

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, Applications may be emailed to: kmakaota@nwpg.gov.za
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 11 May 2023 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Emailed applications will be only accepted for post of Head of Department (ref.01/2023/24). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ECHELON

- POST 14/431** : **HEAD OF DEPARTMENT REF NO: 01/2023/24**
(5-Year Contract)
Re-advertisement; candidates who previously applied are encouraged to reapply
- SALARY** : R1 590 747 per annum (Level 15), all-inclusive flexible remuneration package, plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Mahikeng
Grade 12 Certificate, an undergraduate qualification (NQF Level 7) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies as recognized by SAQA. Relevant qualification in policing and/or transport will serve as an added advantage. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state. Experience within the Safety & Security Sector and/or Transport Sector will serve as an added advantage. No criminal Record. Competencies: Strategic capacity and dynamic leadership skills. Programme and project management skills. Strong financial management skills. Problem- solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Highly developed communication, networking and presentation skills. Honesty and integrity. Excellent in-depth knowledge of, and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment. Capability to perform all the assigned functions. Computer Literacy.
- DUTIES** : Reporting to the MEC for Community Safety and Transport Management; the incumbent will provide strategic and operational support to the Office of the Executive Authority and serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Community Safety and Transport Management Prescripts, Services and Programmes in the Province. In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan. Manage and Oversee the management of provincial Secretariat oversight functions over Police Services within the Province. Oversee the management of Transport Regulations and Road Safety in the Province. Oversee the management of Transport Operations in the Province. Oversee the management of District Coordination and Government Fleet Services, Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.
- ENQUIRIES** : Dr. Ntlhopeng Dikobe Tel No: 018 200 8021/22
- POST 14/432** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 02/2023/24**
Directorate: Supply Chain Management
- SALARY** : R1 105 383 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Mahikeng
National Senior certificate plus Bachelor's Degree (NQF level 7) in Supply Chain Management/ Finance/ Financial Management/ Economics/ Auditing or relevant qualification. Five (5) years' experience at middle management level at Supply Chain Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Customer Service principles (Batho pele principles). Risk Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the

transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework). Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, Understanding of budgeting and Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

DUTIES : Ensure the development, implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in the Departments Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance. Provide effective movable assets and liability management services. Oversee the management of procurement and contract management systems. Management of the bidding processes. Ensure bid compliance to procurement policies and PFMA. Review and evaluate statistic on bids awarded. Application of demand and acquisition management. Monitoring the development of the procurement plan. Ensure proper implementation of bid processes in accordance with relevant prescripts. Development of adequate risk management measures. Manage all resources of the Directorate.

ENQUIRIES : Ms K Phatudi Tel No. 018 200 8024/25

POST 14/433 : **DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: 03/2023/24**
Chief Directorate: Transport Operations

SALARY : R1 105 383 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Mahikeng
Grade 12 certificate plus a recognised NQF 7 Qualification in Transport Management/Economics/Administration. Five (5) years of experience at middle managerial level in Transport Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License Knowledge: Extensive appropriate strategic management, public transport policies and strategies. Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability Conceptualise policy and apply it successfully. Skills: High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven. Computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem solving skills. Have the ability to generate new idea and improve where circumstances require. Personal Attributes: Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.

DUTIES : Manage personnel of the Directorate and provide effective guidance on implementation of Government policies and regulations. Monitor the implementation of Transport legislation in relation to monitoring and oversight of the Public Transport service functions in the Province. Evaluate and review practices, methodologies and performance of the directorate in the province and compile reports.

ENQUIRIES : MS M. Dayel Tel No: 018 200 8027

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
Klerksdorp/Tshepong Hospital Complex, Private Bag XA14, Klerksdorp 2570
Dr Ruth Segomotsi Mompoti District Office, Private Bag x 24, Vryburg, 8600
Bojanala District Office Private Bag X 82090, Rustenburg, 0300
Ngaka Modiri Molema District Office Private Bag X 116, Mmabatho, 2735
Dr Kenneth Kaunda District Office, Private bag A2, Klerksdorp, 2570
Joe Morolong Memorial Hospital, Private Bag X 4, Vryburg, 8600
Schweizer-Reneke District Hospital, Private Bag X 04, Schweizer-Reneke, 2780
Nic Bodenstein Hospital, Private Bag X7 Wolmaransstad, 2630
Rustenburg Sub-District Office, Private Bag X 82055, Rustenburg, 0300
Madibeng Sub-District Office, Private Bag X 5084, Brits, 0250
Koster/Swartruggens Hospital, Private Bag X 1002.

FOR ATTENTION

: Ms T.D Dithipe, Provincial Office
Mr J Lolwane, Mafikeng Provincial Hospital
Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
Mr N Maibi, Dr Ruth Segomotsi Mompoti District Office
Mr E Mmusi, Bojanala District Office
Ms N Motlhabane, Ngaka Modiri Molema District Office
Mr P Kolokoto, Dr Kenneth Kaunda District Office
Mr M Montshiwagae, Joe Morolong Memorial Hospital
Mr A Koki, Schweizer-Reneke District Hospital,
Ms M Modise, Nic Bodenstein Hospital
Mr R Ramugondo, Rustenburg Sub-District Office
Ms N Mashala, Madibeng Sub-District Office
Mr T Isaacs, Koster/Swartruggens Hospital

CLOSING DATE

: 12 May 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 14/434 : **DEPUTY DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT (SHERQ) AND HEALTH PRODUCTIVITY MANAGEMENT (HPM) REF NO: 01/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
 : Provincial Office (Mahikeng)
 : National Diploma /Bachelor's Degree in Nursing/Safety Management/ Environmental Health. ive (5) years' experience in Health and Safety environment of which 3 years should be at Assistant Director Level. A valid driver's license. Registered with the relevant Statutory Council (HPCSA OR SANC). Experience in healthcare setting will be an added advantage. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of administrative procedures, National Building Regulations and standards. Understanding of ISO quality standards, project and change management. Ability to develop and apply policies. Good coordination, stakeholder liaison, sound research, analytical, organising, planning, communication (verbal and written) and presentation skills. Ability to gather and analyse information. Computer literacy.

DUTIES : Manage and monitor compliance in the implementation of Occupation Health Safety (OHS) requirements. Develop policies and guidelines according to ISO 45001. Develop and implement appropriate training programmes in the adoption of the OHS management system. Oversee the process of the appointment of OHS statutory appointees. Develop, review and maintain OHS legal register for all Departmental activities. Implement OHS risk register in the department. Develop and monitor the Occupational Health Risk profile. Develop and monitor the Medical Surveillance program. Manage emergency procedures and organise emergency teams. Manage the investigation of Occupational Injuries on Duty (COID) cases. Manage the implementation and Promotion of Health and Productivity programmes of Policy on Incapacity Leave and Ill Health Retirement (PILIR) and Interventions. Manage all the resources.

ENQUIRIES : Ms C.L Ratseane Tel No: 018 391 4372

POST 14/435 : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND HIV, TB AND STI REF NO: 02/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
 : Provincial Office (Mahikeng)
 : Bachelor's Degree in Social Work. Registered with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Five (5) years' experience in managing Employee Health and Wellness of which 3 should be at Assistant Director Level. A valid driver's license. Knowledge of EAPA SA Standards, DPSA EHW Framework and policies, Health and behavioural risks in the workplace, HIV/AIDS National Strategic Plan, HR Practices, and procedures. Computer literacy.

DUTIES : Manage the implementation of Wellness Management and HIV/TB & STI management Pillars. Coordinate the development, implementation and review of Wellness management and HIV/TB & STI Policies. Provide Management Reports in line with DPSA prescripts. Conduct capacity building initiatives to strengthen implementation of wellness and HIV, TB within the Department. Contribute to the development of the Directorate Annual Performance Plan and Operational Plan and ensure that assigned projects are completed within the deadline, cost and quality required. Provide Secretariat support services to the Provincial Employee Wellness Committee. Collate, consolidate, and analyse reports from districts on a quarterly basis. Ensure record keeping of confidential personal information of clients. Ensure efficient management of the Sub-Directorate resources.

