting their rights in line with national and provincial policies Coordinating empowerment programmes and promoting rights of farmworkers and farm dwellers in line with national and provincial policies Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Malakia Mathabe Tel No: (018) 389 - 5157
<u>POST 08/543</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN, HR PLANNING AND SYSTEMS REF NO: NWDARD 12/02/23</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng - Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Human Resource Management Certificates in Job Evaluation and PERSAL staff establishment training in the public service and Org-plus training A minimum of six (6) years' experience in organizational development/ design environment and human resource planning of which three (3) years must be at in junior management (Assistant Director) level Computer literacy in MS Office packages Valid Driver's license Knowledge of organizational development, organizational design, job evaluation system, procedure and methods and human resource planning specifically in the public service Sound knowledge and understanding of human resource legislation in the public service. Good communication skills (verbal and written) Presentation, facilitation, report writing, planning and organizing skills Problem solving and project management skills.
<u>DUTIES</u>	:	Management of organisational design and development services Management of the business process mapping and improvement processes Development and facilitation of the organization structure processes Development of service delivery model Development and implementation of human resource plan Development and management of human resource delegation delegations and register Management of PERSAL control services and staff establishment

Facilitate the development and management of job descriptions and job description database Management and facilitation of job evaluation processes Manage the provision of operations management services and employee satisfaction survey Management of staff and development of policies Coordinate and consolidate the human resource management monthly, quarterly and annual reports.

ENQUIRIES : Y Modubu Tel No: (018) 389 – 5638

POST 08/544 : **LECTURER - SYSTEM ADMINISTRATOR REF NO: NWDARD 13/02/23**
(Re-advert)

SALARY : R331 188 per annum (Level 08)
CENTRE : Taung Agricultural College
REQUIREMENTS : National Diploma/ Degree (NQF 7) in Information Technology Information Systems/ Computer Science Minimum of 2 year's working experience in an administration environment Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records Good organising and interpersonal skills Good verbal and written communication skills.

DUTIES : Process enrolment and admission of student on the IT System Registration of relevant subjects per semester Generate proof of registration letters and proof of residence Print student cards Generate class lists per subject Process assessment outcomes on the IT system Create predicates and publish on the notice boards Generate and issue student progress reports Generate academic records /or transcripts Print certificates for graduates Prepare reports for council committees and management meetings.

ENQUIRIES : Ms OU Sebitloane Tel No: (018) 285 0700/10

POST 08/545 : **ARTISAN INSTRUCTOR (MECHANICS) REF NO: NWDARD 14/02/23**
(Re-advert)

SALARY : R269 214 per annum (Level 07)
CENTRE : Potchefstroom Agricultural College
REQUIREMENTS : Grade 12 plus an appropriate National Diploma or N6 qualification in Mechanical Engineering specializing in Diesel motor mechanics A valid and appropriate Trade Test Certificate as Diesel a Mechanics Minimum of three (3) years' relevant experience in artisan preferable in mechanics Extensive knowledge of agricultural farm implements and machinery Experience as a facilitator will be an added advantage Computer Literacy Good communication skills Good interpersonal relations Ability to transfer skills and knowledge A valid Driver's License.

DUTIES : Provide quality education and training to learners on trade skills programmes Facilitation of practical and theory lessons in both formal and non-formal programmes Carry out repairs and maintenance of college farm machinery and implements Manage college mechanical workshop and supervision of subordinates Fault diagnosing in tractors and machinery Facilitating tractor operation skills course Control assets and consumables Manage staff members Calibration and adjustment of implements prior to planting.

ENQUIRIES : Mr. T Aphane Tel No: (018) 299 0700/ 0713

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,
Mafikeng Provincial Hospital Private Bag X2031, Mafikeng 2745
Joe Morolong Memorial Hospital, Private Bag X 4, Vryburg, 8600
Klerksdorp/Tshepong Hospital Complex Private Bag XA14, Klerksdorp 2570
Job Shimankana Tabane Hospital Private Bag x 82079, Rustenburg, 0300
Dr Ruth Segomotsi Mompoti District Office Private Bag x 24, Vryburg, 8600
Ngaka Modiri Molema District Office Private Bag X 116, Mmabatho, 2735
Witrand Hospital, Private Bag x 253, Potchefstroom, 2520
Dr Kenneth Kaunda District Office Private bag A 2, Klerksdorp, 2570
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.
 Mr G.N Maibi, Dr Ruth Segomotsi Mompoti District Office
 Mr. E Mmusi, Bojanala District Office
 Mr S Mathoma, Potchefstroom Hospital
 Mr J Lolwane, Mafikeng Provincial Hospital
 Mr M.S Montshiwagae, Joe Morolong Memorial Hospital
 Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
 Ms G Tlhapi, Job Shimankana Tabane Hospital
 Ms N Motlhabane, Ngaka Modiri Molema District Office
 Ms K Ngakane, Witrand Hospital
 Mr P Kolokoto, Dr Kenneth Kaunda District Office

CLOSING DATE : 17 March 2023

OTHER POSTS

POST 08/546 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 01/2023/02**

SALARY : R766 584 per annum, (all-inclusive MMS package)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : National Diploma/Bachelor's Degree in Health Sciences. Five (5) years' relevant experience in Quality Assurance of which 3 years should be at Assistant Director Level. Experience in the quality improvement of clinical services and quality assurance. A valid driver's license. Computer literacy. Knowledge of the National Health Act, OHS Act, COIDA and PFMA. Innovative and self-driven. Excellent report-writing skills. Good interpersonal and organizational skills.

