

**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, or email to CSTMrecruitment@nwp.gov.za
- FOR ATTENTION** : Kegomoditswe Makaota Tel No: (018) 200 8258
- CLOSING DATE** : 23 May 2025 at 15H30
- NOTE** : Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, 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. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit 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. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). 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. 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 conducted. 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. 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 15/251** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 1/2025/26**
Directorate: Information Communication Technology
- SALARY** : R1 216 824.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** : Head Office- Mahikeng
- REQUIREMENTS** : Grade 12 Certificate. A relevant (NQF level 7) qualification in Computer Science or Information Technology as recognised by SAQA coupled with five (5) years' experience at middle/senior management level (SL11/12) within the ICT environment. A valid driver's license. Knowledge:

Knowledge of current technologies and current products used in the industry. Understanding of computer systems (Hardware/Software) and networks. Knowledge of government prescripts. Knowledge of Public Financial Management Act, Research and Policy Coordination. Skills: Presentation skills, Planning and Organizing Skills, Presentation Skills, Communication Skills (Verbal and Written), Analytical thinking, Research. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Provide a strategic direction to the department with regard to information communication and technology environment. Manage the provision of Information Technology (IT) infrastructure Planning and Business Application Support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records. Manage and provide ICT project monitoring and reporting. Manage backup and restore for systems, applications and database. Manage and oversee all ICT security standards. Develop effective system of managing information for the Department. Manage ICT risks and regulatory compliance for the department. Oversee the development and implementation of appropriate ICT policies and guidelines. Manage the implementation of strategies regarding system integration.

ENQUIRIES : Ms T Leteane Tel No: (018) 200 8056/55

NOTE : Male candidates are encouraged to apply

POST 15/252 : **DIRECTOR: LEGAL SERVICES REF NO: 02/2025/26**

Directorate: Legal Services

NB: This is a re-advertisement: candidates who previously applied are encouraged to re-apply

SALARY : R1 216 824 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 : Head Office- Mahikeng

REQUIREMENTS : Grade 12 Certificate. An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior management level (SL11/12) in Legal Services. Computer Literacy. A valid driver's license. Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Skills: Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

ENQUIRIES : Ms. T. Leteane Tel No: (018) 200 8056/55

NOTE : Female candidates are encouraged to apply

- POST 15/253** : **DIRECTOR: TRANSPORT PLANNING REF NO: 03/2025/26**
Directorate: Transport Planning
- SALARY** : R1 216 824.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** : Head Office- Mahikeng
- REQUIREMENTS** : Grade 12 Certificate. A relevant qualification at NQF level 7 in Transport Management, Transport Economics or Transport Logistics as recognised by SAQA coupled with five (5) years' experience at middle/senior management level (SL11/12) within the Transport Environment. A valid driver's license. Computer Literacy. Project Management and Policy formulation will a strong recommendation. Knowledge: Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province and Policy Development. Skills: Ability to work independently and under pressure Verbal and written communication skills at a high level. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain positive interpersonal relations and be able to work as part of team and as an individual.
- DUTIES** : Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy, National Land Transport Acts and Strategies. Manage the development and the implementation of Provincial Transport Policy, Legislations, Strategies and coordination of Transport Planning processes of all modes of transport. Manage the coordination of transport initiatives at municipal level. Contribute to National Policy Framework for the Transport Sector. Manage and review application for Integrated Plans of municipalities and make final recommendations. Perform oversight over transport governance structures and usage of inland waterways transportation. Provide strategic leadership.
- ENQUIRIES** : Ms. M. Rantao Tel No: (018) 200 8030
- NOTE** : Male candidates are encouraged to apply

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 X2068, Mmabatho, 2735, must be forwarded to: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng.
- FOR ATTENTION** : Ms K Monne, Provincial Office
- 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 disqualify. 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 one 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.