- ENQUIRIES** : Ms C.L Ratseane Tel No: 018 391 4372
- POST 14/436** : **DEPUTY DIRECTOR: ETHICS, ANTI-FRAUD AND ANTI-CORRUPTION REF NO: 03/2023/04**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/Bachelor's Degree in Accounting/ Risk Management/Internal Auditing/Law. Five (5) years relevant experience in Risk Management and Ethics Management of which 3 years should be at Assistant Director level. A valid driver's license. Affiliation with relevant professional body (IRMSA, IIA, Ethics SA, ACFE) will serve as an added advantage. Knowledge of the relevant legislations such as the PFMA, Treasury Regulations, Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA), Protection Administration Act (2014), Public Service Regulations, 2016 (PSR, 2016), Public Administration Management Act, 2014 (Act No 11 of 2014 (PAMA), Public Service Act, 1994 (Proclamation No 103 of 1994. Knowledge of policy development and interpretation of policies. Skills: Good communication (verbal and written), presentation, report writing, planning, organizing and interpersonal relations skills. Ability to work in team working and good communication. Must be self-driven and assertive. Computer literacy.
- DUTIES** : Develop, review and implement the Ethics, Whistle blowing, Anti-Fraud and Corruption policies, strategies, plans, registers and systems. Liaise with relevant stakeholders with regard to Ethics, Anti-fraud and corruption activities. Conduct Fraud and Ethics risk assessments. Manage and conduct employee educational and awareness programmes. Facilitate and manage e-disclosure for designated employees. Conduct risk-based e-disclosure verification and advice on the appropriate action to be taken, where necessary. Establish investigations mechanism and referral to Labour Relations and law enforcement agencies, where necessary. Manage the Sub-Directorate: Ethics Anti-Fraud and Corruption Management.
- ENQUIRIES** : Mr S.G Ndou Tel No: 018 391 4546
- POST 14/437** : **DEPUTY DIRECTOR: POLICY REF NO: 04/2023/04**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/Bachelor's Degree in Social Sciences/Humanities/Public Management/Administration. Postgraduate qualification will be an added advantage. Five (5) years' experience in Strategic Planning or Policy Management and Development of which 3 years should be at Assistant Director level. A valid driver's license. Skills and competencies: Knowledge of policy development and analysis, research methodologies, ability to interpret research data, strategic planning abilities, understanding of public service systems, stakeholder and people management, good ICT skills. Computer literacy.
- DUTIES** : Facilitate the development and review of Departmental policies and regulatory frameworks; scanning the policy environment to inform development of policies and strategy; producing discussion documents for policy development. Coordinate policy development of the Department and ensure alignment with national and provincial health priorities. Analyse policy developments from other sectors impact to the Department. Ensure policy advocacy for alignment at different fora. Ensure overall coordination of Departmental Policy Reviews to ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the provincial and Department impacts and outcomes. Undertake an active role to the Departmental planning and research processes.
- ENQUIRIES** : Mr K.F Rabanye Tel No: 018 391 400/4001
- POST 14/438** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT (SKILLS PLANNING AND BURSARIES) REF NO: 05/2023/04**
- SALARY CENTRE** : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)

<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Human Resources Development (HRD)/ Human Resource Management/Public Management/Administration. Five (5) years' experience in Human Resource Development sector of which 3 years should be at Assistant Director Level. A valid driver's license. Knowledge of Skills Development legislation and processes. Knowledge of applicable Public Service prescripts; Skills Development Legislation; Budgeting and other related financial processes. Project Management experience in Skills Planning. Good interpersonal, communication and team work skills. Conflict resolution. Computer literacy.
<u>DUTIES</u>	:	Provide strategic and operational leadership of the component. Provide leadership on workplace induction and present Compulsory Induction Programme. Execute Skills Development Facilitators duties. Manage key deliverables for the supervisees. Liaise with relevant stakeholders to support training interventions initiated by the Department. Develop, review and implement component policies and procedures. Collect data, keep records, manage information to ensure that all mandatory plans and reports relevant to the component are developed and submitted to the relevant authorities. Schedule periodic monitoring visits to institutions of higher learning and health facilities to provide support to students and adherence to policies and procedures. Ensure targets are met as per relevant prescripts in own area of work.
<u>ENQUIRIES</u>	:	Ms M.G Kgori Tel No: 018 391 4190
<u>POST 14/439</u>	:	<u>DEPUTY DIRECTOR: ICT PROJECTS AND CONTRACT MANAGEMENT REF NO: 06/2023/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive MMS package) Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Certified in any of the recognized project management frameworks or completed Project Management as module during completion of a degree or diploma. Five (5) years' experience in Information and Communications Technology of which 3 years should be at Assistant Director level in implementing ICT Projects. A valid driver's license. Willingness to travel extensively. Computer literacy.
<u>DUTIES</u>	:	Develop, implement and monitor ICT project plans. Provide advisory to the Department on management of ICT projects. Participate in the Department's migration to digital health through effective management of ICT projects. Develop and implement policies in relation to management of projects. Ensure creation and maintenance of project files. Manage all ICT projects. Ensure development and implementation of systems, policies and processes for management of ICT contracts.
<u>ENQUIRIES</u>	:	Mr H.M Metsileng Tel No: 018 391 4011
<u>POST 14/440</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS AND DATABASE MANAGEMENT REF NO: 07/2023/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive MMS package) Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's in Information Technology. Oracle Certified Associate/Oracle Certified Profession certification. Five (5) years' experience in Database, preferably Oracle database administration, proven experience in Structured Query Language, Server and experience in Oracle Linux environment of which 3 years should be at Assistant Director Level. A valid driver's license. Experience of managing multiple RDBMS or large systems. Practical experience in monitoring and tuning a database to provide a high availability service. Practical experience in managing internal and external MS SQL database security. Technical experience in Oracle DB 11G, 12, 19C. Computer literacy.
<u>DUTIES</u>	:	Ensure the availability and performance of the databases that support the system. Work with the team to ensure associated hardware resources are allocated to the databases to ensure high availability and optimum performance. Proactively monitor databases and secure service with minimum downtime. Provide trend analysis to the service management team to enable them to make informed decisions regarding resource management. Work closely with IT project managers, database programmers and web developers. Communicate regularly with

technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purpose. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control access permissions and privileges. Develop, manage and test back-up and recovery plans. Patching and maintenance. Provide Application database administration on MS SQL. Ensure that storage, archiving, backup and recovery procedures are functioning correctly. Ensure capacity planning. Manage servers. Compile specification, Procure hardware and software and licenses. Develop and implement policies. Manage resources and budget of sub directorate.

ENQUIRIES :

Mr H.M Metsileng Tel No: 018 391 4011

POST 14/441 :

DEPUTY DIRECTOR: HEALTH INFORMATION MANAGEMENT REF NO: 08/2023/04

SALARY :
CENTRE :
REQUIREMENTS :

R766 584 per annum, (all-inclusive MMS package)
 Provincial Office (Mahikeng)
 National Diploma/Bachelor's Degree in Statistics/Mathematics/Health Informatics/Epidemiology. A Post-Graduate qualification in Public Health or Health Informatics serve as an advantage. Five (5) years working experience in Health Information Management Environment of which 3 years should be at Assistant Director Level. A valid driver's license. Sound knowledge of data analysis and report writing capability. Good computer (MS Office and Statistical packages). Competencies: Knowledge in understand data management and its Policies (DHMIS & standard operating procedures). Understand Regional/District Health System (including Health and Management Information Systems) and decentralisation. Knowledge in conducting Public Health research, analysis and Interpretation of Information Policies. Proficient in the use of computers. Knowledge of MS Access databases, and others. Knowledge of District Health Information Software (DHIS) database. Ability to utilise MS Excel and Presentation of analysed data. Knowledge in conducting Public Health research, analysis and Interpretation of Information Policies. Computer literacy.

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. Maintain a Provincial Hospital and Clinic information System database to support these processes; with knowledge of using Departmental District Health Information Software (DHIS). Prepare and update graphs on key indicators for the Departmental report. 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. Manage the Audit of reported Performance against Predetermined Objectives within the Province. Put in place quality control measures in relation to information management. Ensure data is available to management at the right time. Develop information management processes and controls that are aligned and integrated to business processes. Manage sub ordinates.

ENQUIRIES :

Mr T.C Marumo Tel No: 018 391 4003

POST 14/442 :

DEPUTY DIRECTOR: BAS SYSTEM CONTROLLER REF NO: 09/2023/04

SALARY :
CENTRE :
REQUIREMENTS :

R766 584 per annum, (all-inclusive MMS package)
 Provincial Office (Mahikeng)
 National Diploma/Bachelor's Degree in Commerce/Cost and Management Accounting/ Economics/ Financial Management. Five (5) years of relevant experience in BAS System Controller Environment of which 3 years should be at Assistant Director level. A valid driver's license. Knowledge: A clear understanding of PFMA and Treasury Regulations. Knowledge of BAS and its interface process with other systems such as PERSAL and Walker; Knowledge and application of Batho Pele principles. Skills: Computer literacy. Good presentation skills and ability to interact with other stake holders. Ability to meet deadlines. Ability to relate well with other employees. Computer literacy.

