

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Applications must be e-mailed to nchealthhr@ncpg.gov.za or hand delivered front reception of James Exum Building. Applicants must complete an application register when an application is hand delivered.
- CLOSING DATE** : 03 April 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG), the proof of completion must be submitted on or before the day of the interview proceedings. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of a job. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

- POST 10/302** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 01/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : A recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management, Public Management or equivalent qualification which includes human resource management and labour relations. A degree/advanced diploma NQF7 would serve as an added advantage. PERSAL Introduction, Leave Administration and Personnel Administration would serve as an added advantage. Minimum of 3 -5 years' experience on a management level (Assistant Director). A valid driver's licence. Skills Profile: Appropriate managerial and leadership experience, Knowledge of financial and Public Service regulations, policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning, skills, people, strategic and project management.
- DUTIES** : Provide Human Resource strategic direction, aligned to the organisations business goals, promote and ensure effective Human Resource practices and Labour Relations, give leadership and strategic direction and manage the functions of Human Resource Administration, Labour Relations, Human Resource Development, Employee Health and Wellness and Performance Management. Develop Human Resource policies and practices in support of departmental objectives and strategies. Manage and monitor the budget of the unit. Manage and supervise staff within the unit.
- ENQUIRIES** : Dr E Olivier Tel No: 053-802 2124
- POST 10/303** : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: NCDOH 02/2023**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : NCAPE Mental Health Hospital

<u>REQUIREMENTS</u>	:	A recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management, Public Management or equivalent qualification which includes human resource management and labour relations. A degree/advanced diploma NQF7 would serve as an added advantage. PERSAL Introduction, Leave Administration and Personnel Administration would serve as an added advantage. Minimum of 3 -5 years' experience on a management level (Assistant Director). A valid driver's licence. Skills Profile: Knowledge and understanding of Public Service Legal Frameworks, Public Service Regulations, Labour Legislation, Government Policies and procedures. Skills and competencies in strategic management abilities, communication, planning and organizing. Presentation and facilitation skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage and coordinate the Corporate Service Sub-Directorate: Manage Human Resource Management, Manage Human Resource Utilisation and Development and Security services, manage the provision of auxiliary services, manage Employee Health and Wellness programs. Facilitate capacity building programmes and in – service trainings in the Corporate Service fields. Ensure effective management of human resources and finances within the Corporate Service unit, Compile strategic reports for management. Ensure implementation of directives are done for the institution and submit monthly reports.
<u>ENQUIRIES</u>	:	Mr A Links Tel No: 053 802 3705
<u>POST 10/304</u>	:	<u>ENGINEERING TECHNICIAN REF NO: NCDOH 03/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R446 100 per annum, (OSD) Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification as recognized by SAQA. Three (3) years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Manage technical services: Assist Technicians/Artisans and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Dr E Olivier Tel No: 053-802 2124
<u>POST 10/305</u>	:	<u>ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: NCDOH 04/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09) Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Matric (senior certificate) with at least 10 years' experience in labour relations or a recognised 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) which includes Labour Law and /or Labour Relations with 5-10 years' experience. A Degree/Advanced Diploma NQF7 will serve as an added advantage. A valid driver's license. Skills Profile: Experience in handling grievances, disciplinary hearings and dispute resolution. Willingness to travel. Knowledge of relevant legislation, such as PSA, PSR, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDSBC, PSCBC and CCMA procedures. Knowledge of the Public Service Regulatory framework, especially relating to HRM and Labour Relations. Competency to provide advice on Labour related matters. Thorough understanding of negotiation, mediation and arbitration skills. The ability to work under pressure, Proficiency in English (verbal and written) as well as computer literacy in MS Office software (Word and Outlook). Candidates must

- demonstrate good interpersonal skills. Good understanding of Legal interpretations. Knowledge and understanding of Labour Court procedures. Good planning, organizing and report writing skills. Knowledge of procedures in undertaking research and gathering information. Good problem-solving and conflict resolution and presentation and facilitation skills.
- DUTIES** : Manage discipline, grievances, conciliation and arbitrations. Ensure compliance with collective bargaining on provincial and national levels. Compile Labour Relations reports and maintain a data base of cases. Ensure the creation of sound Labour Relations and develop mechanisms for minimizing disputes. Take ultimate responsibility for resolving employee disputes, disciplinary hearings and grievances. Facilitate and monitor the implementation of disciplinary hearings and grievances. Facilitate and monitor the implementation of disciplinary sanctions and arbitration awards. Give advice to line management and employees on Labour relations issues. Give advice and guidance regarding grievance and dispute resolution. Deal with misconduct and represent the department in dispute processes. Represent the employer during Council and Chamber meetings. Liaise with Organized Labour on issues affecting collective bargaining.
- ENQUIRIES** : Ms M Visser Tel No: 053 802 2213
- POST 10/306** : **ASSISTANT DIRECTOR FINANCE REF NO: NCDOH 05/2023**
- SALARY** : R393 711 per annum (Level 09)
CENTRE : NCAPE Mental Health Hospital
REQUIREMENTS : Matric (senior certificate) with at least 10 years' experience in Finance or a recognized appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Financial Management. PERSAL Introduction, BAS and Logis Course will be an added advantage. Three (3) years' experience at supervisory level. A valid driver's licence. Skills Profile: Knowledge and understanding of the Public Service Regulations, Public Service Act and Human Resource Practices, Labour Relations Act and Public Finance Management Act.
- DUTIES** : Compile and manage budget, manage and control revenue and expenditure, manage procurement and provisioning, manage assets, manage institutional banking matters, maintain institutional asset and risk registers, purchase, receive, issue and store stock, manage supply chain processes, manage financial accounting, compile reports for management and do presentations. Submit monthly reports to the CEO.
- ENQUIRIES** : Ms NA Mabilo Tel No: 053 802 3705
- POST 10/307** : **ADMINISTRATIVE OFFICER: RECRUITMENT AND SELECTION REF NO: NCDOH 06/2023**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Minimum educational qualification Matric (senior certificate) with at least 10 years' experience in a Human Resource Management or a recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management/Development with 0-2 years' experience. The PERSAL Introduction, Personnel Administration and Salary administration certificates would serve as an added advantage. A valid (Code B/EB) driver's license. Skills Profile: Interpretation and implementation of HR and Policies, procedures and practices. Knowledge of Recruitment and Selection, Staff Performance Management System. Computer literacy in MS Office (Word, Excel, Outlook) and PERSAL. Ability to communicate (written and verbal) in at least two of the three official languages of the Northern Cape. Appropriate experience in Human Resource Management matters. Appropriate experience of PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration.
- DUTIES** : Responsible for co-ordination of activities within the sub-unit, supervision and control of Personnel as well as providing support to the manager(s). Implement and ensure compliance with the relevant policies, procedures, prescripts with regard to personnel, salary and administration in general. Ensure effective utilization of the PERSAL system. Audit and revise Recruitment and Selection transactions. Implement and monitor transversal personnel practices,