DUTIES : Ensure quality in the Hospital, including undertaking quality improvement activities. Develop strategies/plans and provide leadership in the development of quality improvement plans. Plan, manage, monitor and evaluate specific quality improvement in the Hospital. Identify gaps and draw action plan. Develop quality improvement policies and ensure implementation. Organize and participate in quality assurance structures of the institution.

ENQUIRIES : Ms G.T Tlhapi Tel No: 014 590 5500

POST 08/547 : **DEPUTY DIRECTOR: GOVERNANCE & TRADITIONAL HEALTH PRACTITIONERS REF NO: 02/2023/02**

SALARY : R766 584 per annum, (all-inclusive MMS package)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma /Bachelor's Degree in Business Management/ Public Administration/Management/Communications/Social Sciences. Five (5) years relevant experience of which 3 years must be at Assistant Director level. Proven planning, organizing, co-ordination, research, monitoring and evaluation, networking and problem solving skills. Knowledge and in-depth understanding of relevant legislations and prescripts in relation with Health Governance and Traditional Health Practitioners issues. Computer literacy. Knowledge of budgeting processes in the Public Service, PFMA, Treasury Regulations and Supply Chain Management Prescripts. Management and Leadership skills. Analytical and innovative skills. Good communication (both written and verbal) and interpersonal skills. Able to work independently and meet tight deadlines. Presentation and advanced report writing skills. A valid driver's license.

DUTIES : Coordinate Health Governance and Traditional Health Practitioners' (THP) programmes in the province and liaise with the national, district, sub-district and other Stakeholders. Develop plans, initiate projects and provide guidance to the Health Governance and Traditional Health Practitioners' Structures at all levels. Support the districts with the co-ordination and implementation of health governance and THP programmes and the relevant legislations. Compile monthly, quarterly and annual reports on departmental performance on the Health Governance and THP programmes. Compile the Strategic and Operational Plans in accordance with national and provincial goals and objectives. Assist with monitoring and evaluation to ensure the functionality and sustainability of the Health Governance and THP programmes in the department. Awareness raising and Capacity building of members of the health governance Structures at the districts, hospitals, sub-districts and other health institutions. Effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of personnel

in the Governance and Traditional Health Practitioners Unit. Willingness to travel extensively.

ENQUIRIES : Ms M Lerumo Tel No: 018 391 4183

POST 08/548 : **ASSISTANT MANAGER NURSING: SPECIALTY (OPERATING THEATER & CSSD AND HIGH CARE) REF NO: 03/2023/02**

SALARY : R642 942 per annum, (plus benefits)
CENTRE : Joe Morolong Memorial Hospital
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 SANC in terms of government notice no R212 in the relevant specialty. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. 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 reflected to the 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. Computer literacy. Good Communication, leadership qualities, organizing and planning and report writing skills. Be conversant with the ministerial priorities, ideal hospitals. Knowledge of Performance Management and Development System (PMDS).

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate understanding of HRM, HRD, Labour Relations, Finance, Supply Chain Management components. Manage the KRA of subordinates. Adhere to the legislative frameworks governing the Public Service and the Department of Health. Co-ordinate the nursing related duties. Assist Management in decision making.

ENQUIRIES : Mr M Montshiwagae Tel No: 053 928 0500

POST 08/549 : **ASSISTANT MANAGER NURSING: GENERAL REF NO: 04/2023/02**

SALARY : R588 378 per annum, (plus benefits)
CENTRE : Joe Morolong Memorial Hospital
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 SANC as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in Nursing after registration as professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A valid driver's license. Computer literacy. Good Communication, leadership qualities, organizing and planning and report writing skills.

DUTIES : Effective management and control of health programmes in line 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.

ENQUIRIES : Mr M Montshiwagae Tel No: 053 928 0500

POST 08/550 : **OPERATIONAL MANAGER: SPECIALITY (OBSTETRICS AND GYNAECOLOGY) REF NO: 05/2023/02**

SALARY : R538 378 per annum, (plus benefits)
CENTRE : Klerksdorp/Tshepong Hospital Complex
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 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 valid driver's license. Computer literacy. 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. Sound knowledge of Policies, Strategies and Legislations applicable to Health. Ability to work extended hours.