DUTIES : Implement and maintain security measures in BAS. Plan, implement, assess and maintain BAS Financial Management System. Provide user support and co-ordinate training for departmental users of the BAS. Monitor and report performance of inter linked systems and other systems (PERSAL, Walker and Vulindlela). Check the success of interfaces and make follow ups on failures/queries. Reconcile BAS and walker payments. Capture responsibility structure for submission to PERSAL unit for link codes. Manage KPA's of subordinates.

ENQUIRIES : Mr I Mojaki Tel No: 018 391 4010

POST 14/443 : **DEPUTY DIRECTOR: DATA QUALITY IMPROVEMENT MENTOR REF NO: 10/2023/04**

SALARY CENTRE : R766 584 per annum, (all-inclusive MMS package)
: Bojanala District Office (Re-advertisement)
: Dr Ruth Segomotsi Mompoti District Office
: Dr Kenneth Kaunda District Office

REQUIREMENTS : National Diploma/Bachelor's Degree in Health Sciences/Statistics/Information Management Systems. Training certificates on DQIM. Five (5) years' experience in Data Quality Improvement and HAST Programmes of which three (3) years' experience should be at Assistant Director Level. A valid driver's license. Must have completed advanced DHIS course with in depth knowledge of District Health Information System. Strong technical skills in monitoring and evaluation and data analysis. Highly analytic with the team building, managerial and report writing skills. Project Management experience in the Health Sector is preferable. Train the trainer qualifications and rapid data quality assessment course will be an added advantage. Computer literacy.

DUTIES : Perform validation checks and follow up discrepancies on electronic data submitted by the Sub-districts into the DHIS for priority programmes, including linkages between the intranet and DHIS. Train and support the Health Facilities on monitoring and evaluation by using the information cycle to complement the training provided by the Information Officer. Ensure data quality, analysis, and presentation of performance assessment information. Develop and refine the monitoring and evaluation plan for priority programmes to be aligned to the Provincial M&E framework. Review the indicators and data collection tools. Ensure alignment of priority programmes with NIDS. Train staff on the collection of data through DHIS. Schedule periodic monitoring and technical support visits to health care facilities to assess progress against approved monitoring and evaluation plan.

ENQUIRIES : Ms K.F Pelo, Tel No: 014 592 8906 (Bojanala District)
: Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
: Mr MP Kolokoto Tel No: 018 4625744 (Dr Kenneth Kaunda District)

POST 14/444 : **DEPUTY DIRECTOR: HEALTH PROGRAMMES REF NO: 11/2023/04**

SALARY CENTRE : R766 584 per annum, (all-inclusive MMS package)
: Bojanala District Office

REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences. Five (5) years' experience on Key Health Programmes of which 3 years should be at Assistant Director Level. A Valid driver's license. A clear understanding of District Health System, Public Health Policy issues, health financing/budgeting and broad health service delivery imperatives. Computer literacy.

DUTIES : Responsible for the following programs: Mental Health, School Health, Rehabilitation, chronic conditions and Geriatrics. Environmental Health Programmes, Health Promotion. Responsible for improving indicators of relevant programs as per the APP, planning budget for the unit. Partake in compiling inputs on the District Health Plan and the District Operational plan. Compile reports and manage supervisees. Work closely with the DCST managers and other units within the District, other Districts and Provincial Office.

ENQUIRIES : Ms KF Pelo Tel No: 014 592 8906

POST 14/445 : **DEPUTY DIRECTOR: QUALITY ASSURANCE (INSPECTIONS, CERTIFICATION AND ACCREDITATION) REF NO: 12/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/ Bachelor's Degree in Health Sciences. Five (5) Year's relevant experience in Quality Assurance of which 3 years should be at Assistant Director Level. A valid driver's license. Knowledge of the Regulated Norms and Standards and Ideal Clinic Realization and Maintenance programs and a good knowledge of Quality Assurance and Quality Improvement. Experience in Healthcare service delivery environment and quality Improvement will serve an added advantage. Good communication skills. Knowledge of Public Service and Administration prescripts. Computer literacy.

DUTIES : Support systems and structures for continuous quality improvement at all health establishment to facilitate compliance with Ideal Health Facility Realization and Maintenance and Regulated Norms and Standards. Undertake facility inspections and assessments to monitor compliance to standards. Capacitate health workers on Quality Improvement methodologies. Liaise with the Office Health Standards compliance and all stakeholders to facilitate compliance, implementation and monitoring of standards. Develop necessary Standard Operating Procedures to facilitate compliance of health establishment. Support QI/ PPIHFRM teams at all districts. Support a provincial multi-disciplinary quality improvement team. Monitor quality improvement projects. Provide quarterly reports to management on Ideal Health Facility Realization and Maintenance and compliance to Regulated Norms and Standards. Support implementation of the National Health Quality Improvement Plan in the Province.

ENQUIRIES : Ms C Masiangoako Tel No: 018 391 4411

POST 14/446 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 13/2023/04**

SALARY CENTRE REQUIREMENTS : R766 584 per annum, (all-inclusive MMS package)
: Provincial Office (Mahikeng)
: National Diploma/Bachelor's Degree in Human Resource Management/Public Management/Administration Industrial Relations/Psychology. Five (5) years' experience on Human Resource Administration of which 3 years should be at Assistant Director Level in Recruitment and HR Provisioning. A valid driver's license. PERSAL Certificate (Personnel Administration). Competencies/ Knowledge/ Skills: In-depth knowledge, understanding and application of applicable legislation and regulatory framework such as: The Constitution of South Africa 1996, Public Service Act 1994, Public Service Regulations 2016, Public Financial Management Act 1996, Labour Relations Act. Good planning, leadership, communication, financial management, project management and presentation skills. Computer literacy.

DUTIES : Implement human resource administration and practices. Develop and review human resource administration policies and Standard Operating Procedures. Manage recruitment, selection and appointment of employees. Administer personnel records. Manage resources (Financial, human and assets) within the directorate. Develop and implement Sub-Directorate Operational Plans. Conduct compliance monitoring on HR practices at Provincial office and institutions. Participate in the Audit processes. Develop/review performance agreements, work-plans and conduct mid-year reviews. Identify training needs of subordinates. Prepare Human Resource circulars. Manage Recruitment & Selection processes. Prepare submission for approval to advertise. Participate in the orientation and induction of newly appointed employees. Conduct trainings, workshops and briefing sessions on Recruitment related matters. Provide HR support during selection interviews (MMS & SMS). Manage payment of allowances. Revise/authorize transactions on PERSAL System. Attend to exception reports, complaints and queries.

ENQUIRIES : Mr L.L.E Sekgoro Tel No: 018 391 4465

<u>POST 14/447</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: 14/2023/04</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive MMS package)
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Commerce/Financial Management/Accounting. Five (5) years' experience in Financial Management of which three (3) years should be at Assistant Director level in finance with strong technical accounting and excellent management skills. A valid driver's license. Knowledge of Government Procurement Procedures and Regulations: Knowledge of BAS, knowledge of PPPFA, PFMA and Treasury Regulations .Leadership and management skills. Knowledge of policies and practices, budgeting and managerial functions, Walker/BAS, Central Supplier Database (CSD), knowledge and application of delegation of authority, Basic Conditions of Employment, Public Service Act and Regulations. Risk Management and Internal controls, Knowledge of Public Finance Management Act. Problem solving, organising, strategic planning, financial management, change/diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem` solving. Computer literacy.
<u>DUTIES</u>	:	Manage financial procedures of the organisational units including accounts, financial planning and budgets. Report on budget deviation, cost control and cost analysis programmes, audit expenditure in the District. Compile and monitor the budget. Manage creditor's payments. Prepare monthly/quarterly expenditure variance reports. Administer financial transactions and documents. Lead and maintain an effective and efficient cash flow management system. Monitor monthly collection of revenue against target including analysing of such reports. Prevent and report unauthorized, irregular, fruitless and wasteful expenditure. Monitor financial performance in relation to departmental priorities and conditional grants. Develop and maintain effective and efficient internal control systems. Ensure the financial services delivery and quality in terms of comprehensive district services. Ensure the implementation of Audit recommendation including responses thereof. Manage the key deliverables of the supervisees and the critical components of the Finance and SCM services units. Provide effective leadership on financial management. Establish sound relations with interest groups and NGO's. Analyse the reports and come up with the quality improvement plans. Ensure that bid committees are established and functional. Lead the District Finance Forum meetings. Monitor and collate financial information reports.
<u>ENQUIRIES</u>	:	Mr M.P Kolokoto Tel No: 018 462 5744
<u>POST 14/448</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: 15/2023/04</u>
<u>SALARY</u>	:	R464 466 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompati District Office: CDC (X2 Posts) HIV (X2 Posts) Bojanala District Office: CDC (X5 Posts) HIV (X2 Posts) Dr Kenneth Kaunda District Office: CDC (X5 Posts) HIV (X2 Posts) Ngaka Modiri Molema District Office: CDC (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of the Government Notice 425 (i.e. Diploma/ degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council as a Professional Nurse. Computer literacy. A valid driver`s licence.
<u>DUTIES</u>	:	Communicable Diseases Control (CDC): Coordinate communicable disease and Tuberculosis programme and provide full coordination, administrative and support