- employment practices. Assist with the compilation of the monthly and quarterly reports Handle general enquiries related to recruitment and selection sub-unit.
Ms M Visser Tel No: 053 802 2213
- ENQUIRIES** :
- POST 10/308** : **ADMIN OFFICER HUMAN RESOURCE DEVELOPMENT REF NO: NCDOH 07/2023**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : NCAPE Mental Health Hospital
REQUIREMENTS : Matric (senior certificate) with at least 10 years' experience in a Human Resource Management/Development Unit or a recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Human Resource Management/Development with 0-2 years' experience. PERSAL Introduction will be an added advantage. Knowledge and understanding of the Public Service Regulations, Public Service Act and Human Resource Practices, LRA and PFMA. q communication (written & verbal), presentation and facilitation and people management skills. A valid driver's licence.
- DUTIES** : Facilitation of EPMDS and HRD/P processes, Coordinate sitting of moderation committees, Compile EPMDS submissions for management, coordinate improved qualifications process, facilitate grade progression process, facilitate training and development of employees, development of Work Skill Plans, approval of assessments on PERSAL. Compile presentations and submit monthly reports to HR manager.
- ENQUIRIES** : Ms NA Mabilo Tel No: 053 802 3705
- POST 10/309** : **STATE ACCOUNTANT REF NO: NCDOH 08/2023**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : NCAPE Mental Health Hospital
REQUIREMENTS : Matric (senior certificate) with at least 10 years' experience in a Finance related environment or a recognized and appropriate 3 (three) year tertiary qualification (Diploma/National Diploma/Advanced Certificate NQF6) in Financial Management / Human Resource Management with 0-2 years' experience. The PERSAL Introduction, BAS and LOGIS certificates will be an added advantage. Knowledge and understanding of the Public Service Regulations, Public Service Act and Human Resource Practices, Labour Relations Act and Public Finance Management Act. Knowledge of Supply Chain Management, procurement process and procedures. Customer care. A valid driver's licence. Skills Profile: Good communication (written & verbal), presentation and facilitation and people management skills. and interpersonal relations skills, problem solving and decision making. Ability to maintain high level of confidentiality Organizing, planning and numerical skills. Ability to work under pressure.
- DUTIES** : Inventory & Logistics Management, Acquisition and demand Management, Assets Management. Supervision of Supply Chain Management i.e. Stores, Acquisition and Demand and Assets Management. Maintain adequate availability of stock by ensuring timeous & continuous Replenishment of stock. Ensure compliance to Treasury Regulations and Departmental Procurement Policies, rules and regulations. Ensure proper filing of documents Conduct internal audit in Supply Chain Management on an ongoing basis. Implement risk management to avoid fraud and corruption timeously. Compile and submit monthly returns and reports. Ensure Stock Taking is done regularly. Ensure that stock received is recorded in the GRN book and captured on the RIDV template. Ensure all Bin/ Tally cards are updated regularly Ensure that payments are done as required by the PFMA. Ensure functionality of Bid Committees. Ensure adverts are placed timeously on the Departments website or notice board. Draw out CSD and prepare files for BID Committees with the recommendation and approval of the Provincial Office. Maintain effective & efficient staff. Management in respect of giving and supervision on performance of their duties (EPMDS). Co-Ordinate in-service training in order to promote service delivery.
- ENQUIRIES** : Ms NA Mabilo Tel No: 053 802 3705
- POST 10/310** : **CHIEF SECURITY OFFICER REF NO: NCDOH 09/2023**
- SALARY** : R269 214 per annum (Level 07)

- CENTRE** : NCAPE Mental Health Hospital
- REQUIREMENTS** :
: Matric (senior certificate) with at least 10 years' experience in security service or a recognized appropriate 3 (three) year tertiary qualification (Diploma/National Diploma NQF6) in Security Management and/or Services with 0-2 years' experience. PSIRA Grade B registration is a requirement for the post. Knowledge and understanding of the Public Service Regulations, Security Management Policies, Public Service Act and Human Resource Practices and Labour Relations Act. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills.
- DUTIES** :
: Supervise and perform access control functions, oversee and ensure safety in the premises, supervise staff, undertake patrols in the facility, monitor security surveillance cameras and control rooms, escort visitors to relevant venues around the facility, ensure unauthorized persons and dangerous objects do not enter the premises, inspect vehicles entering and leaving the premises, compile incident reports, ensure law and order at all times, assist with violent patients in the wards, submit monthly reports to management.
- ENQUIRIES** :
: Ms NA Mabilo Tel No: 053 802 3705