

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

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

<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

<u>POST 02/350</u>	:	<u>DEPUTY MANAGER DHS SUB-DISTRICT REF NO: NCDOH 01/2026 (X1 POST)</u>
<u>SALARY</u>	:	R1 028 091 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Pixley Ka Seme District Office
<u>REQUIREMENTS</u>	:	Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of (9) years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least (4) years of the period referred to must be appropriate/ recognisable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Monitor and evaluate the performance of Primary Health Care services in line with public health indicators. Set norms, standards and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of Primary Health Care (PHC) services and programs to the

inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of human resources, finance and assets. Management of performance information. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated facilities in Pixley ka Seme District. Ensuring compliance with all relevant legislation, policies and procedures for the provision of primary health services within the district as it relates to compliance with the norms and standards of the primary health care package and the realisation of the ideal clinic. Quality improvement: improving quality of service through compliance with all domains of the National Core Standards. This includes monitoring and evaluation of services and use of Health information for effective planning and decision-making and the PTICRM.

ENQUIRIES
APPLICATIONS

POST 02/351

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or
couriered via postal to Van der Merwe Street, De Aar,7000

DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: NCDOH 02/2026
(X1 POST)

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (Level 11), (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate 3 years tertiary qualification in Labour Relations, Human Resource Management or equivalent qualification at NQF Level 6. Three (3) to five (5) years appropriate experience at junior Management level. Knowledge of Labour Relation Act, Public Service Act, Public Finance Management Act, Public Service Regulations, collective Agreements, Skills Development Act, Employment Equity Act and Basic Conditions of Employment Act. Extensive experience in disciplinary hearings, conciliations and arbitration. Skills and competencies in interpretation, communication, planning, organizing and presentation. Ability to communicate issues in a tactful manner, to adapt to changes in the workplace and to work under pressure.

DUTIES

: Manage and Coordinate the investigation on disciplinary cases and grievance – manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Coordinate the handling of departmental appeals. Provide advice on the compilation of reports on all cases relating to employee relations. Develop and implement guidelines on handling disputes and grievances. Represent the employer in Collective bargaining structures of the PHDSBC. Conduct research and write report on the proposed Human Resource interventions for the Health Sector. Ensure implementation, enforcement and monitor of collective agreements and resolutions within the Health Sector. Facilitate the resolution of sector disputes and provide advice on strike management. Develop a procedure manual and guidelines and handling of disputes. Represent the Department in disputes. Ensure employee engagement on labour relation matters and management of resources and staff within the Provincial Office.

ENQUIRIES
APPLICATIONS

: Ms LC Fritz Tel No: (053) 830 0601
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered

POST 02/352

DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: NCDOH 03/2026
(X2 POSTS)

(Contract posts for a period of 12 months)

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (Level 11), (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate 3 years tertiary qualification in Labour Relations, Human Resource Management or equivalent qualification at NQF Level 6. Three (3) to five (5) years appropriate experience at junior Management level. Knowledge of Labour Relation Act, Public Service Act, Public Finance Management Act, Public Service Regulations, collective Agreements, Skills Development Act, Employment Equity Act and Basic Conditions of Employment Act. Extensive

experience in disciplinary hearings, conciliations and arbitration. Skills and competencies in interpretation, communication, planning, organizing and presentation. Ability to communicate issues in a tactful manner, to adapt to changes in the workplace and to work under pressure.

DUTIES : Manage and Coordinate the investigation on disciplinary cases and grievance – manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Coordinate the handling of departmental appeals. Provide advice on the compilation of reports on all cases relating to employee relations. Develop and implement guidelines on handling disputes and grievances. Represent the employer in Collective bargaining structures of the PHSDSBC. Conduct research and write report on the proposed Human Resource interventions for the Health Sector. Ensure implementation, enforcement and monitor of collective agreements and resolutions within the Health Sector. Facilitate the resolution of sector disputes and provide advice on strike management. Develop a procedure manual and guidelines and handling of disputes. Represent the Department in disputes. Ensure employee engagement on labour relation matters and management of resources and staff within the Provincial Office.

ENQUIRIES
APPLICATIONS : Ms LC Fritz Tel No: (053) 830 0601
Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered

POST 02/353 : **ASSISTANT MANAGER NURSING (NURSING SERVICE MANAGER) REF NO: 04/2026 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS : R693 096 per annum
: Colesberg Hospital
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. At least 8 years of the period referred to above must be appropriate/recognisable experience after registration as a Professional Nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience in management level. Inherent requirements of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/ skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of the facility. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated facilities in the sub-District. Responsible for the co-ordination, supervision and control of nursing services. Ensure the implementation of quality assurance programmes with set standards for safe patient care. Information and data management.