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 amicably, 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 Mlambo Tel No: 018 406 4600

POST 08/551 : **OPERATIONAL MANAGER: GENERAL REF NO: 06/2023/02**

SALARY : R464 466 per annum, (plus benefits)
CENTRE : Mahikeng Provincial Hospital (X4 Posts)
 Potchefstroom Hospital (X1 Post)
 Witrand Hospital (X2 Posts)

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

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. 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 J Lolwane Tel No: 018 383 6700 (Mahikeng Provincial Hospital)
 Mr K Molatudi Tel No: 018 293 4417 (Potchefstroom Hospital)
 Ms K.P.J Ngakane Tel No: 018 294 9100 (Witrand Hospital)

POST 08/552 : **CLINICAL PROGRAMME COORDINATOR: MCWH REF NO: 07/2023/02**

SALARY : R464 466 per annum, (plus benefits)
CENTRE : Dr Ruth Segomotsi Mompoti District Office
 Ngaka Modiri Molema District Office (X3 Posts)
 Bojanala District Office (X2 Posts)

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 SANC as a Professional nurse. A valid driver's license. 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. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication, writing and presentation skills.

		Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Ability to take initiative, make independent decisions and acquire new knowledge swiftly. Project management skills. Basic Financial Management. An understanding of the challenges facing the Public Health Sector.
<u>DUTIES</u>	:	Coordinate integrated implementation of MCWH plan in line with the District Health Plan at all levels. Monitor implementation of strategies contained in the District health programme plan. Evaluate MCWH programme performance in line with the set targets. Coordinate and promote strategies to ensure achievement of set targets. Liaise with other government sectors and NGOs on issues relating to MCWH. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community events, campaigns and surveillances that convey health messages and practices which support MCWH, PMTCT and Nutrition programme strategies. Coordinate maternal health services, mentorship, support ESMOE drills, contraception and fertility across the District. Coordinate and facilitate MCWH in-service trainings and workshops. Ensure that clinical audits are conducted in line with clinical governance.
<u>ENQUIRIES</u>	:	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) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
<u>POST 08/553</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 08/2023/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Mmabatho Medical Stores 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. Computer literacy. 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.
<u>DUTIES</u>	:	Overall supervision and management of administration functions. Supervision of KPA's of supervisees. Manage administration support services within the Depot which include: Human Resource Management and Auxiliary Services (i.e. transport and facilities 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 Depot and within the framework prescribed by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.
<u>ENQUIRIES</u>	:	Mr K.J Maleme Tel No: 018 384 4838
<u>POST 08/554</u>	:	<u>ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT & RISK QUALITY (SHERQ) REF NO: 09/2023/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Provincial Office, Mafikeng National Diploma/Bachelor's Degree in Safety Management/ Environmental Health. Five (5) year's relevant experience of which 3 years should be at supervisory level in Health and Safety environment. A valid driver's license. Experience in healthcare setting will be an added advantage. The following will serve as strong recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of the Public Service Regulations 2016 and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpersonal skills. Project Management skills. Analytical thinking, decision making and motivational abilities. Analytical report writing, presentation, planning and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Manage sectional budget and ensure proper procurement of services. Develop, implement and monitor compliance with Safety, Health, Environment and Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of Occupational Health and Safety

committee. Coordinate Occupational Health and Safety related training and continuous educational programs. Setup, manage and maintain database of occupational health and safety records. Compile regulatory reports on injuries on duty for Department of Labour and HOD and also advocate with the compensation commissioner on outcomes of employees IODs. Manage injury on duty records and ensure payment of service providers. Co-ordinate and integrate a disaster management contingency plan for the Department. Identify hazards and risks at the workplace and initiate appropriate actions. Organise occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality management system. Evaluate and analyse possible risk factors that may impact on the departmental compliance, in terms of environmental, health, safety and risk.