functions in the District. Manage and coordinate the TB program in the District and collaborate with local public & private sectors for better outcomes. Compile reports (monthly, quarterly and annual). Compile statistics Plan, prepare operational plans and supervise TB programme in the District. Keep electronic register up to date. Give training to clinics and CHS on the implementing, evaluating and monitoring of the TB, (Susceptible TB/DR TB) and other related programmes. Monitor all communicable disease in the District. Liaise with other departments and interact with NGOs and community-based organization. Conduct regular Sub-district support visits and review meetings with other stakeholders. Plan and conduct community awareness campaigns. Organize and coordinate integrated awareness campaigns for the District. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Assist the Sub-district management with compilation of Strategic and Operational plans for the programme in accordance with national and provincial Health goals and objective in collaboration with relevant health personnel external outlets. Duties For HIV: Co-ordinate the comprehensive Care and management of HIV/AIDS and Treatment Programme within the District. Implementation strategies to reduce the burden of HIV and AIDS to improve treatment outcomes. Expand access to ART treatment. Implementation of targeted key interventions to improve outcomes. Report on the HAST programme according to the DORA guidelines. Monitor the implementation of all activities within the HAST programme at the District and Sub-district level. Manage the implementation of the National Strategic Plan on HIV/AIDS and STIs in partnership with stakeholders. Co-ordinate and manage HIV/AIDS Programme activities within the District. Monitor and evaluate the HIV/AIDS Programme. Ensure communication involvement and participation by forming support groups and planning with the stakeholders. Liaise with other departments and interact with NGOs and community-based organizations.

- ENQUIRIES** : Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
 Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District)
 Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District)
 Mr A Bogatsu Tel: 018 384 0240 (Ngaka Modiri Molema District)
- POST 14/449** : **PROFESSIONAL NURSE (SPECIALTY) REF NO: 16/2023/04**
- SALARY** : R400 644 – R606 042 per annum, (plus benefits). Final salary will be determined by appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- CENTRE** : Klerksdorp/ Tshepong Hospital Complex:
 Paediatrics (Child Nursing Science) (X1 Post)
 Advanced Midwifery (X1 Post)
 Theater (X1 Post)
 ICU (Intensive Care Unit) (X2 Posts)
 Mafikeng Provincial Hospital:
 Ophthalmology (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 for registration with the South African Nursing Council as a Professional Nurse plus a 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 specialty. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council. Appropriate/recognisable nursing experience after registration as professional nurse with the SANC in General Nursing.
- DUTIES** : For Klerksdorp/Tshepong Hospital Complex: Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality nursing care as directed by the professional scope of practice and standards. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patient needs, requirements and expectations of Batho Pele principles. Duties For Mafikeng Provincial Hospital: Evaluate, diagnose,

patients with ocular conditions to promote eye health, prevent visual impairment and blindness. Performs initial screening, monitor eye disease progression; assist with early detection and treatment of chronic ocular conditions. Perform minor surgical interventions without supervision. Conduct primary assessment of patient post ocular surgical procedures. Implement infection prevention control measure in patient care. Create eye care awareness, educate patients and provide necessary assistance to increase independency and rehabilitation. Perform clinical audits, practice within the professional, ethical and legal frameworks. Implement effective Triage management or referral of patients with ocular conditions. Advocate for care of patients with ocular conditions, shares specialist knowledge and skills in the care of individuals, relatives and the population in need of eye care services. Compile data, analyse and keep record and report. Develop evidence based nursing care plans for ophthalmic patients, implement evidence based treatment as planned and document all interventions.

ENQUIRIES : Mr A Mlambo, Tel No: 018 406 4600 (Klerksdorp/ Tshepong Hospital Complex)
Mr J Lolwane Tel No: 018 383 6700 (Mafikeng Provincial Hospital)

POST 14/450 : **ASSISTANT DIRECTOR: ALARIES REF NO: 17/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Commerce/Financial Accounting/ Financial Management. Five (5) years' experience in Payroll/Salary management in the Public Sector of which 3 years should be at supervisory level. A valid driver's licence. Knowledge of PERSAL and BAS (Successfully completed PERSAL Salary Administration Course). Good interpersonal, analytical, communication, investigation and report writing skills. Computer literacy. Competencies: Ability to work independently and within a team. Ability to meet deadlines. Financial Management. Knowledge of PFMA and Treasury Regulations including other financial prescripts.

DUTIES : Manage certification of payroll. Prepare monthly payroll submission statistics report. Administer all salary related payments including Subsistence and Travel Claims on PERSAL and BAS Systems. Handle department's SARS related matters. Perform bi-annual and annual tax (PAYE) reconciliation. Maintain registers of incoming correspondence. Provide inputs to Audit responses. Manage the performance and development of the unit. Provide in service training.

ENQUIRIES : Mr M Gopane Tel No: 018-391 4276

POST 14/451 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 18/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Finance/Commerce/Risk Management. Five (5) years relevant work experience in Risk Management of which 3 years should be at supervisory level. A valid driver's license. Implement policies & strategies. Job Knowledge: Research, Policy formulating and analysis, Analytical thinking and Project management. Knowledge of relevant Prescripts and Process applicable in Public Service i.e. Public Finance Management Act and Treasury Regulations, Human Resource Policies, Labour Relation Act, Public Service Regulation, Public Sector Risk Management Framework etc. Problem solving, written and verbal communication skills, interpersonal relationships, Client orientation and customer focus. Ability to lead the team. Computer literacy.

DUTIES : Implement Risk Management strategies and processes. Conduct research on Risk Management. Provide Secretariat support on Risk Management Committees/meetings. Manage the performance and development of the unit. Review and implement risk management plans. Conduct Operational Risk Assessments and report on Risk Registers. Implement the PFMA & other related prescripts. Participate on Strategic Risk Assessment processes. Implement effective and efficient internal control measures and systems. Attend allocated Districts performance reviews.

ENQUIRIES : Mr S Ndou Tel No: 018 391 4546

POST 14/452 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: 19/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Dr. Ruth Segomotsi Mompoti District Office
Dr Kenneth Kaunda District Office
Bojanala District Office

REQUIREMENTS : National Diploma/Bachelor's Degree in Epidemiology, Research and Statistics. Post-Graduate qualification in Monitoring, Evaluation, and Research will serve as an added advantage. Five (5) years relevant experience in Monitoring, Evaluation and Research of which 3 years should be at supervisory level in the field of HIV, AIDS, STIs and HAST Program. A valid driver's license. Computer literacy.

DUTIES : Manage, monitor and evaluate the unit performance within the District, Sub-district, and facilities. Develop and align district targets with Provincial and National norms and standards. Monitor and evaluate Program Performance. Advise the Management Team on program performance and achievements. Oversee research initiative undertaken within the district. Compile different program reports for various management purposes. Conduct support visits to sub-districts and facilities.

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)
Ms KF Pelo Tel No: 014 592 8906 (Bojanala District)

POST 14/453 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: 20/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/Bachelor's Degree in Security Management. Five (5) years' relevant experience in Public Service Security Management of which 3 years should be at supervisory level. A valid driver's license. Knowledge of organisational and government structures. Understanding of regulations Governing Security Sector. Knowledge of contract management. Knowledge of techniques and procedures for the planning and execution of operations. Excellent relationship management knowledge. Good client orientation, customer focus and communication skills.

