

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

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

<b><u>APPLICATIONS</u></b>	:	Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X2068, Mmabatho, 2735, must be forwarded to: <a href="mailto:Healthjobs@nwpg.gov.za">Healthjobs@nwpg.gov.za</a> or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng.
<b><u>FOR ATTENTION</u></b>	:	Ms K Monne
<b><u>CLOSING DATE</u></b>	:	12 February 2026
<b><u>NOTE</u></b>	:	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: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> 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 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**

<b><u>POST 02/362</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER REF NO: 01/2026/01</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 per annum, (all-inclusive SMS package)
<b><u>CENTRE</u></b>	:	Job Shimankana Tabane Hospital - Rustenburg
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Health Sciences (NQF Level 7) as recognised by SAQA. A Post-Graduate Diploma in Management will be an added advantage. Five (5) years' experience at a Senior Managerial level in the Health Sector. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Computer literacy. A valid driver's license. Core Management Competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management;

**DUTIES**

service delivery innovation; problem solving and analysis; Conflict management, client orientation and customer care and communication. Knowledge and understanding of the Hospital environment.

: Plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework. Represent the hospital at provincial and public forums. Provide strategic leadership to improve operational efficiency within the health establishment. Improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital; ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service Delivery. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA; ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and establish community networks. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety. Manage the institution's risks to ensure optimal achievement of health outcomes.

**ENQUIRIES**

: Mr P Mokatsane Tel No: (014) 590 9100

**POST 02/363**

: **DIRECTOR: PROGRAMME IMPLEMENTATION REF NO: 02/2026/01**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive SMS package)  
: Provincial Office - Mahikeng  
: Bachelor's Degree in Health Sciences (NQF Level 7) as recognized by SAQA or equivalent tertiary qualification in Health Sciences. Five (5) years of experience at a middle/senior managerial level in HIV and TB Management. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. A valid driver's license. Computer literacy. Core Management 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 the hospital environment.

**DUTIES**

: Provide strategic leadership in terms of HIV and TB management and control. Develop and facilitate the implementation of HIV and TB management and control policies, framework, guidelines, and standards that relate to the programme. Develop and implement new strategies in line with National Policies, guidelines and ensure integration with other programmes. Develop monitoring and evaluation framework for the programme, initiate projects to address emerging problems within the community, develop a coordinated and uniform approach to HIV and TB case reporting, surveillance and investigation. Develop monitoring framework that will provide for participation of all stakeholders. Draw and monitor progress on implementation of operational project and budget plans for the project.

<b><u>ENQUIRIES</u></b>	:	Ms G Tsele Tel No: (018) 391 4042
<b><u>POST 02/364</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER REF NO: 03/2026/01</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all-inclusive SMS package)
<b><u>CENTRE</u></b>	:	Joe Morolong Memorial Hospital – Vryburg & Witrand Hospital - Potchefstroom
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Health Sciences (NQF Level 7) as recognized by SAQA. A Post-Graduate Diploma in Management will be an added advantage. Five (5) years of experience at a Middle/Senior Managerial level in the Health Sector. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. A valid driver's license. Computer literacy. Sound understanding of hospital services and broader health service delivery issues, District Health System, Human Resource, Finance, Supply Chain Management, Public Health Policy and related issues. Core Management 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 the hospital environment.
<b><u>DUTIES</u></b>	:	Responsible for overall management of the Hospital. Provide strategic leadership. Manage the provision of quality and integrated health services, Clinical and corporate governance. Ensure proper management in the following areas: Nursing and Clinical Management, Financial Management (including Revenue), Supply Chain Management, Internal Control & Risk Management, Human Resource Management, Communication as well as Quality Assurance. Manage related conditional grants and funding for special health projects. Ensure accreditation and licensing of various units wherever practicable. Ensure quality patient care. Effectively manage hospital performance indicators as well as employee performance. Liaise with the District Management Team for a proper referral system. Develop essential protocol and business plan for the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms P Tlou Tel No: (018) 293 4405 (Joe Morolong Memorial Hospital) Ms L Matsipe Tel No: (018) 294 9100 (Witrand Hospital)

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

<b><u>APPLICATIONS</u></b>	:	Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements: hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho. Or email to <a href="mailto:Hsjobs@nwpg.gov.za">Hsjobs@nwpg.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	06 February 2026, Time (16H00)
<b><u>NOTE</u></b>	:	Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting. The candidate will have to disclose his/her financial interests. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) 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 interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants

should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Completion of new Z83: 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, B,C and D 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, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za). The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the implementation of employment plan. Preference will be given to people with disabilities. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