ENQUIRIES
APPLICATIONS : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

POST 02/354 : **OPERATIONAL MANAGER (THEATER) REF NO: NCDOH 06/2026**

SALARY
CENTRE
REQUIREMENTS : R693 096 per annum
: De Aar Hospital
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General

Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Operating Theatre. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Operating Theatre Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are 59 implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Coordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends.

ENQUIRIES
APPLICATIONS : Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

POST 02/355 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 07/2026 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS : R693 096 per annum
Hoptown Clinic
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) 57 driver's licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (MS Word and Excel, PowerPoint and emails.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial

planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve quality of services and deliver a patient centered service. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends.

ENQUIRIES
APPLICATIONS

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000

POST 02/356

: **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: NCDOH 05/2026 (X1 POST)**

SALARY
CENTRE
REQUIREMENTS

: R549 192 per annum
: Pixley ka Seme District office
: Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7- years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) Driver's Licence. Willingness to travel in the Pixley Ka Seme District Geographic area. Competencies (knowledge/ skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act no 85 of 1993, related regulations and policies. Good interpersonal relations, leadership and communication (verbal and written) skills. Ability to analyse health systems information, conducting research/surveys and compiling comprehensive 81 reports. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.

DUTIES

: Provide direction and oversight of the facility to meet Ideal Health Facility Compliance requirements (Baseline Assessment). Provide direction and oversight of the facility to implement Norms and Standards by the office of Health Standard and Compliance to acquire or sustain accreditation. Provide secretariat support for effective functioning of the Clinical Governance Committee, Patient Safety & Complaints Management Committee, the Risk Management Sub-Committee, Performance monitoring & Evaluation Committee to monitor operational efficiency against performance targets. Develop the training plan for Quality Management and monitor implementation of quality improvement plans across the facility. Management of all resources within the sphere of control in line with applicable SCM and PFMA Provision. Support the office of the Nursing Services Manager, Head of Clinical Department and Chief Executive Officer by Generating reports on Quality Management and Performance against Annual Performance Objectives/targets. Represent the Facility at the District Health Management forum meetings. Develop and ensure implementation of the Infection Prevention and Control Policy, guidelines, and Standard Operating Procedures (SOPs) to improve clinical practice. Support and engage Facility Managers and Institutions support to policy and legislative SHERQ requirements. Facilitate and coordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and coordinate training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS, IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS meetings.

ENQUIRIES
APPLICATIONS

: Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000
: must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000.

<u>POST 02/357</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY THEATER) REF NO: NCDOH 08/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R476 367 – R549 192 per annum Grade 2: R583 989 – R713 253 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prieska Hospital Minimum educational qualifications: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster.
<u>DUTIES</u>	:	Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure accurate record-keeping for statistical and legal purposes. Effective utilization of human, material and physical resources.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000.
<u>POST 02/358</u>	:	<u>PROFESSIONAL NURSE REF NO: NCDOH 09/2026 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R376 458 per annum Grade 2: R396 132 – R459 726 per annum Grade 3: R476 36 – R601 638 per annum
<u>CENTRE</u>	:	Victoria West CHC Prieska Hospital Van Wyksvlei PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

<u>POST 02/359</u>	<u>NURSING ASSISTANT REF NO: NCDOH 10/2026 (X3 POSTS)</u>
<u>SALARY</u>	Grade 1: R174 261 – R196 305 per annum Grade 2: R203 271 – R227 286 per annum Grade 3: R239 559 – R294 513 per annum
<u>CENTRE</u>	De Aar Hospital Prieska Clinic Victoria West Clinic
<u>REQUIREMENTS</u>	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the facility/hospital. Competencies (knowledge/skills): Good communication skills (written and verbally). Self- discipline and motivation.
<u>DUTIES</u>	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