MANAGEMENT ECHELON

- POST 15/254** : **DEPUTY DIRECTOR-GENERAL: DISTRICT HEALTH SERVICES REF NO: 02/2025/01**
- SALARY** : R1 741 770 per annum, (all-inclusive SMS package)
CENTRE : Provincial Office - Mahikeng
REQUIREMENTS : An under-graduate qualification. Post-Graduate (NQF level 8) qualifications in management. Eight (8) years of experience at a senior managerial level. Three (3) years' experience in the District Health Services or Health Programme Environment will be an added advantage. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (submitted prior to appointment). Computer literacy. A valid driver's license. competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management; service delivery innovation; problem solving and analysis; conflict management, client orientation and customer care and communication. Knowledge and understanding of District Health Services including Primary Health Care, Health Programme and District Hospital Services.
- DUTIES** : Provide the necessary leadership and direction in respect of the following district health services: Development and implementation of strategic plans, annual performance plans and operational plans relating to the scope of this post. Planning for and implementation of provincial ideal clinics and ideal hospitals. Compilation and implementation of service delivery improvement plans. Compilation of quarterly and annual performance reports as per relevant prescripts. Implementation of recruitment and retention strategy pertaining to scarce skills. Effective and efficient management of resources. Effective stakeholders and client relationship management. Development and implementation of an effective resourcing plan. Development of service delivery initiatives and partnerships with civil society formations and private sector. Development and implementation of infrastructure and medical equipment preventative maintenance plan. Ensure compliance with all relevant acts, regulations, policies and directives. Facilitating establishment and functionality of varied fora geared at engendering effective coordination, communication and sustainable delivery of quality services. Development and implementation of service delivery innovation mechanisms aimed at ensuring continuous excellence in the delivery of district health services and health programmes.
- ENQUIRIES** : Dr M tlhogane Tel No: (018) 391 4182
CLOSING DATE : 23 May 2025
- POST 15/255** : **DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 02/2025/02**
- SALARY** : R1 216 824 per annum, (all-inclusive SMS package)
CENTRE : Provincial Office - Mahikeng
REQUIREMENTS : Bachelor's in the Built Environment (NQF level 7). A valid driver's Licence. 6 – 8 years post-qualification experience in public sector management and/ or related management experience in the delivery and oversight of infrastructure Project/ programmes of which Five (5) years' experience must be at Middle Management level/ Senior Management Level. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (submitted prior to appointment). Professional Registration with any of the Built Environment Council will be an added advantage. Competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management; service delivery innovation; problem solving and analysis; Conflict management, client orientation and customer care; communication. Computer literacy. Main Role: To manage the delivery of the total of infrastructure Programme related to Capex, Minor capital and maintenance projects through interaction with Districts and Health Facilities and monitoring/oversight of implementing Agent (s).
- DUTIES** : Oversee the draft and Infrastructure Programme Implementation Plan (IPIP). Manage Implementing Agents. Manage the development and implementation of a Construction Procurement Strategy. Manage Medium Term Expenditure Budget. Annual Budget and Adjustment Budget. Manage the risk register and implications of the directorate. Manage human resources in the directorate. Manage the operational plan of the directorate. Management of the infrastructure in house projects as Programme Manager.
- ENQUIRIES** : Mr L.L.E Sekgoro Tel No: (018) 391 4665
CLOSING DATE : 23 May 2025