#### **OTHER POSTS**

<b><u>POST 02/365</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HS/ 07/ 25/26</u></b> Component: Office of The CFO
<b><u>SALARY</u></b>	:	R896 436 - R1 055 958 per annum (Level 11). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules.
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 bachelor's degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Financial and Accounting management/ Internal Audit/External Audit/Internal Control Minimum Three (3) – Five (5) years' experience of which (3) years should be supervisory assistant director experience in internal control/ internal Audit/External Audit. A valid driver's license. Competencies/ Knowledge and skills: knowledge of relevant prescripts, Knowledge of public service prescripts (PFMA/ PSA/ PSR/ DORA/ PPPFA. Financial Manual). Computer literacy. Sound planning and organizing skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing skills. Presentation skills.
<b><u>DUTIES</u></b>	:	Develop strategic internal audit plans Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Keep up to date with new developments in the internal and external audit environment. Compile submit required administrative reports Manage the sub-directorate Development of departmental Post Audit Action Plan Ensure that there are tight internal control systems within the department Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department Record keeping and reporting Coordinate external and internal audit process.
<b><u>ENQUIRIES</u></b>	:	Ms SD Mokhadi Tel No: (018) 388 3524
<b><u>POST 02/366</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HS/ 08/ 25/26</u></b> Component: Human Resources Management
<b><u>SALARY</u></b>	:	R896 436 - R1 055 958 per annum (Level 11). The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules.
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)

<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Management Services, Production Management, Industrial Psychology, Operations Management. Minimum Three (3) – Five (5) years' experience of which three (3) years should be supervisory assistant director experience A valid driver's license. Competencies/ Knowledge and skills: Advanced communication skills, both oral and writing. Problem solving and negotiation skills, Sound organising and planning skills, Computer Literate, Presentation skill, leadership and Creativity. In- Depth Knowledge of Government Prescripts. Job Evaluation and OD Systems. Job Evaluations, Job Descriptions and Organisational Design. Knowledge and application of Org Plus and Zellis Compensate System. DPSA Directives and policies on OD and Job evaluation business processes. Understanding of Public Service Regulations and Act and other Government policies, Project Management, formulation and Interpretation of policies.
<b><u>DUTIES</u></b>	:	Manage the organizational design and review processes Ensure that the Organizational structure is aligned to the strategic objectives of the Department Manage job evaluation process Manage the facilitation and development of job descriptions Manage the development and review of organisational development and design interventions Manage workload analysis and efficiency of employees (determine post provisioning norms) Manage and ensure that business process mapping, work improvements methods and standard operating procedures are developed Ensure organisational functionality assessments of department's internal systems and processes is conducted Ensure that Government policies , resolutions and circulars are implemented correctly Manage the unit.
<b><u>ENQUIRIES</u></b>	:	Ms MR Modisakeng Tel No: (018) 388 4818
<b><u>POST 02/367</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES PRACTICES REF NO: HS/ 09/ 25/26</u></b> Component: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R551 823 per annum (Level 09) Head Office (Mmabatho)
	:	Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Human Resources Management, Public Management Public Administration, and other related field Minimum Three (3) years relevant experience in Human Resource practices at supervisory level A valid driver's license PERSAL certificates (intro, Personnel Admin and leave). Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Public Service Regulations, Public Service Act, In-depth knowledge of PERSAL System, Extensive knowledge of HR functions, Knowledge of applicable HR legal prescripts and policies, Ability to interpret and analyse polies and guideline on broader HRM matters, Report writing, Computer skills, Communication skills.
<b><u>DUTIES</u></b>	:	Facilitate recruitment and hiring processes in the Department Ensure compliance and facilitate the advertisements of vacant posts that is in line with the organizational structure Administer HR Management Systems (PERSAL) Develop and review policies in employment about Human Resource Management on Recruitment and Selection and employee benefits Facilitate condition of services, remuneration and employee benefits Management and Administration of Human Resources Registry Supervision of staff within the unit.
<b><u>ENQUIRIES</u></b>	:	Ms Q Mangope Tel No: (018) 388 4762
<b><u>POST 02/368</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE STRATEGIES AND PLANNING REF NO: HS/ 10/ 25/26</u></b> Component: Human Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R551 823 per annum (Level 09) Head Office (Mmabatho)
	:	Matric/Grade12 National Diploma/ Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 6/7 in Human resource management/ Public Administration/ Public Management Minimum Three 3 years relevant experience at supervisory level A valid driver's license. Competencies/ Knowledge and skills: advanced communication skills, both oral and writing. Public Service Regulations, Public Service Act Knowledge of Employment Equity Act, HR Planning strategic Framework for the Public Service. knowledge

