

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X 2068, Mmabatho, 2735, North West College of Nursing (Klerksdorp Campus), Private Bag A 19, Klerksdorp, 2570
North West College of Nursing (Mafikeng Campus), Private Bag x 2178, Mafikeng 2745
North West College of Emergency Care (Okney), P. O Box 258, Orkney, 2620
- FOR ATTENTION** : Ms T.D Dithipe, Provincial Office.
Ms N Mmolai, North West College of Nursing (Klerksdorp Campus)
Ms P Manoto, North West College of Nursing (Mafikeng Campus)
Ms D Lesupi, North West College of Emergency Care (Orkney)
- CLOSING DATE** : 11 April 2023
- NOTE** : The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

- POST 11/183** : **VICE PRINCIPAL OF NURSING COLLEGE (HEAD OF NURSING CAMPUS PND5) REF NO: 01/2023/03**
- SALARY CENTRE** : R992 634 per annum, (all inclusive package)
North West College of Nursing: Klerksdorp Campus (X1 Post)
Mafikeng Campus (X1 Post)

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing. A diploma in any post basic nursing qualification. A minimum of 11 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year post basic qualification in Nursing Education with a minimum of 3 years of experience as Head of Department in Nursing Education. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. A valid driver's license. In-depth knowledge and understanding of curriculum development. Knowledge of major nursing education legislations, policies and other government policies. Experience and knowledge of a diversity of teaching strategic and classroom practices. Sound knowledge in financial management, budget and revenue management, including conditional grants and policy development, through understanding of PFMA and other related prescripts. Competencies And Skills: Management and Leadership skills. Interpersonal, Communication and information management skills. Budget and financial management. Problem solving and decision making. Diversity management. Project management. Application of technology.
<u>DUTIES</u>	:	Oversee and facilitate participatory processes for strategic, operational and integrated development planning for Nursing Education. Ensure sound financial management and practices. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the department. Participate in the development, implementation and monitoring of Policies, guidelines and Standard Operating Procedures. Ensure continued empowerment and well-being of staff and students. Adhere to Nursing Education and training prescripts and other related legislative mandates. Conduct research in the relevant field.
<u>ENQUIRIES</u>	:	Ms E Nkhumane Tel No: 018 391 4284
<u>POST 11/184</u>	:	<u>DEPUTY PRINCIPAL: EMS TRAINING COLLEGE GRADE 3 REF NO: 02/2023/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R871 413 per annum, (all-inclusive package)
	:	North West College Of Emergency Care (Orkney)
	:	Successful completion of the B-Tech/BEMC Degree that allows registration with the Health Professions Council of South Africa as Emergency Care Practitioner. 3 years' experience after registration with Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Shortlisted candidates are required to submit current proof of registration with Health Professions Council of South Africa as Emergency Care Practitioner (ECP). A valid Code C1 driver's license with Public Driving Permit (PDP).
<u>DUTIES</u>	:	Work within EMS Education Training and Development environment. Oversee all quality assurance activities on the programmes offered at the College. Supervise all core academic divisions. Ensure all EMS education, training and development programmes are fully accredited and implemented in line with the NECET Policy. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education Policies. Produce appropriate levels of EMS personnel for appropriate levels of care. Implement efficient RPL processes. Provide Continuous Professional Development and capacity building for Emergency Medical Services. Any other duties as may be required from time to time by the Principal.
<u>ENQUIRIES</u>	:	Mr A Malgas Tel No: 018 473 0324
<u>POST 11/185</u>	:	<u>DEPUTY DIRECTOR: REGISTRAR (COLLEGE OF EMERGENCY CARE) REF NO: 03/2023/03</u>
<u>SALARY CENTRE</u>	:	R766 584 per annum, (all-inclusive MMS package)
	:	North West College of Emergency Care (Orkney)