OTHER POSTS

- POST 15/256** : **VICE PRINCIPAL OF NURSING COLLEGE/CAMPUS HEAD (SINGLE CAMPUS) REF NO: 02/2025/03**
- SALARY** : R1 094 880 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	: North West College of Nursing: Klerksdorp Campus and Mafikeng Campus : Basic qualification accredited with the South African Nursing College in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). Master's degree in nursing. A Diploma in any post basic nursing qualification. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as Professional Nurse. A minimum of 11 years appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post-basic qualification. Minimum of three (3) years of experience as a Head of Department in Nursing Education Institution. In-depth knowledge and understanding of curriculum development. Knowledge of major nursing education legislations, policies and other government policies. Experience and knowledge of a diversity of teaching strategic and classroom practices. Have experience in financial management, budget and revenue management, including conditional grants and policy development, thorough understanding of PFMA and other related prescripts. Strategic capability and leadership. Change management. Programme and Project management skills. Financial and Human Resources Management. Policy development and quality assurance. Good interpersonal skill and ability to work under pressure and work irregular hours. Skilled in research development and coordination, including academic activities, policy development and quality assurance.
<u>DUTIES</u>	: Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Oversee and facilitate participatory processes for strategic, operational and integrated development planning for the institution. Ensure sound financial management and practices. Human Resource management and development, supply chain management, asset management, transport and facility management. Ensure continued empowerment and well-being of staff and students. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the institution. Participate in the Development, implementation and monitoring of Policies, guidelines and Standard Operating Procedures. Ensure continued empowerment and well-being of staff and students. Adhere to Nursing Education and training prescripts and other related legislative mandates. Skilled in research development and coordination, including academic activities, policy development and quality assurance. Conduct relevant research.
<u>ENQUIRIES CLOSING DATE</u>	: Ms E Nkhumane Tel No: (018) 391 4284/10 : 23 May 2025
<u>POST 15/257</u>	<u>DEPUTY MANAGER: NURSING (NURSING EDUCATION) REF NO: 02/2025/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 028 091 per annum, (all-inclusive package) : Provincial Office (Mahikeng) : National Diploma/ Bachelor's Degree: in Nursing (General) or equivalent qualification. A post basic qualification in Nursing Education. A minimum of ten (10) years appropriate/ recognisable nursing experience after registration as a Professional Nurse with South African Nursing Council as a General Nurse of which six (6) years must be appropriate/ recognizable experience in nursing education and training. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. A valid driver's license. Knowledge of the relevant legislative framework governing Nursing Education and Training, knowledge of labour issues related to nursing. People management skills and ability to work as part of a team. Policy development and analysis, research as well as understanding of current nursing education issues. Applied strategic thinking. Programme and project management skills. Communication and information management skills. Budget and financial management skills. Ability to work independently and work irregular hours.
<u>DUTIES</u>	: Oversee the implementation of the Nursing Strategy for the North West Province. Manage the development, implementation, monitoring and evaluation of policies related to education and training of nurses. Monitor the development, implementation, and delivery of the curriculum. Facilitate quality of areas of students' placement for work integrated learning. Promote continuing professional development for nurse educators. Provide management support to the Multi-campus Principal North West College of Nursing. Compile strategic, operational, quarterly, and annual reports in collaboration with the Director: Nursing Education and Training. Ensure sound financial management practices. Manage the placement of Community Service students in healthcare facilities.
<u>ENQUIRIES CLOSING DATE</u>	: Ms E Nkhumane Tel No: (018) 391 4284 : 30 May 2025
<u>POST 15/258</u>	<u>DEPUTY DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT (SHERQ) AND HEALTH PRODUCTIVITY MANAGEMENT (HPM) REF NO: 02/2025/05</u>
<u>SALARY</u>	: R896 436 per annum, (all-inclusive MMS package)