- ENQUIRIES** : Ms C Ratseane Tel No: 018 391 4372
- POST 08/555** : **ASSISTANT DIRECTOR: SUBSIDIZED MOTOR TRANSPORT REF NO: 10/2023/02**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: Provincial Office, Mafikeng
: National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Administration/ Logistics Management/ Public Administration/ Management. Five (5) years' experience in Government Subsidized Motor Transport of which 3 years should be in supervisory level. A valid driver's license. Computer literacy. Quality driven, ability to work independently and willing to work extensive hours. General knowledge in government subsidized motor transport, Transport policies, office Administration and filing systems. Planning skills, Organizing skills, time management, good communication and interpersonal relations. Report writing skills.
- DUTIES** : Ensure administration of government subsidized motor transport. Ensure analysis of subsidized motor transport utilization report, PERSAL Report and RT62 maintenance service provider report. Manage fleet operations budget and procurement of subsidized motor transport through the RT57 contract. 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 provide technical expertise, training of the transport officers, drivers and users of Government Subsidized Motor Transport. Ensure proper district asset and inventory management as well as records management.
- ENQUIRIES** : Mr J.G Pule Tel No: 018 391 4304
- POST 08/556** : **ASSISTANT DIRECTOR: PROGRAMME IMPLEMENTATION REF NO: 11/2023/02**
- SALARY CENTRE** : R393 711 per annum, (plus benefits)
: Dr Ruth Segomotsi Mompoti District Office
: Dr Kenneth Kaunda District Office
: Ngaka Modiri Molema District Office
- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Health Sciences. Registered with the South African Nursing Council. Five (5) years' experience in the field of HIV, AIDS, TB and/or MCWH of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Project and financial management skills.
- DUTIES** : Manage the District's HIV, AIDS, TB, MCWH and Nutrition clinical components. Develop and design relevant programme intervention and operational plans. Disseminate programme-specific guidelines. Capacitate health and non-health providers on all programme management clinical guidelines. Ensure adherence to the implementation of different programme guidelines. Participate in District Management Meetings. Provide support to the Sub-district and facilities on various programme interventions.
- ENQUIRIES** : Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
: Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)
: Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
- POST 08/557** : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: 12/2023/02**
- SALARY** : R393 711 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Dr Ruth Segomotsi Mompoti District Office
	:	National Diploma/ Bachelor's Degree in Public Administration/Management/Social Sciences. Five (5) years' relevant experience in the co-ordination of Special Programmes of which 3 years' should be at supervisory level. A valid driver's license. Computer literacy. Knowledge and understanding of Departmental processes, Special Programmes environment and relevant legislative/policy frameworks. Good communication and interpersonal relations. Report writing, presentation and facilitation skills and proactive problem solving skills. Good planning and coordination of activities/events. Ability to independently and meet deadlines. Knowledge and understanding of Budgeting processes in the Public Service, Public Finance Management Act, Treasury Regulations, Supply Chain Management and other related prescripts. Willingness to travel extensively.
<u>DUTIES</u>	:	Develop plans, initiate projects and support the implementation of the Special Programmes (Gender, Disability, Youth, Traditional Health Practitioners and Health Governance) in the department. Co-ordinate the activities/events and liaise with the departmental stakeholders at various levels. Provide support and assist with monitoring the functionality of the various Forums and Structures as well as ensuring effective implementation of all related policies and other relevant legislations at provincial and district level. Co-ordinate the workshops/training and capacity building programmes for various Forums and Structures of the Department. Compile monthly, quarterly and annual reports on the Departmental Performance of the Special Programmes activities. Ensure effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of staff.
<u>ENQUIRIES</u>	:	Ms M Lerumo Tel No: 018 391 4183
<u>POST 08/558</u>	:	<u>ASSISTANT DIRECTOR: ADVOCACY, COMMUNICATION AND SOCIAL MOBILISATION REF NO: 13/2023/02</u>
<u>SALARY CENTRE</u>	:	R393 711 per annum, (plus benefits)
	:	DR Kenneth Kaunda District Office
	:	Ngaka Modiri Molema District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Marketing/ Public Relations/ Advertising/ Events Management/ Public Health/ Health Promotions. Five (5) year experience in the fields of communications and Social mobilization or Health Promotion of which 3 years should be at supervisory level in HIV/AIDS, TB and/or MCWH/Nutrition. A valid driver's license. Computer literacy. Good communication skills (verbal and written). Project and financial management skills.
<u>DUTIES</u>	:	Manage and coordinate all the Districts advocacy, communications and social mobilization activities. Coordinate hosting of outreach programme within the entire District. Work closely with community mobiliser in encouraging communities to take active participation in health related matters. Coordinate and commemorate all programme calendar events and campaign. Market the programme within the communities. Distribute IEC material. Monitor programme performance.
<u>ENQUIRIES</u>	:	Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
<u>POST 08/559</u>	:	<u>IT PROJECT COORDINATOR REF NO: 14/2023/02</u>
<u>SALARY CENTRE</u>	:	R331 188 per annum, (plus benefits)
	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Five (5) years' experience in an ICT environment of which 2 years should be at supervisory level in ICT project management. A valid driver's license. Willingness to travel. Knowledge: Project management, problem solving, teamwork, presentation, written and verbal communication skills, time management.
<u>DUTIES</u>	:	Provide technical support and administration support to projects. Assist with the compilation of project documentation to support project processes. Participate in negotiating service Level Agreements. Keep accurate records of the project activities. Monitor performance and provide reports against the SLAs. Ensure implementation and compliance of IT policies. Track, monitor and implement audit findings related to IT. Compile specification and procure ICT equipment and services. Make preparations for meetings and workshops.

Compile minutes of project meetings, attend to other activities assigned by supervisor.