<u>APPLICATIONS</u>	All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs. Provincial Office: The Head of Department, Department of Co- Operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR hand deliver at 9 Cecil Sussman Road, Kimberley, 8301. ZF Mgcau Regional Office (Upington): The Regional Head, Private Bag X6033, Upington, 8800 OR hand deliver at 66 Schoder Street, Upington, 8800. John Taolo Gaetsewe Regional Office (Kuruman): The Regional Head, P. O. Box 490 Kuruman, 8460 OR hand deliver at 403 Tsineng Road, Rottenburg, Kuruman, 8460. Namakwa Regional Office (Springbok): The Regional Head: Private Bag X15, Springbok, 8240 OR Hand Deliver at 18 Voortrekker Road, Springbok, 8240. Pixley Ka Seme Regional Office (DE AAR): The Regional Head: P.O. Box 774, De Aar, 7000 OR hand deliver at Alida Street, Prestige Building, De Aar, 7000. Frances Baard Regional Office (Kimberley): The Regional Head: 15217 Chapel Street, Kimberley, 8301. OR emailed to applications@nccoghsa.onmicrosoft.com
<u>FOR ATTENTION</u>	Human Resource Registry Tel No: (053) 830 9401 / 9419
<u>CLOSING DATE</u>	06 February 2026
<u>NOTE</u>	The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: http://www.dpsa.gov.za/dpsa2g/vacancies.asp that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on the Z83 application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates including the SMS will be subjected to personnel suitability checks and shall undertake a practical exercise and an integrity (ethical conduct) assessment. The successful candidate will have to undergo full security vetting and will be

appointed based on the positive outcome of the security clearance process, and the candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose his or her financial interests. 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. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is the intention of the Department to promote representativity through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.

OTHER POSTS

<u>POST 02/360</u>	:	<u>SECURITY OFFICER REF NO: CM (SEC) 01/01/2026 (X71 POSTS)</u>
		Sub – Directorate: Security and Facilities Management
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Provincial Office (Kimberley) (X27 Posts) Frances Baard Regional Office (Kimberley) (X12 Posts) John Taolo Gaetsewe Regional Office (Kuruman) (X8 Posts) Pixley Ka Seme Regional Office (De Aar) (X8 Posts) ZF Mgcawu Regional Office (Upington) (X8 Posts) Namakwa Regional Office (Springbok) (X8 Posts)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of ABET / Grade 11 Certificate or equivalent qualification. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade C certificate. 0 – 2 years' experience in security operation. Skills: Knowledge of Security legislation, Policies and Procedures, Public Service Regulations, Security Registers, Batho Pele Principles, MISS, Good customer 92 management skills, good communication, interpersonal skills, and Problem-solving skills. Time management. Attributes: Discipline, Self-confidence, Meticulous, Flexible, Initiative, Ethical, Reliable, Independent. Be able to work independently and in a team. Willingness to work irregular hours and shifts (Day/Night including weekends and holidays) due to the nature of the job.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments or the services that the visitors require. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is controlled and issue control documents / cards as required. Operate x-ray machines in the performance of access control to detect unauthorised and dangerous equipment (e.g firearms, knives and e.t.c.) where required. Utilise walk through metal detectors for the effectiveness of access control. Ensure that unauthorised persons and dangerous objects do not enter the building premises. Perform proper lock-up for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all identified security breaches and non-compliance to the supervisor. Ensure that all incidents are recorded in the occurrence book / register. Ensure safety in the building and on the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Operate control room security equipment.
<u>ENQUIRIES</u>	:	Mr. R.M. Jacobs Tel No: (053) 807 9782
<u>POST 02/361</u>	:	<u>SENIOR SECURITY OFFICER REF NO: CM (SEC) 02/01/2026 (X10 POSTS)</u>
		Sub – Directorate: Security and Facilities Management
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Provincial Office (Kimberley) (X5 Posts) Frances Baard Regional Office (Kimberley) (X1 Post)

	<p>John Taolo Gaetsewe Regional Office (Kuruman) (X1 Post) Pixley Ka Seme Regional Office (De Aar) (X1 Post) ZF Mgcawu Regional Office (Upington) (X1 Post) Namakwa Regional Office (Springbok) (X1 Post)</p>
<u>REQUIREMENTS</u>	<p>Applicants must be in possession of grade 12 certificate or equivalent qualification. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade B certificate. 0 - 3 years security experience. Applicants with previous senior security experience will be an added advantage. A valid driver's licence will be a prerequisite. Skills: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).</p>
<u>DUTIES</u>	<p>Supervise and allocate security functions performed by the security officers/service providers, ensuring adherence to department security policies. Monitor access control to prevent unauthorised entry in building and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Check incidents / occurrence books / registers and perform administrative related functions. Administer key control systems, monitor and respond to alarm systems and identify risks and threats to the security of the department. Administer all control room operations to safeguard the department's assets and review of footage upon request through proper procedure.</p>
<u>ENQUIRIES</u>	<p>Mr. R.M. Jacobs Tel No: (053) 807 9782</p>