<u>CENTRE REQUIREMENTS</u>	: Provincial Office (Mahikeng) : National Diploma/ Bachelor's Degree: in Nursing/ Safety Management/ Environmental Health. Five (5) years' experience in Health and Safety environment of which three (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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Ms C Ratseane Tel No: (018) 391 4372
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 15/259</u>	: <u>ASSISTANT DIRECTOR: PROGRAMMER CONTROL (SYSTEMS AND WEB DEVELOPMENT) REF NO: 02/2025/06</u>
<u>SALARY</u>	: R468 459 per annum, (plus benefits)
<u>CENTRE</u>	: Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	: National Diploma/ Bachelor's Degree: in Information and Communications Technology. Five (5) years' relevant 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#, PHP.
<u>DUTIES</u>	: Lead and manage the systems and web development team. Develop and implement policies and procedures for systems and web development. Oversee the design, development and deployment of new systems and web applications. Maintenance and enhancement of existing systems. Collaborate with stakeholders to define systems requirements and deliverables. Develop and maintain Departmental and hospitals internet and intranet sites. Develop and maintain systems. Create enhancements and modifications to the website. Develop and implement testing mechanisms (quality assurance and user acceptance testing). Maintain cross-platform and cross-browser computability so that the website is accessible from a variety of different environments. Analyses traffic statistics and report on a monthly basis to the relevant Manager. Implement best practices for systems and web applications.
<u>ENQUIRIES</u>	: Mr E. Khoetha Tel No: (018) 391 4011
<u>CLOSING DATE</u>	: 30 May 2025
<u>POST 15/260</u>	: <u>ASSISTANT DIRECTOR: RESEARCH REF NO: 02/2025/07</u>
<u>SALARY</u>	: R468 459 per annum, (plus benefits)
<u>CENTRE</u>	: Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	: National Diploma/ Bachelor's Degree: in Public Administration/ Management/ Monitoring and Evaluation/ Social Sciences/ Development Studies/ Economics. Five (5) years relevant experience in Strategic Management, Planning, Research, and Evaluation of which 3 years should be at supervisory level. A valid driver's licence. Knowledge: Strong understanding of research and evaluation within the public sector, including various monitoring and evaluation approaches and methodologies. Knowledge of research methods and the ability to compile complex, analytical documents. Familiarity with key frameworks such as the Framework for Managing Programme Performance Information (FMPPPI), Medium-Term Expenditure Framework/Medium-Term Development Framework (MTEF/MTDF), Medium-Term Strategic Framework (MTSF), Performance Information (PI) Framework, and other relevant prescripts. Knowledge of Provincial and Departmental Research and Evaluation Frameworks, systems, processes, and procedures. Understanding of departmental policy mandates, priorities, objectives, and the Service Delivery Model. Skills and Competencies: Strong qualitative and quantitative analytical skills, including data interpretation and management. Effective communication and presentation skills, with the ability to write strategic reports and complex documents. Knowledge of the context, ethical conduct, discipline, and professional practices within the field. Ability to work independently, accept responsibility, and produce high-quality work. Team player with good interpersonal relations, planning, execution, and leadership skills. Project management skills, flexibility, and reliability. Willingness to travel extensively and work long hours as required. Ability to work effectively in both research and evaluation fields and

coordinate the integration of all Research and Evaluation Systems within the department. Computer literacy.

DUTIES : Research and Framework Development: Develop, review, and implement the department's Research Framework. Develop and manage the annual Research Agenda for the department. Conduct needs analysis and identify research areas to improve department performance, outcomes, and impacts in line with health mandates, policies, and strategies. Lead and manage research activities on specific programs and use research to inform training, development needs, and opportunities. Research and Improvement Plans: Develop and oversee improvement plans based on research findings and recommendations. Report on and monitor the implementation of key research recommendations aimed at improving departmental performance and service delivery. Database Management and Evidence Systems: Develop, maintain, and update the research database and evidence maps. Establish systems to enhance the research capabilities of key programs impacting accessibility, equitable, and integrated quality healthcare services. Coordination and Stakeholder Engagement: Coordinate and participate in research steering committees. Oversee the evaluation of research proposals for approval. Develop schedules for technical support visits and conduct these visits to facilities, sub-districts, and districts to support research policies and systems. Policy and Planning Support: Provide support to the department's planning process by offering policy priorities and planning inputs based on research evidence. Sub Directorate Management: Effectively manage Unit resources, including human and financial resources. Develop and implement the directorate's operational plan. Develop and sign individual Performance Management Agreements (PMAs) and work plans. Conduct performance assessments for team members. Participation in Relevant Meetings: Participate in relevant National, Provincial, and Departmental meetings related to Evaluation and Research.