DUTIES : Develop and implement an effective and efficient Physical Security management system for the Provincial Office. Implement contract management system and ensure effective security committees. Monitor the implementation of Integrated Security Framework. Ensure compliance to security event management legislation for departmental events.

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

POST 14/454 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: 21/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/Bachelor's Degree in Management Services/Production Management/Operations Management. Five (5) years relevant practical experience in Organizational Development and Job Evaluation of which 3 years must be at supervisory level. Job Evaluation Certificate is essential. A valid driver's license. Knowledge of Public Service Regulations and Public Service Act. Knowledge of Public Service Regulatory Framework, Public Finance Management Act and Treasury Regulations and Human Resource practice and procedures Knowledge of organization Design, Business Process Management, DPSA Guide on Job Description and knowledge of Evaluate System. Knowledge of Organizational Development models. Knowledge of occupation specific dispensation. Knowledge of Human resource plan. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy skill (MS Word, Excel, Org-plus and Evaluate system).

DUTIES : Review and redesign departmental organisational structure: Develop and maintain functional organisational structure. Conduct business processes mapping. Facilitate the development of job descriptions. Coordinate and facilitate the

implementation of OSD. Manage and conduct job evaluation (JE). Coordinate and facilitate the assessment of human resource component. Coordinate the development of HR Plan. Ensure the implementation of Organizational Development intervention processes. Supervise key performance areas of subordinates.

ENQUIRIES : Mr R Mathole Tel No: 018 391 4001

POST 14/455 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 22/2023/04**

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/Bachelor's Degree in Public Management/Administration/Monitoring and Evaluation/Statistics/Social Sciences/Development Studies/Economics. Five (5) years' relevant experience in Strategic Management, Planning, Organizational Performance, Monitoring, Evaluation and Reporting of which 3 years should be at supervisory level. A valid driver's license. Good knowledge and understanding of Legislative and Policy Framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Services. Knowledge of auditing programmes' Portfolio of Evidence (POE) and Reason for variance (RFV). Proven ability to produce quality assured work and manage deadlines. Proven experience of analysing performance information for alignment and verification. Good knowledge and understanding on FMPPI, MTEF, MTSF, PI Framework and other relevant prescripts. Knowledge and understanding of Departmental Monitoring and Reporting systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and District Service Delivery Model. Skills and competencies: Good qualitative and analytical skills, data interpretation and data management, good presentation skills, ability to write strategic reports and complex documents, excellent written and verbal communication skills: excellent understanding of the link between Programmes, Department, Provincial and National performance; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range for performance information and indicators. Willingness to travel extensively as and when required and working long hours.

DUTIES : Manage the departmental monitoring and reporting requirement to different stakeholders. Develop sub- directorate operational plan. Compile and submit the eQPR reports. Coordinate auditing of performance information, this includes the provision of information sessions and/or advice to managers, inclusive of resource/ verification of documents as required by the Auditor General. Implement and maintain performance information monitoring and reporting policy, framework, systems, processes and tools. Develop and review department's Performance Information Management policies. Facilitate the verification of data and adherence of the reported performance information to the signed procedures. Audit POE and reason for variance during the performance reviews (sub districts, Districts and Department); Provide secretarial functions to the quarterly review meeting. Compile and verify quarterly performance reports. Coordinate and ensure the planning and coordination of data collection process using automated and manual reporting in compiling monthly, quarterly in year (QPR, eQPR & HOD Framework) and Annual Performance Reports. Develop mid – term performance report. Develop five years Administration performance report. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Provide Support to the Department policy, planning, research and evaluation process. Establish verifications systems on Performance information and update the departmental monitoring tools. Coordinate facility, sub district and districts technical support visits to monitor the implementation of performance monitoring and reporting systems. Provide feedback on the verifications technical visits. Develop, manage and review departments reporting policies to different stakeholders and that the department reports have proper source document. Participate in the development of the annual report. Participate in the consultative meeting with key stakeholders towards the compilation of Annual Report. Assist to ensure timeous publication of the

		Departmental Annual Report. Participate in the relevant National, Provincial and Departmental meetings related to performance Information reporting.
<u>ENQUIRIES</u>	:	Dr FRM Reichel Tel No: 018 391 4355
<u>POST 14/456</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 23/2023/04 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits)
	:	Provincial Office (Mahikeng)
	:	National Diploma/Bachelor's Degree in Labour Relations/Labour law. Five (5) years' experience in Labour Relations of which 3 years should be at supervisory level. A valid driver's license. Sound knowledge, understanding and application of Labour Law Legislation and relevant Legal principles, Public Service Prescripts, Collective Agreements and other related legislations. Good verbal and writing skills. Good interpersonal relations skills. Ability to work under strict time- frames. Computer literacy.
<u>DUTIES</u>	:	Prevent and resolve individual and collective conflicts. Manage processes relating to discipline, grievances and disputes. Represent the Department at Conciliations and Arbitrations. Monitor labour relations practices and related activities. Ensure compliance with collective agreements. Manage and supervise performance of team members. Provide technical assistance and advise to management. Maintain relevant database and statistics.
<u>ENQUIRIES</u>	:	Adv P Monchusi Tel No: 018 391 4001
<u>POST 14/457</u>	:	<u>ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: 24/2023/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits)
	:	Provincial Office (Mahikeng)
	:	National Diploma /Bachelors' Degree in Financial Management/Financial Accounting/ Supply Chain Management/ Logistics Management. Five (5) years' experience in Supply Chain Management/ Asset/ Inventory Management of which 3 years should be at supervisory level. A valid driver's license. Knowledge of all relevant Public Sector Legislations/Prescripts/guidelines (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/ Instructions). Knowledge of Walker/BAS, Human Resource Management; industry trends and best practices per commodity groups. Modified Cash Standards (MCS) guidelines. Skills: Analytical thinking and Computer literacy.
<u>DUTIES</u>	:	Provide Inventory management services. Ensure compliance and proper stock control of all Inventory Items in the department (E-class & Medicine). Compile and consolidate financial statements. Roll-out of approved Departmental Inventory Management Policy and SOP's. Ensure implementation of stock take programs in Health institutions twice per year. Plan, lead and coordinate all provincial office warehouse stock-taking. Manage Key Performance Areas' of team members.
<u>ENQUIRIES</u>	:	Mr D Gontsana Tel No: 018 391 4108
<u>POST 14/458</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 25/2023/04 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits)
	:	Provincial Office (Mahikeng)
	:	National Diploma/Bachelors' Degree in Accounting/Auditing/Risk Management/Financial Management. Five (5) years' experience in Internal Control, Compliance, Investigation or Auditing environment of which 3 years should be at supervisory level. A valid driver's licence. Knowledge and understanding of the Public Finance Management Act, SCM Regulations, Treasury Regulations, Irregular Expenditure Framework, Fruitless and Wasteful Expenditure Framework, Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis. Good interpersonal, analytical, communication, investigation and report writing skills. Computer literacy. Competencies: Ability to work independently and within a team. Ability to meet deadlines.

DUTIES : Coordinate the response of external and internal auditor's queries and requests. Investigate Fruitless and Wasteful Expenditure. Facilitate the development and monitor the implementation of the departmental audit action plans. Approve and authorize salary related payments including Subsistence and Travel claims. Identify potential risks, recommend actions and controls to mitigate the identified risks. Review the Internal Controls. Pre and post audit of procurement and payment vouchers.

ENQUIRIES : Mr. T.N Rasodi Tel No: 018-391 4340

POST 14/459 : **ASSISTANT DIRECTOR: ICT SYSTEMS MANAGEMENT REF NO: 26/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Information Technology. Five (5) years' experience in system development on Windows and Linux platforms of which 3 years should be at supervisory level. A valid driver's licence. Experience in project Management. Advantage proficiency with HTML, PHP and MySQL. Must be able to programme forms and implement script using at least two of the following languages Java/ JavaScript, C#, C++, ASP.Net, Python, PHP, Visual Basic. Working knowledge of basic composition, page layout, art and presentation packages such as Front Page, Ms Word, MS Excel, MS PowerPoint, PageMaker, CorelDraw, Dream Weaver, Macromedia flash and Photoshop. Knowledge of SDLC. Project management skills as well as organisation and personal skills to work with variant of people. Strong design sense along with a methodical attention to details. Ability to work as a team member and indecently with minimal supervision.