		of Policy development, analysis and implementation Knowledge of analysing post and establishment information Presentation and facilitation skill.
<b><u>DUTIES</u></b>	:	Develop and implementation of departmental Human Resource Plan and reports Develop and implement departmental Employment Equity Planning and reporting Maintenance of HR staff Establishment information system and produce reports Develop and review implementation of policies within the unit Manage the delegations register within the department Management of staff within the unit.
<b><u>ENQUIRIES</u></b>	:	Ms MR Modisakeng Tel No: (018) 388 4818
<b><u>POST 02/369</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOGISTICS AND INVENTORY REF NO: HS/ 11/ 25/26</u></b> Component: Supply Chain Management
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Supply Chain Management/ Financial Management/ Public Administration Minimum Three (3) years relevant experience in logistics management at supervisory level A valid driver's license. Competencies/ Knowledge and skills: knowledge of application of supply chain policies and procedures. Knowledge of public service prescripts (PFMA/ PSA/ PSR/ DORA/ PPPFA. Financial Manual) knowledge and application of government supply chain systems (CSD, WALKER, BAS, LOGIS). Computer skills. Reporting skills. Planning and organising skills. Good verbal and written communication skills. Conversant with PFMA and SCM regulations. Computer literacy. Good telephone etiquette. High level of reliability. Presentation skills.
<b><u>DUTIES</u></b>	:	Manage the processing of requisition of goods and services Manage the delivery and distribution of goods Preparation of documentation for payments Generate Orders, monthly reporting Management of human resource.
<b><u>ENQUIRIES</u></b>	:	Ms M Tumane Tel No: (018) 388 2474
<b><u>POST 02/370</u></b>	:	<b><u>ADMIN CLERK SUPERVISOR REF NO: HS/ 12/ 25/26 (X2 POSTS)</u></b> Component: Human Settlements Development and Implementation
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 Minimum of 6 – 10 years' experience HS claims and administration A valid driver's license. Competencies/ Knowledge and skills: knowledge of housing subsidy claims processes, knowledge of HSS system, housing ACT, housing code. PFMA regulations, computer skills especially MS Excel. Communication skill. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Supervise and render general clerical administration support services which includes; Capture Housing Subsidy claims Liaise with system administrator (HSS) and developers regarding claims validation period Advice on and verify all existing individual subsidies and flips claims Liaise with developers regarding short payments of claims Supervise human resource.
<b><u>ENQUIRIES</u></b>	:	Ms G Sapelo Tel No: (018) 388 1527
<b><u>POST 02/371</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: HS/ 13/ 25/26 (X2 POSTS)</u></b> Component: Chief Director Corporate Services and Human Settlements Planning
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 National Diploma as recognised by SAQA at NQF level 6 in Office Management / Public Administration Three (3) Years relevant experience in office administration. Competencies/ Knowledge and skills: knowledge on the relevant legislation, policies. Prescripts and procedures. Coordination skills, liaison skills. problem solving skills. Verbal and written communication skills. Planning and organizing skills. Typing skills. Computer literacy.
<b><u>DUTIES</u></b>	:	provide secretarial/ receptionist support services to the manager Render administrative support services Provide support to the manager regarding meetings Support the manager with the administration of the manager's budget Coordinate logistical arrangements for meetings when required Remain up to date about prescripts/ policies and procedures applicable to his/her work terrain.

<b><u>ENQUIRIES</u></b>	:	Ms D Lolokwane Tel No: (018) 388 2391
<b><u>POST 02/372</u></b>	:	<b><u>SECRETARY REF NO: HS/ 14/ 25/26 (X1 POST)</u></b> Component: Financial Administration
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12. No Experience. Diploma as recognised by SAQA at NQF level 5/ 6 in Office Management/ Office Administration/ Management Assistant and Secretary services will be added advantage Competencies/ Knowledge and skills: Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability Basic written communication skills Ability to act with tact and discretion. Good grooming and presentation.
<b><u>DUTIES</u></b>	:	provide secretarial/ receptionist support services to the office of the Director Provide clerical support to the office Remain up to date about prescripts/ policies and procedures applicable to his/her work terrain Record keeping of the utilisation of the allocated motor vehicle eg. Log sheets and petrol receipts.
<b><u>ENQUIRIES</u></b>	:	Mr L Modipane Tel No: (018) 388 5730
<b><u>POST 02/373</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: HS/ 15/ 25/26 (X2 POSTS)</u></b> Component: Human Settlements Development and Implementation
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade12 No experience Competencies/ Knowledge and skills: knowledge of computer literacy especially MS Excel, Knowledge of Government prescripts e.g. housing Act, Housing code and PFMA regulations. Communication and interpersonal skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide clerical support which includes; receive claims from regional offices Check required supporting documentation Register claims on the claims register (Excel) Compile checklists for complete claims.
<b><u>ENQUIRIES</u></b>	:	Ms G Sapelo Tel No: (018) 388 1527