

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 06 March 2026

NOTE : 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

POST 06/186 : **MEDICAL OFFICER REF NO: NCDOH 20/2026 (X1 POST)**

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum

CENTRE : Springbok Hospital, Namakwa District

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the HPCSA as Medical Practitioner. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical

		Practitioner with a recognised foreign health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D.G. Theys Tel No: (053) 8302102
	:	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 at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/187</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: NCDOH 21/2026 (X1 POST)</u>
		Job Purpose: Coordinate, plan and direct human resource activities which include the management conditions of service, personnel system, employee health and wellness, recruitment and selection and employee relations.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	Robert Mangaliso Sobukwe Hospital
	:	Appropriate National Diploma (NQF level 6) in Human Resource Management. A relevant postgraduate degree qualification will be an added advantage. A minimum of five (5) years' relevant work experience in Human Resource management with at least three (3) to five (5) years' experience as Assistant Director. Competency Profile. Knowledge of the Public service Act, Public Service regulations, resolutions, relevant legislation. Policy research, analysis and development, action-orientated and results-driven, innovative and customer-focused, excellent communication (verbal and written), Financial and change management, Human resource planning competencies, planning skills, and project management. Ability to develop, support, and monitor the implementation of policies and the ability to work in a team environment, Good Project Management and Computer Skills. Computer Literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent verbal and written communication skills. Presentation skills. Good decision-making skills. People management. A valid driver's license.
<u>DUTIES</u>	:	Provide Human Resource strategic direction aligned to organisational goals. Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. Oversee the implementation of performance management system. To effectively manage the employee health and wellness Programmes. To provide sound Employee Relations. To effectively manage the employee health and wellness programmes. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Ntintelo Tel No: (053) 802 2421
	:	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 at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/188</u>	:	<u>PHARMACIST REF NO: NCDOH 22/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R848 862 – R900 948 per annum, (all-inclusive package, depending on years of experience) Grade 2: R917 634 - R972 612 per annum, (all-inclusive package, depending on years of experience) Grade 3: R1 001 349 – R1 062 183 per annum, (all-inclusive package, depending on years of experience)
<u>CENTRE</u>	:	Joe Slovo CHC, Namakwa District

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to perform relief duties at pharmacies in the sub-structure. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
<u>ENQUIRIES</u>	:	Mr D. Grootboom / Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
<u>APPLICATIONS</u>	:	Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered
<u>POST 06/189</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: NCDOH 23/2026 (X1 POST)</u>
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Pofadder CHC, Namakwa District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the 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 the relevant speciality.
<u>DUTIES</u>	:	Provision of quality comprehensive community health care, Provision of administrative services, Provision of educational services, Provision of clinical services, Usage of equipment and machinery, Research responsibility.
<u>ENQUIRIES</u>	:	Mr D. Grootboom/Ms. EA Cloete, Tel No: (027) 712 1601 / (027) 712 1078
<u>APPLICATIONS</u>	:	Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered

<u>POST 06/190</u>	:	<u>OPERATIONAL MANAGER QUALITY ASSURANCE REF NO: NCDOH 24/2026 (X1 POST)</u>
		Purpose of post: The Quality Improvement Manager is responsible for leading and overseeing the implementation of National Quality Improvement Programme (NQIP) and ensuring alignment with national quality standards, the Ideal Health Facility Framework, and clinical governance. This includes managing patient safety incident reporting, investigation and learning as well as overseeing infection prevention and control (IPC) initiatives. The role involves coordinating quality improvement efforts, monitoring impact, and support the Quality Learning Center to build capacity in quality improvement.
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Northern Cape New Mental Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post-graduate in quality assurance, health service management, Public Health, Clinical Governance or related field will be an added advantage.
<u>DUTIES</u>	:	Provide strategic leadership and oversight of quality assurance, clinical governance, risk management, and patient safety programmes in a specialised mental health hospital. Champion the implementation, maintenance and sustainability of Ideal Health Facility status in line with National and Provincial guidelines. Coordinate and lead IHF self-assessments, gap analyses, improvement plans, and validation processes. Establish, train, develop, mentor and support multidisciplinary quality teams across the five domains of the Ideal Health Facility Framework, ensuring continuous quality improvement and compliance. Lead clinical governance processes, including clinical audits, adverse event management, morbidity and mortality reviews and corrective action planning. Oversee patient safety programmes, risk identification, incident reporting and root cause analyses. Manage and monitor waiting time management systems, ensuring improved access and patient flow. Oversee effective complaints management systems, patient satisfaction surveys and service user feedback mechanisms in line with Batho Pele Principles. Ensure compliance with the Mental Health Care Act, and other applicable legislation and policies. Coordinate quality monitoring, evaluation, data analysis, and reporting to hospital management and provincial structures. Facilitate capacity building, training and change management to promote a culture of quality, safety and patient-centred care. Prepare the institution for internal and external audits, OHSC inspections and accreditation processes.
<u>ENQUIRIES</u>	:	Ms C. Modise at 071 326 1607
<u>APPLICATIONS</u>	:	Applications: 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.
<u>POST 06/191</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE COMPLIANCE AND ADVISORY SERVICES REF NO: NCDOH 25/2026 (X1 POST)</u>
		Job Purpose. To oversee and coordinate the provision of HRM Compliance and Advisory Services.
<u>SALARY</u>	:	R468 459.per annum
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma (NQF Level 6) in Human Resource Management or equivalent qualification. Three to four years administrative experience in Human Resource Management. PERSAL courses Certificates and a valid driver's license. competency profile: In-depth knowledge of Human Resource Policies and practices. Strong understanding of the Public Service Regulatory Framework, Public Service Act, Public Finance Management Act, Treasury Regulations, and other relevant legislative frameworks. Experience in HR Audits and compliance matters. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy analysis and report writing skills. Demonstrated leadership, people management, and project management abilities. Computer literacy (MS Office) and knowledge of the

		PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.
<u>DUTIES</u>	:	Oversee; coordinate areas of non-compliance on HR policies, practices, procedures and regulations and provide advice in line with applicable legislation. Monitor, provide support and facilitate the implementation of Internal Audit reports for HRM matters. Monitor and coordinate Auditor General HRM RFI's for both internal and external auditors to ensure timely submission of information. Supervise, monitor and ensure efficient support and advisory services to departmental managers on HRM compliance matters. Manage, supervise staff and other resources.
<u>ENQUIRIES</u>	:	Ms N Faas Tel No: (053) 830 2100
<u>APPLICATIONS</u>	:	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 at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/192</u>	:	<u>SUPERVISORY LEVEL CLERK: CONDITIONS OF SERVICE REF NO: NCDOH 26/2026 (X1 POST)</u> Job Purpose: To support in the provision of human resource administration.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate with 3-5 relevant years' experience. PERSAL (Introduction, Personnel Administration, Establishment) and National Diploma (NQF 6) in Human Resource Management will be an added advantage. competency profile: Interpretation and implementation of HR policies, procedures and practices. Knowledge of Employee Service Benefit. Knowledge of legislation i.e PSA, PSR, BCEA, COIDA. Resolutions, and other relevant prescripts. Batho Pele Principles. PERSAL system. Computer literacy in MS Office (Word, Excel) Ability to communicate (verbal and written). Have experience in Human Resource matters. Appropriate experience in PERSAL system. Ability to work under pressure. Effective planning and organizing. Interpersonal skills. Have conflict resolution skills, problem solving and analysis skills. Teamwork.
<u>DUTIES</u>	:	Supervision of employees within the sub-unit as well as coordination of allocation of work. Implement all employee benefits such as home allowance. Ensure the proper implementation of leave of absence for all categories in line with the provision of Directive on the Implementation of Absence of Leave. Maintain proper filing of all institution personnel records. Provide support during the auditing process by oversight bodies. Implementation of pension administration. Provide training to employees on matter of conditions of service. Handle enquiries related to the sub-unit. Ensure collaboration with other sub-units of HRA.
<u>ENQUIRIES</u>	:	Ms. M Visser Tel No: (053) 8022358
<u>APPLICATIONS</u>	:	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 at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/193</u>	:	<u>SUPERVISORY LEVEL CLERK: RECRUITMENT AND SELECTION REF NO: NCDOH 27/2026 (X1 POST)</u> Job Purpose: To support in the provision of human resource administration.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate with 3 to 5 years' experience in relevant field. National Diploma (NQF 6) in Human Resource Management and PERSAL (introduction, Personnel Administration, Establishment) will be an added advantage. Competency Profile: Knowledge of legislation i.e PSA, PSR, Resolutions and relevant prescripts. Batho Pele Principles. PERSAL system. Interpretation and implementation of HR policies, procedures and practices. Knowledge of Recruitment and Selection and Staff Establishment. Computer literacy in MS Office (Word, Excel) and PERSAL system. Ability to communicate (verbal and written). Appropriate experience in PERSAL system. Ability to work under pressure. Effective planning and organizing. Interpersonal skills. Have conflict resolution skills, problem solving and analysis skills. Teamwork.