ENQUIRIES : Dr F.R.M Reichel Tel No: (018) 391 4355/4556

CLOSING DATE : 30 May 2025

POST 15/261 : **ASSISTANT DIRECTOR: YOUTH REF NO: 02/2025/08**

SALARY : R468 459 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/ Bachelor's Degree: in Public Administration /Management/ Business Management/ Social Sciences/ Nursing. Five (5) years' experience in coordination of Stakeholders of which 3 years must be at supervisory level. A valid driver's license. General administrative knowledge, planning, organizing, co-ordination and monitoring of projects. Innovation, networking, analytical thinking and problem solving skills. Knowledge of Budgeting processes in Financial Management. Management and Leadership skills. Analytical and innovative skills. Good communication (both written and verbal) and interpersonal skills. Able to work independently and meet tight deadlines. Presentation and advanced report writing skills. Computer literacy.

DUTIES : Develop the Operational and Implementation plans for the programme. Implementation of the planned activities and monitoring thereof. Coordinate training on Adolescent Youth Friendly Services and other youth related matters for Departmental employees. Conduct awareness raising workshops on the National Adolescent Youth Policy and other Youth related issues for Departmental employees at all levels. Coordinate districts youth dialogues/health talks for young people in the communities of North West province. Initiate and identify the capacity building programmes on adolescent and Youth related matters for the Departmental employees. Coordinate the Departmental Youth Day event during the National Youth Month. Coordinate the establishment of Departmental Adolescent and Youth Technical Teams at all levels and the functionality thereof. Monitor the implementation of Adolescent Youth Friendly Services at all health facilities. Hold quarterly meetings with Youth Centre Managers and relevant Stakeholders. Coordinate and consolidate the departmental youth programme quarterly and annual reports. Attend the meetings and activities of the National and Provincial Youth Focal Persons.

ENQUIRIES : Ms M Lerumo Tel No: (018) 391 4183

CLOSING DATE : 30 May 2025

POST 15/262 : **ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT (SHERQ) REF NO: 02/2025/09**

SALARY : R468 459 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma/ Bachelor's Degree: in Safety Management/ Environmental Health. Five (5) year's relevant experience of which 3 years should be at supervisory level in Health and Safety environment. A valid driver's license. Experience in healthcare setting will be an added advantage. The following will serve as strong recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of the Public Service Regulations 2016 and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpersonal skills. Project Management skills. Analytical thinking, decision making and motivational abilities. Analytical report writing, presentation, planning and coordination skills. Computer literacy.

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

ENQUIRIES : Ms C Ratseane Tel No: (018) 391 4372

CLOSING DATE : 30 May 2025

POST 15/263 : **ASSISTANT DIRECTOR (COORDINATOR): SPECIAL PROGRAMMES REF NO: 02/2025/10**

SALARY : R468 459 per annum, (plus benefits)

CENTRE : Bojanala District Office & DR Ruth Segomotsi Mompoti District Office

REQUIREMENTS : National Diploma/ Bachelor's Degree: in Public Administration/Management/ Relations/ Social Sciences. Five (5) years in coordination of the Special Programmes activities of which three (3) must be at Supervisory level. A valid driver's license. Willingness to travel extensively. Skills: Knowledge and understanding of Departmental processes, Special Programmes environment and relevant legislative/policy frameworks. Good communication and excellent interpersonal skills. Report writing, presentation and facilitation skills and proactive problem solving skills. Good planning and coordination of activities/event. Ability to work independently and meet tight deadlines. Knowledge and understanding of Budgeting processes in the Public Service, Public Finance Management Act, Treasury Regulations, Supply Chain Management and other related prescripts. Computer literacy.