DUTIES : Develop and maintain Departmental and Hospitals internet and intranet sites. Develop and maintain systems, create enhancements and modifications to the website, organise and maintain the site. Adapt to new standards, technologies and trends to formulate strategies and plans for enhancing the site. Maintain cross-platform and cross-browser computability for website accessibility from a variety of di environments. Produce a consistent visual image on the side by promoting uniform fonts, formatting, icons, images, layout techniques and modularisation including maintenance of template and image archives. Determine appropriate techniques for resolution, sizes, colour maps and depths to ensure that images are delivered to viewer at a sufficient high speed quality. Update information in pages and database so that content is kept current. Check bugs and problems, diagnose and fix them. Ensure that all webmaster mail receives timely responses. Project management and systems implementation. Participate in implementation of ICT projects. Analyses traffic statistics and report on a monthly basis to the relevant Manager. Ensure that website/systems are secured. Procurement of software and hardware.

ENQUIRIES : Mr H.M Metsileng Tel No: 018 391 4011

POST 14/460 : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: 27/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelors' Degree in Commerce/Financial Management/Supply Chain Management/Logistics Management. Five (5) years relevant experience in Facilities Management of which 3 years should be at supervisory level. A valid driver's license. Knowledge of the Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety (OHSA), procurement directives and procedures and property related legislation. Knowledge of financial systems, contracts and administration of leases is recommended. Computer literacy. Competencies: Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills.

DUTIES : Maintain and update departmental operating lease register to reflect all leased relevant property and office automation related information. Ensure compliance to GIAMA and the implementation of RT3-transversal contract for office automation.

Liaise with clients to determine their facilities (office and residential accommodation) needs. Handle administrative process pertaining to facilities-related contracts and agreements. Carry out regular inspections on leased property to ensure maximization of property utilization and compliance to Occupational Health and Safety Act (OHSA). Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Carry out all property and office automation related matters, monthly rental payments, administration, lease renewals and extensions etc. Assist to Prepare and present interim and/or financial statement on operating lease commitments. Attend to the resolution of audit queries. Prepare and present monthly progress reports. Supervise Staff.

ENQUIRIES : Ms. M. Shekh Tel No: (018) 391 4091

POST 14/461 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 28/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Dr Kenneth Kaunda District Office
REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/ Management. Five (5) years relevant experience in Human Resource Management of which three (3) years should be at supervisory level in Human Resource Management with experience in recruitment, selection and benefit administration. PERSAL Certificates (Personnel, Salary and Leave Administration). Ability to interpret Policies and Legislations. Knowledge of Public Service Regulations, Basic Conditions of employment Act, Employment Equity Act, Government Employees Medical Scheme, Policy on Incapacity and ill health retirement, Housing allowance and Performance Management. Computer Literacy.

DUTIES : Manage the District Human Resource Management Office which includes: Personnel records, Human Resource Administration, Labour Relations, Employees Health and Wellness Programme, Remuneration, Training and Development, Conditions of Service. Ensure correct implementation of PMDS, Employment Equity of Occupational Specific Dispensation, Represent the District in various forums (fora) at the institutional levels. Manage resources effectively and economically in accordance with the principles of fairness, equity and transparency as required in the terms PFMA (act 29 of 1999).

ENQUIRIES : Mr M.P Kolokoto Tel No: 018 462 5744

POST 14/462 : **ASSISTANT DIRECTOR: ETHICS, ANTI-FRAUD AND ANTI-CORRUPTION REF NO: 29/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Accounting/ Ethics Management/ Risk Management/ Internal Auditing/ Law. Five (5) years' relevant experience in Ethics, Fraud and Integrity Management of which 3 years should be at supervisory level. A valid driver's license. Sound and in-depth practical knowledge of Ethics, Anti-Corruption and Fraud prevention polices and related legislations (E-disclosure system, Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act. Problem solving, analytical, facilitation, interpersonal, excellent written and verbal communication skills. Ability to compile reports, Computer literacy.

DUTIES : Assist in developing, reviewing and implementing the Ethics, Whistle blowing, Fraud and Anti –Corruption policies, strategies, plans, registers and systems. Train relevant stakeholders on ethics and fraud management. Provide expert advice, create awareness and monitor the effectiveness of Ethics Management and Fraud Management activities in the department. Conduct assessments on Ethics, Fraud risk management related activities and identify the weaknesses. Assist in coordinating fraud corruption investigations. Compile progress reports on ethics, anti-fraud and anti-corruption activities. Manage Remunerative Work Outside Public Service (RWOPS). Manage the gift register. Provide the system administration functions of the financial disclosure system (e- disclosure). Identify and monitor fraud and risks implementation treatment plans. Maintain fraud risk register.

ENQUIRIES : Mr S Ndou Tel No: 018 391 4546

POST 14/463 : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY REF NO: 30/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/Management. Five (5) relevant experience in Human Resource Administration of which 3 years' should be at supervisory level. A valid driver's license. Knowledge and application of the following policies and Acts: Employment Equity Act, 55 of 1998, Skills Development Act, 97 of 1998, Basic conditions of employment act, 75 of 1997, Public Service Regulations, 2016, Public Service Act 1994 as amended. Report writing skills. Good facilitation and presentation skills. Computer literacy.

DUTIES : Monitor and evaluate appointment trends in line with Employment Equity Act (EEA). Coordinate provincial and district employment equity forums. Analyse, identify employment barriers in the workplace and develop appropriate Affirmative Action measures. Coordinate capacity building programme for employment equity forum members. Conduct reviews of Departmental Employment Equity Plan. Develop strategies to align recruitment processes with employment equity plan. Conduct workshops on diversity management and job access strategy. Compile and submit annual employment equity report to the Department of Labour.

ENQUIRIES : Mr LLE Sekgoro Tel No: 018 391 4465

POST 14/464 : **ASSISTANT DIRECTOR: BUDGET ANALYSIS REF NO: 31/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Bachelor's Degree/National Diploma in Commerce/Economics/ Cost and Management Accounting/ Financial Management. Five (5) years of relevant experience in budgeting environment of which 3 years should be at supervisory level. A valid driver's license. Knowledge of budgeting processes in the public Service, PFMA, Treasury Regulations, BAS, Walker and understanding SCOA. Computer skills. Good communication, Report writing and presentation skills. Willingness to work extra hours, under pressure and be able to meet deadlines.

DUTIES : Render effective and efficient support to institutions. Ensure that the following reports are consolidated: MTEF, Adjustment Budget, In-year Monitoring & IFS /AFS. Analyse expenditure trends for all programmes and prepare expenditure reports whenever required. Identify misallocations. Prepare documents for the capturing of journals. Compile Data Base and budget inputs. Supervise the unit on allocations. Assist the programme manager with other budget related matters.

ENQUIRIES : Mr. I Tswaile Tel No: 018-391 4276

POST 14/465 : **ASSISTANT DIRECTOR: WOMEN'S HEALTH REF NO: 32/2023/04**

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences. Registered with the relevant body. Five (5) years' experience in Maternity and Sexual Reproductive Health Services of which 3 year's should be at supervisory level. A valid driver's license. Computer literacy. Core competencies: Knowledge of maternity and Sexual Reproductive services Women's Health Services, Communication skills, financial management, Planning and Organizing, Monitoring and Evaluation, Policy Development and Project management. Be prepared to travel extensively.

DUTIES : Provide leadership in implementation of Sexual and Reproductive services within the Province. Coordinate and support implementation of Sexual and Reproductive Health Policies and Guidelines. Ensure effective communication and collaboration with other programmes in order to ensure quality of services. Facilitate implementation of Choice of Termination of Pregnancy, Cancer screening and promotion of access to contraception services to women of child bearing age within the Province. Ensure community participation and feedback. Monitor Programme Performance using available tools and innovative methods to strengthen the

programme. Develop monitoring framework that will provide for participation of all stakeholders. Provide technical support to districts. Develop and implement new strategies in line with National Policies, guidelines and ensure integration with other programmes.

ENQUIRIES : Ms G Tsele Tel No: 018 391 4042

POST 14/466 : **ASSISTANT DIRECTOR: HIV TESTING SERVICES REF NO: 33/2023/04**

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/ Bachelor's Degree in Health Sciences. Registered with the relevant body. Five (5) years' experience in the field of HIV/AIDS, STI & TB of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Willingness to travel extensively. Programme and Project management. Good understanding of Public Finance Management Act (PFMA) and treasury regulations. Planning, organizing, leading and control skills. Good communication and report writing skills. Problem solving skills. Presentation skills.