<u>DUTIES</u>	:	Responsible for the coordination of activities within the sub-unit, supervision and ensure proper allocation of work. Implement all appointments, transfers, relocation, translation on PERSAL. Ensure effective recruitment and selection process. Assist with the compilation of the monthly and quarterly reports. Conduct quarterly audits. Handle enquiries related to recruitment and selection sub-unit. Ensure collaboration with other sub-unit of HRA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Visser Tel No: (053) 8022358
	:	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 at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/194</u>	:	<u>SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 28/2026 (X1 POST)</u>
		Job Purpose. To supervise and render financial support services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mental Health Hospital
	:	Senior Certificate with 3 to 5 years' experience in relevant field. An appropriate tertiary qualification Bachelor's Degree / National Diploma in Accounting, Finance or Cost Management will be an added advantage. Competency Profile: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem-solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).
<u>DUTIES</u>	:	Supervise and render financial accounting transactions, Salary administration support services, perform bookkeeping support services, Rendering a budget support service and supervision of subordinates. Verifying of Monthly reconciliation of suspense accounts (Petty cash and Suppliers). Safekeeping of expenditure batches within the Finance unit. Validation of documentation. Payment authorization. Assist in ensuring that all creditors are paid within the prescribed timeframe. Supervise and monitor the work of subordinates. Submit activity reports to Manager. Assist in providing of reliable financial information.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R Visagie Tel No: (053) 802 3600.
	:	Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/195</u>	:	<u>PROFESSIONAL NURSE GENERAL REF NO: NCDOH 29/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R376 458 per annum
	:	Grade 2: R396 132 – R459 726 per annum
	:	Grade 3: R476 367 – R601 638 per annum
<u>CENTRE</u>	:	Namakwa District, Joe Slovo CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Nieuwoudtville PHC (X1 Post)
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None
	:	Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
	:	Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.

<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered
<u>POST 06/196</u>	:	<u>ADMINISTRATIVE OFFICER/WORK-STUDY OFFICER REF NO: NCDOH 30/2026 (X1 POST)</u> Job Purpose. To render organisational development and work-study services in the department.
<u>SALARY</u>	:	R325 101.per annum
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma (NQF Level 6) in Human Resource Management or equivalent qualification. One to two years clerical experience in Organisational Development / Human Resource Management. PERSAL sub system / Establishment Certificate, a valid driver's license, Certificates in JE and Work-study will be an added advantage Competency Profile: Knowledge of organisational design principles, job analysis, and job evaluation (including the Compensate-evaluate system). Understanding of the Job Evaluation process, Public Service Regulations, Public Service Act, DPSA OD Directives and Circulars and other relevant legislative frameworks. Ability to align job descriptions and organisational structures. Understanding of business process mapping, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy analysis and report writing skills. Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.
<u>DUTIES</u>	:	Undertake efficiency studies within the department (Enhancing efficiency in the department to ensure the elimination of waste in the provision of service, Analyse HR Reports to optimize work procedures and methods, work processes, workflow and standard operating procedures, Participate in forms and template design in the department for reporting purposes. Conduct Job Evaluation, compile and review job descriptions (Subject all posts to JE as per the plan or as per Management requests, Maintain a job description database and Identify posts without JD's and assist in compiling them). Provide support on organisational design services (Assist in the reviewing, developing and monitoring of the organisational structure, Align organisational structure to PERSAL e.g. creation, abolishing, etc, Assist in conducting Organisational Functionality Assessment (OFA) in the department, Assist with the implementation and annual reporting of the department's OFA, Assist with the development of the Service Delivery Model (SD), Support units with the compilation of Standard Operating Procedures). Supervise and develop human resources/staff.
<u>ENQUIRIES</u>	:	Mr B. Aaron Tel No: (053) 8300 610
<u>APPLICATIONS</u>	:	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 at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/197</u>	:	<u>ADMINISTRATIVE OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: NCDOH 31/2026 (X1 POST)</u> Job Purpose. To render support on organisational development and Job Evaluation functions in the department.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma (NQF Level 6) in Human Resource Management or equivalent qualification. One to two years clerical experience in Organisational Development / Human Resource Management. PERSAL sub system / Establishment Certificate, a valid driver's license, Certificate in JE will be an added advantage. Competency Profile: Knowledge of organisational design principles, job analysis, and job evaluation (including the Compensate-evaluate system). Understanding of the Job Evaluation process, Public Service Regulations, Public Service Act, DPSA OD Directives and Circulars and other relevant legislative frameworks. Ability to align job descriptions and organisational structures. Understanding of business process mapping, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy analysis and report writing skills.

		Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.
<u>DUTIES</u>	:	Give technical support on the compilation & review of job descriptions as well as maintain a job description database (Identify posts without JD's and assist in compiling them, Maintain an updated Job Description database system, Support with conducting information sessions on job descriptions, Align JD's with coordination generic JD's) Provide support on job evaluations services (Request all relevant information for benchmarking purposes, Coordinate job evaluation interviews, Prepare all required documents for JE purposes e.g. PIQ, booklets, Maintain an updated Job Evaluation database system) Provide assistance on organizational development processes and procedure (Assist in the reviewing, developing and monitoring of the organisational structure, Align organisational structure to PERSAL e.g. creation, abolishing, etc.) Render assistance with the development, implementation and reporting of the Operational Management Framework (Assist in conducting Organisational Functionality Assessment (OFA) in the department, Assist with the implementation and annual reporting of the departments OFA, Assist with the development of the Service Delivery Model (SD), Support units with the compilation of Standard Operating Procedures and Business Process Management). Supervise human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B. Aaron Tel No: (053) 8300 610
	:	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 at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/198</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) REF NO: NCDOH 32/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R264 750 – R298 482 per annum Grade 2: R306 411 – R324 117 per annum Grade 3: R330 540 – R375 381 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bergsig PHC, Namakwa District
	:	Registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC.
<u>DUTIES</u>	:	Assist in training of Learner Basic Pharmacist Assistants. Procure, store and distribute medical stock throughout the institution. Optimally counsel patients. Effective stock control. Inform staff in all hospital departments with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to hospital departments and primary health care facilities. Collect information for research purposes. Provide an effective support service to the Pharmacists within the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom / Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
	:	Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered.
<u>POST 06/199</u>	:	<u>ADMINISTRATIVE CLEK: SUPPLY CHAIN MANAGEMENT REF NO: NCDOH 33/2026 (X1 POST)</u> Job Purpose. To provide support in supply chain management function.
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent with 0 - 2 years' experience in Supply Chain Management (logistics). Three year Tertiary Qualification will serve as an added advantage. Competency Profile: Valid unexpired driver 's license will serve as an added advantage. Computer literacy (MS word, excel, power point and exchange). Knowledge of LOGIS. Knowledge and

		understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Render Logistics and inventory management support. Render demand and acquisition clerical support. Render logistical support services. Provide effective administration of purchase orders. Administer the goods receipt process for goods and services acquired. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Check and issue receivables to responsible components. Stocktaking. Receiving and issuing stock from the warehouse. Manage 0-9 file, expediting open purchase orders. Managing and reporting on open purchase orders (commitments). Compile disclosure of commitment. Perform any other administrative duties as may be requested by supervisor.
<u>ENQUIRIES</u>	:	Mr. T Langa Tel No: (053) 802 9111
<u>APPLICATIONS</u>	:	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 at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/200</u>	:	<u>FINANCE CLERK REF NO: NCDOH 34/2026 (X1 POST)</u> Job Purpose. To render clerical financial support services within the facility.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Northern Cape Mental Health Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance and a three years Tertiary Qualification will be an added advantage. Competency Profile: Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of: Payments, Clearing of Ledger Accounts. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations.
<u>DUTIES</u>	:	Compile and capturing all financial transactions. Clearing of suspense accounts. Filing of all documents. Receiving and, checking of invoices for correctness. Reconcile expenditure against budget. Capture, allocate virements and shifting on budget. Perform duties related to Electronic System processes and compliance. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to Financial Management.
<u>ENQUIRIES</u>	:	Ms. R Visagie Tel No: (053) 802 3600
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete the application register when the application is hand delivered.
<u>POST 06/201</u>	:	<u>STAFF NURSE GRADE REF NO: NCDOH 35/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R246 798 per annum Grade 2: R262 287 – R294 513 per annum Grade 3: R306 798 – R376 458 per annum
<u>CENTRE</u>	:	Namakwa District: Kamieskroon PHC (X1 Post) Springbok Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care

duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals. Implementation of standards to ensure adherence to National Core Standards and Ideal Hospital measures.

ENQUIRIES APPLICATIONS : Mr D. Grootboom/Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
: Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.

NOTE : All applicants must complete an application register when an application is hand delivered.

POST 06/202 : **DRIVER REF NO: NCDOH 36/2026 (X1 POST)**
Job Purpose. To render driver/messenger services.

SALARY : R193 359 per annum (Level 04)
CENTRE : Northern Cape Mental Health Hospital
REQUIREMENTS : Grade 10/ABET Level 4 or equivalent qualification. Code B or C1 valid driver's license with PDP, 7 – 12 months relevant experience as a driver. Competency Profile.

DUTIES : Collect and deliver documents internal and external. Collect and deliver mail to and from the Hospital. Transport employees and Patients. Collect and deliver office equipment. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.

ENQUIRIES APPLICATIONS : Ms. C.V Solo. Tel No: (053) 802 3600
: Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. Applicants must complete the application register when an application is hand delivered.

POST 06/203 : **NURSING ASSISTANT REF NO: NCDOH 37/2026 (X2 POSTS)**

SALARY : Grade 1: R174 261 – R196 305.per annum
Grade 2: R203 271 – R227 286.per annum
Grade 3: R239 559 – R294 513.per annum

CENTRE : Namakwa District: Joe Slovo (X1 Post)
Leliefontein PHC (X1 Post)

REQUIREMENTS : Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

DUTIES : Assist patients with activities of daily living (physical care): Maintain hygiene of patient; Provide nutrition; Assist with mobility; Assist with elimination processes. Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of oral medication); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the

		Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D. Grootboom/Ms. EA Cloete Tel No: (027) 712 1601 / (027) 712 1078
	:	Application can be e-mailed to namakwaapplications@gmail.com or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240.
<u>NOTE</u>	:	All applicants must complete an application register when an application is hand delivered
<u>POST 06/204</u>	:	<u>CLEANER REF NO: NCDOH 38/2026 (X4 POSTS)</u> Job Purpose. To provide housekeeping and cleaning services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum (Level 02)
	:	Northern Cape Mental Health Hospital
	:	Grade 10/ABET Level 4 or equivalent qualification. Must be physically fit to move heavy objects. Competencies: Good communication skills. Relevant experience as a cleaner will be added advantage. Competency Profile: Ability to operate machinery and equipment.
<u>DUTIES</u>	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to Housekeeping supervisor. Adhere to loyal service ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.V Solo Tel No: (053) 802 3600
	:	Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 06/205</u>	:	<u>GROUNDSMAN REF NO: NCDOH 39/2026 (X2 POSTS)</u> Job Purpose. To provide maintenance and cleaning services of grounds.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum (Level 02)
	:	Northern Cape Mental Health Hospital
	:	Grade 10/ABET Level 4 or equivalent qualification. Appropriate hospital experience in gardening and grounds maintenance will be added advantage. Must be physically fit to move heavy objects. Competency Profile: Ability to operate machinery and equipment.
<u>DUTIES</u>	:	To deliver an effective cleaning and maintenance service on the grounds of the hospital. Maintenance of terrain, gardens and lawns. Maintain apparatus and equipment. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.V Solo Tel No: (053) 802 3600
	:	Please note applications can be hand delivered to the Northern Cape Mental Health Hospital, Portion 84, Number 80 on R31, Barkly Road, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.