DUTIES : Assist the Deputy Director with the strategic and Operational Plans and implementation in accordance with national and provincial goals and objectives. Develop plans, initiate projects and support the implementation of the Special Programmes (Gender, Disability, Youth, Traditional Health Practitioners and Health Governance) in the department. Coordinate the activities/event and liaise with the departmental stakeholders at various levels. Provide support and assist with monitoring the functionality of the various Forums and Structures as well as ensuring effective implementation of all related policies and other relevant legislations at provincial and district level. Coordinate the workshops/ training and capacity building programmes for various Forums and Structures of the Department. Compile monthly, quarterly and annual reports on the Departmental Performance of the Special Programmes activities. Ensure effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of staff.

ENQUIRIES : Ms M Lerumo Tel No: (018) 391 4279

CLOSING DATE : 30 May 2025

POST 15/264 : **CHIEF WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 02/2025/11 (X3 POSTS)**

SALARY : R468 459 per annum, (plus benefits)

CENTRE : Provincial Office (Mahikeng)

REQUIREMENTS : National Diploma / Bachelor's Degree: in Management Services/ Production Management/ Operations Management/ Industrial Psychology. Five (5) years relevant experience in Organizational Development of which 3 years must be at Supervisory Level (Senior Organizational Development Officer). A valid driver's licence. Job Evaluation Certificate is essential. Knowledge And Skills: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA Guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Occupation Specific Dispensation. Knowledge of Human Resource Planning. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy (MS Word, Excel, Org-plus and Evaluate system).

DUTIES : Manage and redesign departmental organisational structure. Conduct and facilitate job evaluation in the department. Coordinate and conduct business processes mapping for the department. Manage and facilitate the development of job descriptions. Coordinate and facilitate the implementation Occupational Specific Dispensation (OSD). Coordinate and facilitate the assessment of human resource component. Facilitate and coordinate organisational functionality assessment. Coordinate the development of HR Plan. Ensure the implementation of Organizational Development intervention processes. Supervision of key performance areas of subordinates.