ENQUIRIES : MR H Metsileng Tel No: 018 391 4011

POST 08/560 : **SENIOR STATE ACCOUNTANT (REVENUE AND DEBT MANAGEMENT) REF NO: 15/2023/02**

SALARY CENTRE REQUIREMENTS : R331 188 per annum, (plus benefits)
: Provincial Office, Mafikeng
: National Diploma/ Bachelor's Degree in Commerce in Accounting / Economics / Financial Management. Five (5) years working experience within the Revenue and Debt Management environment of which 2 years should be at supervisory level. A valid driver's licence. Computer literacy. Skills: Ability to operate computer system, accounting skills, Communication Interpersonal relationships, Leadership qualities, meeting deadlines and targets assigned to adhering to policies. Knowledge of the following: BAS and PAAB Systems. Mathematical and Financial Accounting, Knowledge of revenue policy and procedures. Personal Attributes. Exceed all normal expectation, encourages and promoting flexibility. Supportive and proactive to team members Prioritizes work accordingly and do follow-ups.

DUTIES : Monitor BAS deposits capturing at various hospitals and perform a reconciliation of all the deposits. Process all necessary documents for transfer of revenue to Public Works and Provincial Treasury on a monthly basis. Monitor and supervise the preparation of EBT list and clear the unallocated deposits promptly. Perform age analysis of the departmental debt book and make follow ups on all the outstanding debt. Monitor and supervise the sales of tender documents in the Revenue office. Ensure that all procedures and processes are being adhered to in terms of cash collections and banking thereof. Facilitate the meetings with the external funders to resolve the outstanding debts.

ENQUIRIES : Mr. T Mere Tel No: 018 391 4362

POST 08/561 : **SENIOR STATE ACCOUNTANT REF NO: 16/2023/02**
(Security Management Directorate)

SALARY CENTRE REQUIREMENTS : R331 188 per annum, (plus benefits)
: Provincial Office, Mafikeng
: National Diploma/ Bachelor's Degree in Finance/ Financial Accounting/Cost and Management Accounting. Five (5) years relevant finance experience of which 2 years should be at supervisory level. A valid driver's licence. Computer literacy. Knowledge of basic Accounting Systems, Revenue Management processes, Financial Prescripts, Public Finance Management Act and Treasury Regulations. Understanding of PMDS and Sound Labour Relations, Computer literacy.

DUTIES : Management of the financial procedures of the organizational units including accounts, financial planning and budget. Report on the budget deviations, cost control and cost analysis programmes, ensuring compliance with the Finance Management Act in terms of MTEF budget process. Control all accounts payable with the relevant supporting documents, including reconciliation and confirmation of Walker/Bas payments reports. Monitor the financial transactions and pass the necessary journals. Audit expenditure of the institution. Prepare monthly and annual reports and report on shortcomings. Manage the KPA's of the subordinates. Respond to all the audit queries.

ENQUIRIES : Mr L.R Mtsabe Tel No: 018 391 4033

POST 08/562 : **CHIEF NETWORK CONTROLLER: INFORMATION TECHNOLOGY REF NO: 17/2023/02 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R331 188 per annum, (plus benefits)
: Provincial Office, Mafikeng
: National Diploma/ Bachelor's Degree in Information Technology. Five (5) years relevant experience in Desktop and Network Support Area of which 2 years should be at supervisory level. Certificate in A+ and N+ will serve as an added advantage. A valid driver's license. Knowledge of various operating systems e.g. Linux, Windows, Mac OS as well as a basic understating Office Productivity software such as Microsoft package and Novell applications. Certification in Network Engineer, Wireless Engineer, VoIP Fundamentals and