DUTIES : Co-ordinate and manage HIV Testing Services in the Province. Monitor and manage performance of funded and unfunded HTS Developmental Partners including NGOs according to their MOUs and SLAs. Monitor financial and -non financial performance of the program. Monitor quality assurance performance of HIV Rapid Tests. Monitor the Community Counsellor program in the Province. Ensure adherence to the implementation of different programme guidelines. Develop and manage programme business plan. Participate in Strategic planning of the programme. Provide support to Districts, Sub-Districts and facilities on HTS Services.

ENQUIRIES : Ms G Tsele Tel No: 018 391 4042

POST 14/467 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 34/2023/04**

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Rustenburg Sub District

Madibeng Sub District

Dr Ruth Segomotsi Mompati District Office (Re-Advertisement)

Koster Hospital

Schweizer -Renneke Hospital

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Management/Administration/ Human Resource Management/Financial Management/Supply Chain Management. Five (5) year's relevant experience of which 3 should be at supervisory level. A valid driver's license. Strong Communication, interpersonal and organizational skills. Computer literacy. Knowledge of Walker/BAS, PERSAL and supply chain management systems. Knowledge of human resource, finance and supply chain legislation and regulatory framework for Public Service. Change management, People Management and empowerment. Effective conflict resolution and negotiation skills. Programme and project management.

DUTIES : Overall supervision and management of administration functions. Supervise and manage administration functions overall. Supervise KRA's of subordinates. Manage corporate services within the Sub-District Office which include: Human Resources (HRM, HRD and Labour), Finance, Supply Chain, Auxiliary, Registry and Transport. Render support in recruiting, appointing and evaluating personnel. Responsible for sound financial administration in the Sub-District which include coordination and consolidation of budget inputs. Monitor and collate financial information and reports. Responsible for project management, strategic and operational planning. Interpret and apply directives and policies. Effectively and assertively implement applicable legislative provisions. Communicate with stakeholders within and outside the Sub-district and within the framework prescribes by applicable legislation and established procedures. Give report to management with regard to administrative functions.

ENQUIRIES : Mr E Mmusi Tel No: 014 592 8906 (Rustenburg Sub-district, Madibeng Sub-district & Koster Hospital)

Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Semogotsi Mompati District & Schweizer- Reneke Hospital)

POST 14/468 : **ASSISTANT DIRECTOR INTERNAL CONTROL & RISK MANAGEMENT REF NO: 35/2323/04**
(Re -Advertisement)

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Bojanala District Office
REQUIREMENTS : National Diploma/ Bachelor Degree in Public Management/Administration/ Financial Management/ Auditing/ Supply Chain Management/ Logistics/ Purchasing. Five (5) years' relevant experience in Supply Chain Management Environment of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge: Extensive knowledge of Supply Chain Management prescripts (BBBEE, PPPFA), PFMA and Treasury Regulations, Basic Accounting System, Public Service Act, Performance Management and Development System. Skills: Good communication skills, Interpersonal relations and creativity and innovation, Presentation Skills and give guidance on the implementation of Audit Action Plans. Ability to meet deadline.

DUTIES : Check and monitor financial compliance including daily checking the Pre and Post-Auditing function at District Office. Coordinate and implement external auditors/ Provincial committee and external auditor's recommendation. Provide technical support during internal and external audits. Manage and disclose the fruitless and wasteful expenditure. Manage subordinates in line with HR practice.

ENQUIRIES : Mr E Mmusi Tel No: 014 592 8906

POST 14/469 : **SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: 36/2023/04**

SALARY : R331 188 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/Bachelor's Degree in Human Resource Management/Public Management/ Administration. Five (5) years' experience in Human Resource Management field of which 3 years must be at a supervisory level in Conditions of Service environment. PERSAL certificate (leave administration). A valid driver's license. Computer literacy. Sound knowledge of the administration of conditions of service. Knowledge of Public Service prescripts. Ability to communicate in at least two official languages. Good communication, conflict management, interpersonal leadership and supervisory skills. Good assessment, analytical, planning, meeting and report writing skills and competencies. Good training and facilitation skills.

DUTIES : Responsible for conditions of service and benefits: leave administration, pensions, termination of services, procedure on Incapacity leave and ill-health, long service awards, housing allowance and overtime. Manage capturing of general leave and incapacity leave applications, allowances and pension applications. Capture and or revise PERSAL transactions. Facilitate submissions for approval. Provide monthly PILIR statistics. Provide regular training and information sessions and guidance to the Provincial Office and health institutions/districts staff on Conditions of Service. Liaise with various role players (internal and external). Investigate grievances and disputes linked to Conditions of Service. Create and update required data base and registers. Draft circulars on conditions of service. Inform, guide and advise the staff on conditions of service matters to enhance the correct application of prescripts. Assist in providing audit information and support. Analyse and interpret PERSAL reports and provide regular management advice. Overall supervision of component and performance management of staff in the sub-component.

ENQUIRIES : Mr K. Bogatsu Tel No: 018 391 4450

POST 14/470 : **STATE ACCOUNTANT: CARE AND SUPPORT REF NO: 37/2023/04**

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Dr Ruth Segomotsi Mompoti District Office
REQUIREMENTS : National Diploma/Bachelor's Degree in Internal Auditing/Accounting/Cost and Management Accounting. Two (2) years relevant experience in Financial Management. A valid driver's license. Computer literacy. Sound knowledge of

		PFMA, Treasury Regulations, PPPFA, Financial Delegations, Provisioning Prescripts, SCOA and Administrative Procedures. Good Financial Management, problem-solving, communication as well as report writing skills.
<u>DUTIES</u>	:	Manage KPA's of subordinates. Control accounts payable with the relevant supporting documentations. Pre-audit vouchers from institutions. Process payments on the Walker System. Monitor payments on BAS. Attend to queries. Report irregular and wasteful expenditure. Accept any other responsibilities as assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 14/471</u>	:	<u>HUMAN RESOURCE CLERK – SUPERVISOR: CONDITIONS OF SERVICE REF NO: 38/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Administration. Five (5) years' experience in Human Resource field of which 2 years must be in Conditions of Service environment. PERSAL Certificate (Leave Administration). A valid driver's license. Computer literacy. Knowledge of Public Service prescripts and procedures, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management Legislations and Regulatory Framework and Human Resource Practice & Procedures. Skills required: Good communication (verbal and written). Sound organising and planning, research and analytical skills.
<u>DUTIES</u>	:	Monitor the implementation of service benefits such as leave, allowances, medical assistance and long service recognition. Check compliance with the relevant policy and directives, and approve PERSAL transactions. Monitor the implementation of housing allowance and application for state guarantee. Prepare submissions on service benefits and conditions. Check compliance with the relevant prescripts. Maintain database and draw relevant reports in relation to the management of service benefits and conditions. Compile reports on terminations. Implement incapacity leave an ill-health retirement (PILIR) processes. Implement and monitor the resettlement process. Provide advice on other benefits and overtime.
<u>ENQUIRIES</u>	:	Mr K Bogatsu Tel No: 018 391 4450
<u>POST 14/472</u>	:	<u>PROJECT OFFICER REF NO: 39/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office (X2 Posts) Bojanala District Office (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Public Management/ Administration or equivalent qualification. Two (2) years relevant experience in care and support programmes. Knowledge of HIV/AIDS programme. A valid driver's license. Knowledge of Public Financial Management and Division of Revenue Act. Sound knowledge and experience working with NGO's, CBO and FBO's. Good communication skills. Ability to coordinate community initiatives. Project management.
<u>DUTIES</u>	:	Manage and oversee the implementation of Care and Support programme and guidelines. Monitor the implementation of Care and Support programmes at the District and Sub-District levels. Monitor and update care givers database. Oversee the management and payment of stipend. Monitor implementation of programmes done by funded and non-funded NGO's. Assist NGO's with NPO's registration. Facilitate linkages of NGO's to primary health care facilities and accredited ART sites. Coordinate community initiatives in the implementation of care and support. Facilitate care and support related trainings, consolidate and submit care and support report to District.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District Office)
<u>POST 14/473</u>	:	<u>CLINICAL ENGINEERING TECHNICIAN TEL NO: 40/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)