ENQUIRIES : Mr G.R Mathole Tel No: (018) 391 4647

CLOSING DATE : 30 May 2025

<u>POST 15/265</u>	:	<u>CHIEF CLINICAL ENGINEERING TECHNICIAN REF NO: 02/2025/12</u>
<u>SALARY</u>	:	R468 459 per annum (plus benefits)
<u>CENTRE</u>	:	Bojanala District Office and Mahikeng Provincial Hospital
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree: in Clinical Engineering/ Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Five (5) years' relevant experience in the maintenance and management of medical equipment in the hospital environment of which 3 years should be at supervisory level. A valid Driver's license. Ability to manage repairs and maintenance of medical equipment. Knowledge of risk management within the clinical engineering field.
<u>DUTIES</u>	:	Management and supervision of Clinical Engineering Technicians and all the activities in the unit. Provide maintenance service of medical equipment in respect to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its functions and which professional standards, and also to give guidance to the facilities on procurement and receiving of new medical equipment. Management and implementation of Health Technology policy framework and creation of national health technology system and its subsystem. Render Technical services and support on medical equipment maintenance at different Health Facilities in the province. Contribute as required to the development of policies and implementation for the Department through participation in the work of the appropriate departmental teams or working groups. Carry out planned preventative and corrective maintenance, quality assurance and safety checks on relevant equipment. Management of clinical engineering technicians and maintainers performance and to be able to know how to follow steps for disciplinary procedures. Render installation and commissioning of medical equipment in the different facilities. Provide and give guidance on management of health technology or medical equipment life cycle.
<u>ENQUIRIES</u>	:	Mr K.D Tshetho Tel No: (018) 391 4000
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 15/266</u>	:	<u>CHIEF NETWORK CONTROLLER: INFORMATION TECHNOLOGY REF NO: 02/2025/13</u>
<u>SALARY</u>	:	R397 116 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree: in Information Technology. Five (5) years relevant experience in Desktop and Network Support Area of which two (2) years should be at supervisory level. Certificate in A+ and N+ will serve as an added advantage. A valid driver's license. Knowledge of various operating systems e.g. Linux, Windows, Mac OS as well as a basic understating Office Productivity software such as Microsoft package and Novell applications. Certification in Network Engineer, Wireless Engineer, VoIP Fundamentals and ITL will be an added advantage. Good communication and interpersonal skills. Willingness to travel extensively.
<u>DUTIES</u>	:	Assist in cabling and network connectivity of facilities. Configuration and setup of network equipment. Participate in Information systems security and disaster recovery management. Assist in maintaining servers and network related infrastructure systems. Support VoIP systems. Provide on-site and remote technical IT support and maintain records of daily tasks. Install configure, upgrade, maintain and support desktop and network systems based on requests. Plan and co-ordinate major software and hardware deployment. Develop preventative maintenance procedures to avoid system failures and ensure maximum network uptime. Provide on the job training to new appointees and staff as needed. Oversee inventory management of software and hardware components.
<u>ENQUIRIES</u>	:	Mr E. Khoetha Tel No: (018) 391 4011
<u>CLOSING DATE</u>	:	30 May 2025
<u>POST 15/267</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 02/2025/14</u>
<u>SALARY</u>	:	R397 116 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree: in Management Services/ Production Management/ Operations Management/ Industrial Psychology. Five (5) years relevant experience in Organizational Development of which 2 years should be at supervisory level. Job Evaluation Certificate will also be an added advantage. A valid driver's licence. Knowledge And Skills: Knowledge of Public Service Regulations and Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA Guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Occupation Specific Dispensation (OSD). Knowledge of Human Resource Planning. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy (MS Word, Excel, Org-plus and Evaluate system).
<u>DUTIES</u>	:	Review and redesign departmental organisational structure. Conduct job evaluation in the department. Conduct business processes mapping for the department. Facilitate development of job descriptions. Maintain job descriptions database and keep it up to date. Coordinate and facilitate the implementation Occupational Specific Dispensation (OSD). Coordinate the

development of HR Plan. Ensure the implementation of Organizational Development intervention processes. Facilitate organisational functionality assessment.

ENQUIRIES : Mr G.R Mathole Tel No: (018) 391 4647
CLOSING DATE : 30 May 2025

POST 15/268 : **SENIOR ADMINISTRATION OFFICER (IT): SYSTEMS SUPPORT REF NO: 02/2025/15**

SALARY : R397 116 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/ Bachelor's Degree: in Information and Communications Technology. Five (5) years relevant experience in an ICT environment of which 2 years should be in systems development. A valid driver's license. Willingness to travel. Computer literacy.

DUTIES : Develop and maintain departmental internet and intranet sites. Development of systems and applications. Create enhancements and modifications to the website. Organise and maintain the website. Compile systems requirement specification. Participate in systems testing. Conduct training for end users. Develop and review standard operating procedures of systems.

ENQUIRIES : Mr E. Khoetha Tel No: (018) 391 4011
CLOSING DATE : 30 May 2025

POST 15/269 : **PROGRAMMER REF NO: 02/2025/16**

SALARY : R397 116 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/ Bachelor's Degree: in Information and Communications Technology. Five (5) years relevant experience of which 2 Years should be at Supervisory level in System Development. A valid driver's licence. 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#, PHP.

DUTIES : Participate in the development and implementation of policies and procedures for systems and web development. Design, development and deployment of new systems and web applications. Maintenance and enhancement of existing systems. Participate in collaboration with stakeholders to define systems requirements and deliverables. Develop and maintain Departmental and hospitals internet and intranet sites. Develop and maintain systems. Create enhancements and modifications to the website. Maintain cross-platform and cross-browser compatibility so that the website is accessible from a variety of different environments. Analyse traffic statistics and report monthly to the relevant Manager. Implement best practices for systems and web applications.