		ITL will be an added advantage. Good communication and interpersonal skills. Willingness to travel extensively.
<u>DUTIES</u>	:	Assist in cabling and network connectivity of facilities. Configuration and setup of network equipment. Participate in Information systems security and disaster recovery management. Assist in maintaining servers and network related infrastructure systems. Support VoIP systems. Provide on-site and remote technical IT support and maintain records of daily tasks. Install configure, upgrade, maintain and support desktop and network systems based on requests. Plan and coordinate major software and hardware deployment. Develop preventative maintenance procedures to avoid system failures and ensure maximum network uptime. Provide on the job training to new appointees and staff as needed. Oversee inventory management of software and hardware components.
<u>ENQUIRIES</u>	:	Mr H Metsileng Tel No: 018 391 4011
<u>POST 08/563</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROJECT COORDINATOR (ICT CONTRACT AND PROJECTS MANAGEMENT) REF NO: 18/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Five (5) years' experience in ICT environment of which 2 years should be in systems development. A valid driver's license. Experience in programme forms and implement script; project management. Willingness to travel extensively.
<u>DUTIES</u>	:	Develop and maintain departmental internet and intranet sites website, systems, create enhancements and modifications to the website, organise and maintain the site. Provide technical support and administration support to projects. Assist with the compilation of project documentation to support project processes. Compile systems requirement specification. Participate in negotiating and developing service Level Agreements and contracts. Keep accurate records of the project activities. Monitor performance and provide reports against the SLA's. Ensure implementation and compliance of IT policies. Develop and review standard operating procedures of systems. Track, monitor and implement audit findings related to IT systems and governance. Compile specification and procure ICT equipment and services. Ensure payments are processed for service rendered. Compile minutes of project meetings attend to other activities assigned by supervisor.
<u>ENQUIRIES</u>	:	Mr H Metsileng Tel No: 018 391 4011
<u>POST 08/564</u>	:	<u>SENIOR STATE ACCOUNTANT: RISK MANAGEMENT REF NO: 19/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Finance/Commerce/Risk Management. Five (5) years relevant experience in Risk Management of which 2 years should be at supervisory level. A valid driver's license. Computer literacy. Ability to interpret and apply policies. Job knowledge: Working knowledge of Prescripts and process applicable in Public Service i.e PFMA and Treasury Regulations, Labour Relations Act, Public Service Regulations 2016, Public Sector Risk Management Framework. Problem solving, written and verbal communication skills, interpersonal relationships, client orientation and customer focus. Ability to work in a team.
<u>DUTIES</u>	:	Implementation of Risk Management processes and strategies. Providing administration support within Sub-Directorate. Monitoring and evaluation of risk implementation progress. Conduct Operational Risk Assessments. Review and provide feedback on Risk Registers.
<u>ENQUIRIES</u>	:	Ms K Rankokwadi Tel No: 018 391 4262
<u>POST 08/565</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: FACILITY MANAGEMENT REF NO: 20/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelors' Degree in Commerce/ Financial Management/ Supply Chain Management/ Logistics Management. Five (5) years relevant experience in Facilities Management of which 2 years should be at supervisory

level. A Valid driver's license. Computer literacy. Vast knowledge and experience in Facility Management prescripts and understanding of legislative framework of procedures within Facility Management, Public Finance Management Act /Treasury regulations, Departmental policies, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety (OHSA), Public Management accounting principles, Knowledge of financial system. Competencies: Financial management, People, Client orientation and customer focus and communication.

DUTIES : Procure and manage leased fixed properties to be utilised by internal clients. Keep track of the property market and its trends. View tendered or identified properties. Manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Ensure proper management of the departmental office automation. Facilitate and conduct physical verification throughout the province on leased office automation. Ensure compliance to GIAMA and the implementation of RT3-Transversal Contract for office automation. Prepare monthly reconciliations on monthly leased payments and utilities. Perform general administrative duties within the office.

ENQUIRIES : Ms M Shekh Tel No: 018 391 4091

POST 08/566 : **CHIEF COMMUNITY LIAISON OFFICER REF NO: 21/2023/02**

SALARY : R331 188 per annum, (plus benefits)
CENTRE : DR. Ruth Segomotsi Mompoti District Office
REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences/ Social Science. Five (5) years relevant experience in HIV and AIDS related field of which 2 years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge and experience in working with NGOs, CBOs, and FBOs in the field of HIV& AIDS, Care and Support, Communication skills, ability to coordinate community initiatives, project management, Knowledge in Public Finance Management Act and Division of Revenue Act.

DUTIES : Oversee the implementation of the Care and Support programmes within the district. Provide supervision on Sub-district Project officers in terms of Care and Support programme implementation. Monitor and update caregiver's data base. Oversee the management and payment of stipend. Assist NGOs with NPO registration. Facilitate linkages of NGOs to Primary Health Care facilities and accredited ART sites. Coordinate community initiatives in the implementation of Care and Support. Check and ensure that all organisations have submitted their reports i.e. monthly, quarterly and annually. Monitor the implementation of the Care and Support programmes at district and sub district levels.

ENQUIRIES : Mr N Maibi Tel No: 053 928 0500

POST 08/567 : **STATE ACCOUNTANT REF NO: 22/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Bojanala District Office
 Ngaka Modiri Molema District Office
REQUIREMENTS : National Diploma/ Bachelor's Degree in Accounting/Financial Management. Two (2) years' relevant experience in Finance. A valid driver's license. Computer literacy. Knowledge of Basic Accounting Systems (Walker and BAS), Financial Prescripts, Public Finance Management Act and Treasury Regulations. Understanding of PMDS. Good Communication, interpersonal and analytical skills.

DUTIES : Manage the Key Performance Areas of subordinates. Responsible for the submission of monthly expenditure reports. Responsible for budget compilation, submit adjustment estimates and develop MTEF budget. Attend to Audit queries. Compile monthly reports. Reconciliation of accounts. Ensure that suppliers are paid on time. Perform all duties related to Financial Management.