- REQUIREMENTS** : National Diploma/ Bachelor's Degree in Public Management/ Administration/Human Resource Management/Development. A relevant post-graduate qualification (NQF level 8) will be an added advantage. Five (5) years' relevant work experience in Corporate Services of which 3 years' experience should be at Assistant Director level. A valid driver's license. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Experience in managing people and projects with the ability to plan strategically. Ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy.
- DUTIES** : Provide leadership in the areas of Human Resources, Procurement, Finance, Facilities Management, Information Technology, Records Management, Fleet Management, Employee Wellness and Student Affairs. Ensure that the College administration is managed in line with HPCSA Regulations as well as the programme accreditation criteria stipulated by CHE. Collaborate with sector stakeholders. Manage staff and student administration and student affairs support services in accordance with the North West Department Health policies. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and quality assurance. Responsible for Information Communication Technology and Information Management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Any other duties as may be required from time to time by the Principal.
- ENQUIRIES** : Mr A Malgas Tel No: 018 473 0324
- POST 11/186** : **HEAD OF DEPARTMENT: STUDENT AFFAIRS REF NO: 04/2023/03**
- SALARY CENTRE** : R606 042 per annum, (plus benefits)
: North West College of Nursing: Klerksdorp Campus (X1 Post)
: Mafikeng Campus (X1 Post)
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). Master's Degree in Nursing will serve as an added advantage. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a 1 year post- basic qualification. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. A valid driver's license. Computer literacy with data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Ability to collate, monitor and evaluate assessments data from multiple sources. Good communication skills (written and verbal). Willingness to travel. Competencies And Skills: Leadership skills. Management skills. Interpersonal and Communication skills. Analytical and interpretation skills. Financial management.
- DUTIES** : Overall supervision of academic activities in respect of the Student Affairs and support academic processes. Administer information systems in the Student Affairs. Assure accurate record keeping in the department. Oversee outreach to communities to address Campus admission requirements. Organise and execute student recruitment and selection processes. Organise and execute the following processes (student admissions, completions, terminations and transcripts/academic records. Ensure students registration and completion of training of all programmes with the Campus and South African Nursing Council. Coordinate examination processes. Ensure integrity and security of assessments and certification processes. Development and coordination of programmes to

- provide psych-social support for students. Management of Key Performance Area for Student Affairs personnel in accordance with PMDS Prescripts. Ensure that the academic activities comply with the relevant legislative framework. Administer Recognition of Prior Learning (RPL) processes.
- ENQUIRIES** : MS S. Maruping Tel No: 018 406 8600 (Klerksdorp Campus)
MS T. Batyi at 072 573 6098 (Mafikeng Campus)
- POST 11/187** : **HEAD OF DEPARTMENT: POST BASIC PROGRAMMES (R635) REF NO: 05/2023/03**
- SALARY** : R606 042 per annum, (plus benefits)
CENTRE : North West College Of Nursing: Mafikeng Campus (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 (SANC) as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). Master's Degree in Nursing. Post Basic Diploma in Clinical Nursing Science leading to registration in Medical and Surgical Nursing Science: Primary Health Care, Advanced Midwifery and Neonatal Nursing Science or Critical care (R212 will serve as an added advantage. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a 1 year post- basic qualification. A valid driver's license. Computer literacy. Be willing to travel extensively. Competencies And Skills: Leadership skills. Management skills. Interpersonal and Communication skills. Analytical and interpretation skills. Financial management.
- DUTIES** : Coordination and overall supervision of academic activities in the provision of education and training of student nurses. Manage clinical learning exposure to students between campus and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Management of Key Performance Area personnel in accordance with PMDS Prescripts. Ensure that the academic activities comply with the relevant legislative framework. Oversee supervision of students. Participate in the development of the Strategic Plans of the College. Develop operational plans and budget for the programme. Collaborate with internal and external stakeholders and build a sound relationship within the department. Conduct research in the relevant field.
- ENQUIRIES** : MS T. Batyi at 0725736098
- POST 11/188** : **EMS COURSE COORDINATOR GRADE 4 REF NO: 06/2023/03**
- SALARY** : R528 072 per annum, (plus benefits)
CENTRE : North West College of Emergency Care (Orkney)
REQUIREMENTS : Successful completion of the B-Tech/BEMC Degree that allows registration with the Health Professions Council of South Africa as Emergency Care Practitioner. 3 years after registration with Health Professions Council of South Africa as Emergency Care Practitioner. Shortlisted candidates are required to submit current proof of registration with Health Professions Council of South Africa as Emergency Care Practitioner. A valid Code C1 driver's license with Public Driving Permit (PDP).
- DUTIES** : Work within EMS Education Training and Development environment. Supervise and monitor all quality assurance activities on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education policies. Development and coordination of formative and summative assessments, as well as RPL processes. Any other duties as may be required from time to time by the Principal.
- ENQUIRIES** : MR A Malgal Tel No: 018 473 0324