ENQUIRIES : Mr E. Khoetha Tel No: (018) 391 4011
CLOSING DATE : 30 May 2025

POST 15/270 : **ADMINISTRATION OFFICER: OCCUPATIONAL HEALTH & SAFETY AND EMPLOYEE WELLNESS REF NO: 02/2025/17**

SALARY : R325 101 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/ Bachelor's Degree: in Public Administration/Management. Two (2) years relevant experience. A valid driver's license. Good analytical skills and communication (written and verbal) skills. Be willing to work extended hours to reach deadline. Experience in COID management will serve as an added advantage. Computer literacy.

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

ENQUIRIES : Ms C Ratseane Tel No: (018) 391 4372
CLOSING DATE : 30 May 2025

POST 15/271 : **ADMINISTRATION OFFICER: RESEARCH REF NO: 02/2025/18**

SALARY : R325 101 per annum, (plus benefits)
CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : National Diploma/ Bachelor's Degree: in Public Administration/ Management/ Research, Monitoring and Evaluation/ Statistics/ Social Sciences/ Development Studies/ Economics. Two (2) years of relevant experience in Research and/ or Evaluation within the public service. A valid driver's license. Understanding of the Framework for Strategic Plan and Annual Performance Plans. Familiarity with departmental policy mandates, priorities, objectives and the District Service Delivery Model. Skills and Competencies: Strong qualitative and analytical skills,

including data interpretation and data management. Effective communication and presentation skills, with the ability to write strategic reports and complex documents. Advanced skills in MS Excel, including data analysis, pivot tables, and graphical presentation of data. Proficiency in computer applications such as MS Access, PowerPoint, Outlook Express, and statistical packages. Willingness to travel extensively and work long hours as required.

DUTIES

: Research Support: Assist with the development and implementation of research systems in the department. Conduct data analysis and produce reports on the implementation of the Departmental Research Plans. Monitor and assess research outputs, ensuring alignment with the strategic goals and research plans. Policy Development and Review: Assist in the development and review of the department's research policy. Ensure planning and coordination of data collection processes using automated reporting systems. Facilitate adherence to signed procedures and ensure departmental reports have proper source documents. Meeting and Workshop Coordination: Participate in relevant departmental and provincial meetings related to Research. Provide secretarial support during research meetings, workshops, and training sessions.

ENQUIRIES

: Ms B.N Mangonyane Tel No: (018) 391 4502/4556

CLOSING DATE

: 30 May 2025

POST 15/272

: **CLINICAL ENGINEERING TECHNICIAN REF NO: 02/2025/19**

SALARY

: R325 101 per annum, (plus benefits)

CANTRE

: Lehurutshe/Zeerust Hospital Complex (X1 Post)

Nic Bodenstein Hospital (X1 Post)

Joe Morolong Memorial Hospital (X1 Post)

Schweizer Reneke Hospital (X1 Post)

Swartruggens Hospital (X1 Post)

Mahikeng Provincial Hospital (X1 Post)

REQUIREMENTS

: National Diploma/ Bachelor's Degree: in Clinical Engineering/ Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Two (2) years' relevant experience in the maintenance and management of medical equipment in the hospital environment. A valid Driver's license. Knowledge and major role of both medical equipment and medical device to the body of the patient. Knowledge of repairs and maintenance of medical equipment. Risk management knowledge within the medical equipment field.

DUTIES

: Provide maintenance service of medical equipment in respect to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its functions and which professional standards. Assist with coordination and implementation of preventive/ scheduled maintenance and safety assessment of new equipment's. Support clinical personnel in the implementation of patient care involving health technology and Clinical Engineering.

ENQUIRIES

: Mr K.D Tshetlho Tel No: (018) 391 4000

CLOSING DATE

: 30 May 2025