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

POST 08/568 : **PERSONAL ASSISTANT REF NO: 23/2023/02**

SALARY : R269 214 per annum, (plus benefits)

<u>CENTRE</u>	:	Provincial Office, Mafikeng: Chief Directorate: Strategy and Systems Chief Directorate: Corporate Services, Human Resource Planning/ Organizational Development Human Resource Systems Directorate Information Management Directorate, Asset Inventory Management Directorate Risk and Ethics Management Services Directorate Security Management Directorate Labour Relations Directorate, Policy Planning Directorate
<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. Computer literacy. 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.
<u>DUTIES</u>	:	Serve as the office manager and assume full responsibility for the corporate image of the office of the Director/ Chief Director. Provide secretarial services and administrative support to the office of the Director/ Chief Director. Organize and manage the Director/ Chief Director's daily and weekly schedules. Receive, analyse and interpret correspondence for channelling to appropriate offices as required by Director/ Chief Director. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement procedures within the office of the Director/Chief Director. Organize meetings, workshops and travelling for the Director/Chief Director. Assist in the compilation of the written reports and power point presentations. Serve as the official link between the Directorate and other Stakeholders.
<u>ENQUIRIES</u>	:	Ms B.G Gauta Tel No: 018 391 4278
<u>POST 08/569</u>	:	<u>ADMINISTRATION OFFICER: HEALTH INFORMATION DATABASE MANAGEMENT REF NO: 24/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Statistics/Information Systems Management/ Mathematics/ Computer Science. Two (2) years relevant experience in Health Information Management environment. Certificate in WebDHIS foundation will be added as advantage. A valid driver's licence. Knowledge of Information Management Policies and other relevant prescripts. Job Related skills/Competencies: advanced MS Excel Skills (Computer literacy) including data analysis, pivot tables, numeracy, graphical presentation of data and problem solving skills. Team Leadership, Customer Service Orientation, Personal Commitment, Planning and Organising and problem analysis.
<u>DUTIES</u>	:	Ensure all Health Facility data is collected using standard data element definitions and data collection tools. Support district and/or facility staff to ensure that they report accurate and valid data. Manage and coordinate District Health Information System (DHIS) data handling process to ensure quality and timely data generation and reporting. Prepare and update graphs on key indicators for the departmental report. Knowledge in conducting public health research, analysis and Interpretation of Information Policies. Analyse local data through calculation of essential indicators in relation to provincial strategic plans as well as sub directorate operational plans, disease profiles and policy developments. Provide feedback to all staff involved in data collection and provision of data in the Province. Manage the Audit of reported Performance against Pre-determined Objectives within the province.
<u>ENQUIRIES</u>	:	Mr T Marumo Tel No: 018 391 4003
<u>POST 08/570</u>	:	<u>INFORMATION OFFICER: DATA INTEGRITY MANAGEMENT REF NO: 25/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng

REQUIREMENTS : National Diploma/ Bachelor's Degree in Statistics/Information Systems Management/ Mathematics/ Computer Science. Two (2) years relevant experience in Health Information Management environment. Certificate in WebDHIS foundation will be added as advantage. A valid driver's licence. Knowledge of Information Management Policies and other relevant prescripts. Job Related skills / Competencies: Advanced MS Excel Skills (Computer literacy) including data analysis, pivot tables, numeracy, graphical presentation of data and problem solving skills. Team Leadership, Customer Service Orientation, Personal Commitment, Planning and Organising and problem analysis.

DUTIES : Ensure all Health Facility data is collected using standard data element definitions and data collection tools. Support district and/or facility staff to ensure that they report accurate and valid data. Manage and coordinate District Health Information System (DHIS) data handling process to ensure quality and timely data generation and reporting. Prepare and update graphs on key indicators for the departmental report. Knowledge in conducting public health research, analysis and Interpretation of Information Policies. Analyse local data through calculation of essential indicators in relation to provincial strategic plans as well as sub directorate operational plans, disease profiles and policy developments. Provide feedback to all staff involved in data collection and provision of data in the Province. Manage the Audit of reported Performance against Pre-determined Objectives within the Province.

ENQUIRIES : Mr T Marumo Tel No: 018 391 4003

POST 08/571 : **STATE ACCOUNTANT: REVENUE AND DEBT MANAGEMENT REF NO: 26/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma/Bachelor's Degree in Financial Management/ Cost and Management Accounting. Two (2) years' relevant experience in the field of Revenue and Debt Management. A valid driver's license. Knowledge and understanding of PFMA, Treasury Regulations, and Financial Policies. Knowledge of PAAB, BAS as operating systems used in the Department. SKILLS: Good Financial Management, Report writing, Presentation, Planning and organizing skills.