<u>CENTRE</u>	:	Bojanala District Office Joe Morolong Memorial Hospital Schweizer- Reneke Hospital Dr Kenneth Kaunda District Office Nic Bodenstein Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 function. 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 to the development of Department policies and projects. Work with stakeholders in Technical Services environment.
<u>ENQUIRIES</u>	:	Mr K Tshetlho Tel No: 018 391 4120
<u>POST 14/474</u>	:	<u>PERSONNEL PRACTITIONER – RECRUITMENT AND SELECTION REF NO: 41/2023/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Administration. Five (5) years' relevant experience in Human Resource Management of which 3 years must be in Recruitment and Selection environment. PERSAL Certificate (Personnel Administration). PERSAL (Leave Administration Certificate) will serve as an added advantage. A valid driver's license. Computer literacy. Good communication, interpersonal relations, planning, organizing and writing skills. Knowledge of Public Service prescripts and Regulations.
<u>DUTIES</u>	:	Prepare advertisements and place in external media and internal vacancy circular. Co-ordinate and facilitate shortlisting processes. Co-ordinate the interviews and preparation of submissions. Prepare appointments and regret letters, submissions for transfers, probations, relocations and renewal of contract appointments for foreign health professionals. Compile profiles for advertised posts. Provide continuous advice to line managers with regard to Human Resource Matters. Respond to Human Resource Management related queries. Provide Human Resource Management Support to the institutions. Open and update registers. Assist with audit requests. Perform other duties as delegated from time to time.
<u>ENQUIRIES</u>	:	Ms BG Gauta Tel No: 018 391 4278
<u>POST 14/475</u>	:	<u>COMMUNITY LIAISON OFFICER REF NO: 42/2023/04</u>
<u>SALARY</u>	:	R218 064 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office
<u>REQUIREMENTS</u>	:	Senior Certificate/National Certificate (Vocational). One (1) year relevant experience in the field of community liaison A valid driver's license. Computer literacy. Ability to work with Youth and Community. Understanding issues related to STI, HIV/AIDS and TB presentation and counselling. Knowledgeable in youth life skills, negotiation and dispute resolution skills. Good communication skills and interpersonal relations. Project management skills. Knowledge of relevant Acts, Regulations and Policies with regards to Diagnostic protocols.
<u>DUTIES</u>	:	Co-ordinate Youth Programmes and serve in various communities related to HIV/AIDS and counselling. Participate in the arrangements of wellness awareness campaign and promotions in the youth centre. Act as resource and consultancy centre for the youth, community development and empowerment. Implement project management for youth people development. Improve the management of non-communicable disease through promotion of health life style programmes.

ENQUIRIES : Mr N Maibi Tel No: 053 928 0500

PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan of the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS : Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. When you submit through email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE : 09 May 2023 at 16h00

NOTE : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/> Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, skills, competencies and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place 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. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. 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. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

Requirements For Senior Management Posts (SI13-16): The requirements for appointments at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at 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 at: www.thensg.gov.za. No appointment to an SMS *post* will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

MANAGEMENT ECHELON

<u>POST 14/476</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SRM REF NO: NWFIN/2023/01</u> Programme: Sustainable Resource Management Directorate: Budget and Public Finance Management
<u>SALARY</u>	:	R1 590 747 – R1 791 978 per annum (Level 15), all-inclusive salary package (on the salary scale
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho As a minimum an Honours Degree/Post Graduate Diploma in Finance/ Accounting/ Economics, or equivalent NQF 8 qualification in related field. Pre-entry Certificate for SMS is compulsory. Ten (10) years' experience of which a minimum of 8 years must be at senior management level and of which 3 years should be at the executive management level (at least minimum of 3 years of which must be with any Organ of State as defined in the Constitution). Must have a valid driver's license. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.
<u>DUTIES</u>	:	Ensure policy formulation and implementation of adequate fiscal resources for the utilization of the provincial government. Promote the effective and efficient management of the provincial resources by developing, implementing, monitoring, and evaluating systems for speed- up service delivery. Manage the province's fiscal resources actively and ensuring responsive, credible, and sustainable budget and distribution of financial resources throughout the provincial departments and public entities. Promote and ensure budgetary/expenditure alignment to plans and priorities between the different spheres of government. Oversee the provision of effective technical and strategic support to infrastructure development and implementation processes within the Departments. Ensure development of the economic analysis for both the local and provincial spheres which will inform planning, decision making and equitable resource allocations. Ensure the development, implementation, and monitoring of the provincial revenue enhancement/collection strategies as well as coordination of credible revenue budget. Ensure the development and implementation of appropriate supply chain management strategies for the provincial administration. Provide strategic and

business planning leadership to internal and external clients including directorates within the division.

ENQUIRIES : Mr. NI Kunene Tel No: (018) 388 4441

POST 14/477 : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NWFIN/2023/02**
 Programme: Sustainable Resource Management
 Sub Programme: Public Finance
 Directorate: Infrastructure Management

SALARY : R1 105 383 per annum (Level 13), all-inclusive salary package
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a B Degree or Advanced Diploma in Finance/ Economics/ Commerce or Built Environment, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in an Infrastructure management environment. A minimum of 5 (five) years should be middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Extensive knowledge and understanding of relevant policies and prescripts, application of resources as well as understanding of legislative framework and variety of work changes and procedures governing the Public Service such as: PFMA, Treasury Regulations, Labour Relation Act, Public Service Act, Public Service Act. Working knowledge of the functioning of National/ Provincial and Local Government. Knowledge of Financial and Project Management. Ability to interpret and apply policy. Analytical and innovative thinking. Research skills. Project Management Skills. Report writing. Basic knowledge of Microsoft applications. Workshop, presentation, and facilitation skills. Leadership skills. Conflict management. Financial management. Strategic management. Policy formulation. Adaptability during changes to meet the goals. Change/diversity management. Negotiation skills. People management. Planning. Time management. Co-ordination. Diversity management. Professionalism. Teamwork Orientation. Receptive to suggestions and ideas. Innovative thinker. Exceptional creativity.

DUTIES : Manage the enhancement and monitoring of Infrastructure delivery by Provincial Department and Provincial Public Entities. Manage the enhancement and monitoring of infrastructure delivery by Municipalities. Oversee and support Provincial Infrastructure Performance Management. Support and monitor Provincial Infrastructure Financial Management. Support and monitor Provincial Infrastructure Planning Portfolio Management. Support and monitor Provincial and Municipal Infrastructure Projects/ Programmes. Support and monitor operations, services and maintenance. Manage the provisioning of advice and guidance on the implementation and management of PPP Infrastructure Projects as well as other alternative sources of infrastructure funding models. Oversee the identification and assessment of potential PPP Infrastructure Projects. Oversee the implementation of PPP Infrastructure Projects. Manage and oversee the restructuring projects and feasibility studies for non-core functional services. Monitor compliance with relevant regulations governing PPP's. Support effective financial and human resource management within the Directorate. Ensure timely and accurate financial reporting to the Deputy Director General. Manages and oversees facilities management within the Directorate.

ENQUIRIES : Lucky Sidumo Tel No: (018) 388 3130

POST 14/478 : **DIRECTOR: SCM POLICIES, M&E ANC CAPACITY BUILDING REF NO: NWFIN/2023/03**
 Programme: Asset and Liability Management
 Sub Programme: Support and Interlinked
 Directorate: SCM Policies, M&E and Capacity Building

SALARY : R1 105 383 per annum (Level 13), all-inclusive salary package
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a B Degree or Advanced Diploma in SCM/ Public Administration/ Finance/ Commerce/ Economics or LLB, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in a Public Sector SCM management environment. A minimum of 5 (five) years should be middle

management/senior management experience within the SCM environment. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include M'S: Excel, Word, and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision.

DUTIES

: Manage Coordination of Provincial inputs for National Treasury SCM prescripts. Manage the Development of Provincial SCM Policies, Manage the Development of Provincial SCM Norms and Standards, Manage the Research of best practices for continuous improvement of SCM System, Provide advice, guidance and support on implementation of SCM Policy, Norms and Standards, Manage the Development of Provincial SCM Control Frameworks, Manage the Monitoring of adherence to SCM Control Frameworks, Manage the analysis and reporting on SCM Compliance Provide Technical Support, Manage Evaluation of interventions on SCM System, Manage the Establishment and overseeing of Governance Mechanisms. Manage the Development and Implementation Provincial SCM Capacity; Building Strategy; Manage Coordination of SCM Professionalization in the Province; Manage Coordination of SCM Education, Training and Development; Manage the provision of In-House Training.

ENQUIRIES

: Mr. NI Kunene Tel No: (018) 388 4441