<u>POST 11/189</u>	:	<u>EMS PARAMEDIC LECTURER GRADE 3 REF NO: 07/2023/03 (X4 POSTS)</u>
<u>SALARY</u>	:	R409 974 per annum, (plus benefits)
<u>CENTRE</u>	:	North West College of Emergency Care (Orkney)
<u>REQUIREMENTS</u>	:	Successful completion of the B-Tech/BEMC Degree that allows registration with the Health Professions Council of South Africa as Emergency Care Practitioner. Shortlisted candidates are required to submit current proof of registration with Health Professions Council of South Africa as Emergency Care Practitioner. A valid Code C1 driver's license with Public Driving Permit (PDP).
<u>DUTIES</u>	:	Involvement in all aspects of Education Training and Development on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of the course is aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes. Any other duties as may be required from time to time by the Principal.
<u>ENQUIRIES</u>	:	MR A Malgas Tel No: 018 473 0324
<u>POST 11/190</u>	:	<u>LECTURER REF NO: 08/2023/03</u>
<u>SALARY</u>	:	R400 644 – R642 942 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as a Professional Nurse in General Nursing
<u>CENTRE</u>	:	North West College of Nursing: Mafikeng Campus (X11 Posts) Klerksdorp Campus (X10 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council (SANC) 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. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing will serve as an added advantage. Post basic Diploma qualification in Critical Care, Operating Theatre, Psychiatry and Child/Paediatric Nursing will serve as an added advantage. Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Professional Nurse. Appropriate/ recognizable experience in nursing after registration with the South African Nursing Council as a Professional Nurse in General Nursing. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Integration of health priority programmes in the curriculum. Ensure effectiveness on community based education and problem-based learning. Contribute to curriculum development and implementation within the SANC and SAQA framework and any relevant legislation. Provide education and training student guidance and support towards attainment of minimum course requirements as set by SANC. Co-ordinate clinical learning exposure to students between college and clinical nurses. Implement assessment strategies to determine learners' competencies. Exercise control over students. Support the mission and promote the image of the College by serving in Committees, attending and participating in meetings and College activities.
<u>ENQUIRIES</u>	:	MS S. Maruping Tel No: 018 406 8600 (Klerksdorp Campus) MS T Batyi at 072 573 6098 (Mafikeng Campus)
<u>POST 11/191</u>	:	<u>SOCIAL WORKER REF NO: 09/2023/03</u>
<u>SALARY</u>	:	R269 301 – R607 593 per annum, (plus benefits). Final salary will be determined by appropriate/recognizable experience after registration with the South African Council for Social Service Professions as Social Worker
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Appropriate experience in Social Work after registration as Social Worker with the South African Council for Social Service Professions. Shortlisted candidates are required to submit current proof of registration with the South African Council for Social Service Professions

(SACSSP) as a Social Worker. Experience in Employee Health & Wellness will serve as an added advantage. A valid driver's licence. Computer literacy. Good written and verbal communication skills. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity management, including PILIR. In-depth knowledge in conducting counselling. Basic knowledge of Health and Wellness policies, processes and systems. Skills in administration, planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management. Presentation skills.

DUTIES

: Promote the Employee Health & Wellness Programme (EHWP) at Provincial Office. Provide administrative support relating to Employee Health & Wellness Programmes. Compile reports relating to EHW functions. Assist with conducting Health and wellness surveys. Coordinate all logistical arrangements for workshops on Health and Wellness Programmes to create awareness and support. Promote psycho-social wellness of employees. Promote physical wellness of employees through Sports and Recreation. Monitor programmes to manage lifestyle diseases and health risks. Effective and efficient administrative support in the mitigation of the impact on HIV, TB and STI epidemic. Mainstream HIV, TB and STI within the department. Ensure the reduction of the number of HIV infections through compressive HIV prevention. Ensure client's files are updated and kept confidential. Handling of routine enquiries from employees, including external stakeholders. Provide secretarial services during meetings.

ENQUIRIES

: MS C Ratseane Tel No: 018 391 4372