DUTIES : Conduct scheduled and surprise support visits to the revenue collecting centres. Obtain, analyze and clear the bank exceptions for all the deposits. Facilitate billing, submission of the private accounts. Ensure accuracy, completeness of revenue collection. Support monitoring of compliance with policies/directives and legislation. Compile and submit all the reports needed for the effective functionality of the component. Ensure PAAB System's regular proper update. Support BAS System regular update, Exception report and making follow-ups on non-capturing. Facilitate the completion and distribution of the Electronic Bank Transfer schedule.

ENQUIRIES : Mr T.J Mere Tel No: 018 391 4362

POST 08/572 : **ADMINISTRATION OFFICER: SECURITY MANAGEMENT REF NO: 27/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma/ Bachelor's Degree in Security Management. Two (2) years practical experience in security management. A valid driver license. Computer Literacy. Knowledge of the MISS policy framework. Knowledge of ICT, Document and Personnel security policy frameworks within public services. Problem solving skills. Planning and organizing skills. Time Management. Record Management.

DUTIES : Assist with planning and budgeting of departmental MISS programme. Implementation of the departmental MISS programme at facility and Head Office. Ensure compliance to MISS in the Department of Health. Development and implementation of PSC compliance framework and the implementation thereof.

ENQUIRIES : Mr L.R Mtsabe Tel No: 018 391 4033

POST 08/573 : **ADMINISTRATION OFFICER: POOL VEHICLE REF NO: 28/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Logistics Management. Two (2) years' relevant experience in Government Motor Transport. A valid driving license. Computer literacy. 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.

DUTIES : 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.

ENQUIRIES : Mr J.G Pule Tel No: 018 391 4304

POST 08/574 : **TRANSPORT OFFICER: TRANSPORT MANAGEMENT SERVICES REF NO: 30/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Logistics Management. Two (2) years' relevant experience in Government Motor Transport. A valid driver's license. Computer literacy. 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.

DUTIES : 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.

ENQUIRIES : Mr J.G Pule Tel No: 018 391 4304

POST 08/575 : **CLINICAL ENGINEERING TECHNICIAN REF NO: 31/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Mafikeng Provincial Hospital
REQUIREMENTS : National Diploma/ Bachelor's Degree in Clinical Engineering/ Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Two (2) years' relevant experience in the maintenance and management of medical equipment in the hospital environment. A valid driver's license. Able to manage repairs and maintenance of medical equipment.

DUTIES : Provide maintenance service of medical equipment in respects to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its functions and which professional standards. Assist with coordination and implementation of preventive/ scheduled maintenance and safety assessment of new equipment and services. Support nursing, medical, and other allied health personnel in the implementation of patient care involving technology. Render Technical services and support on medical equipment maintenance at different Health Facilities in the province. Contribute as required to the development of the Department policies and services, through participation in the work of the appropriate departmental teams or working groups.

ENQUIRIES : Mr K Tshetho Tel No: 018 391 4120

POST 08/576 : **ADMINISTRATION OFFICER: OCCUPATIONAL HEALTH AND SAFETY AND EMPLOYEE HEALTH & WELLNESS REF NO: 32/2023/02**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma/Bachelor's Degree in Public Management/ Administration. Two (2) years relevant experience in Employee Health and Wellness. A valid driver's license. Computer literacy. Good analytical skills and communication (written and verbal) skills. Be willing to work extended hours to meet deadline. Experience in COID management will serve as an added advantage.

DUTIES : Manage directorate's budget and ensure proper procurement of services. Evaluate the effectiveness of programmes and programme delivery. Obtain inputs, and collate and compile reports such as progress, monthly, quarterly and management reports. Ensure implementation and control of the records in compliance with the archives act and registry prescripts. Perform quality control over incoming and outgoing tasks daily. Process confidential matters and maintain confidentiality at all times. Register circulars and policies. Take minutes at all OHS & EW committees' meetings. Keep records (minutes of meetings, registers of circulars and policies, leave register, subsistence and travel claims) Control the flow of information to and from the director's office. Follow-up on tasks and reports from the directorates and Office of the Premier. Advise supervisor on areas of risks within the directorate. Keep registers of all committees within the OHS and EW directorate.

ENQUIRIES : Ms C Ratseane Tel No: 018 391 4372

POST 08/577 : **STAFF NURSE REF NO: 33/2023/02**

SALARY : R179 172 – R311 361 per annum, (plus benefits)
CENTRE : Klerksdorp/ Tshepong Hospital Complex
REQUIREMENTS : 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.

DUTIES : 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 A Mlambo Tel No: 018 406 4600

NOTE : Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as Enrolled Staff Nurse

POST 08/578 : **NURSING ASSISTANT REF NO: 34/2023/02**

SALARY : R138 549 – R240 777 per annum, (plus benefits)
CENTRE : Witrand Hospital (X5 Posts)
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 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 K.P.J Ngakane Tel No: 018 294 9100 (Witrand Hospital)

Mr A Mlambo Tel No: 018 406 4600 (Klerksdorp/Tshepong Hospital Complex)

NOTE

: Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as a Nursing Assistant.