

**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 : 15 April 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 representivity 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

MANAGEMENT ECHELON

POST 11/176 : **DIRECTOR: EMERGENCY MEDICAL SERVICES AND FORENSIC PATHOLOGY SERVICES, PROVINCIAL OFFICE, KIMBERLEY REF NO NCDOH 58/2026 (1 POST)**

SALARY : R1 266 714.per annum (Level 13) (all-inclusive package)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : NQF Level 7 in a relevant field (e.g, Health Sciences, Management). 5 (five) years' experience in Middle Management or Senior Management Level in the Public Service A valid driver's licence. SMS pre-entry certificate is required for appointment finalization. Competencies Advanced Emergency Care practices, Sound knowledge of legislation and procedures pertaining to EMS, PPTS ,DM and Forensic Medical Services, In-depth knowledge of the objectives of the Department and the Province, Good strategic planning qualities, Good financial management skills. Job Purpose: To lead the Provincial emergency medical service (EMS), non-emergency planned patient transport service (NEPTS), disaster management planning and Forensic Medical Services. Lead the ambulance service transformation and modernisation strategy

DUTIES : Management and co-ordination of all planning, implementation, monitoring, evaluation and logistics for Emergency and Forensic Medical Services in the Province. Provide high-level operational management and strategic leadership in the directorate. Provide EMS and Ambulance Operations Management Services and Forensic Medical Services. Monitor and improve response times and incidents. Ensure an effective and efficient planned patient transport services. The provision of EMS disaster management and communication.

Ensure a Disaster Management ready state for the department and an effective communication system. Manage the provision of EMS College and Training. Ensure provision of quality training and development for all Emergency Medical Service Personnel and Forensic Medical Services. Coordinate and oversee the provision of Forensic Pathology Services.

**ENQUIRIES
APPLICATIONS**

: Ms LV Moleleki, Tel No: (053) 8302103
: 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.

OTHER POSTS

POST 11/177

: **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, REF NO:
NCDOH 59/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436.per annum (Level 11) (all-inclusive package)
: Provincial Office, Kimberley
: An appropriate three-year, NQF 6 qualification in Social Work/Social Science or Psychology or Occupational Health and Safety Management. Five years' working experience in an EHW environment in the public sector of which three years must be at supervisory level. Registration with a Professional Body. Ability to manage highly confidential information. Relevant Employee Health and Wellness programme training. Knowledge of Employee Assistance Programmes. Knowledge of Public Finance Prescripts and policies. Experience in stakeholder engagement. Ability to provide vision and setting direction for the unit and facilitating internally driven and externally suggested pro-active programmes. Planning and execution skills. Coordination and facilitation

DUTIES

: The successful candidate will be responsible for developing and facilitating approval of the Wellness Operational Plan for the financial year, coordinating awareness sessions, marketing and communication campaigns on the Employee Assistance Programme (EAP) services from the EAP service provider to encourage the optimum utilisation of EAP services; facilitating managerial consultancy and supervisory engagement on employees' matters; managing critical incidences of trauma to troubled employees for further referral; coordinating and monitoring the implementation of the Departmental Sports and Recreation Programme; conducting trend analysis on the implementation of the external EAP services and in-house EAP interventions to determine the effectiveness of the services; conducting exit interviews with leaving officials from the department and compiling a report; conducting project planning meeting, quality check of the submission and project plan on all EHW interventions and Health Calendar Event; developing and facilitating approval of the SHERQ Operational Plan for the financial year; facilitating the presentation of the annual implementation plan to the external service provider for the promotion of Occupational Diseases and Health Education Programmes; conduct trend analysis on the implementation of Injury-on-Duty and First Aid based on the OHS prescripts in the department and compile a report on the findings; coordinate and compile the report on the DPSA Systems Monitoring Tool (SMT) by liaising with relevant units within the department; facilitate appointments of OHS representatives to monitor health and safety in the department; coordinating SHERQ committee meetings; managing and facilitating the provision of employee wellness and implementation of Occupational Health and Safety (OHS) programmes; developing and facilitating approval of the Health and Productivity Management Operational Plan for the financial year; coordinating the implementation of the Healthy Lifestyle Programme to address diseases and psycho-somatic challenges conducting planning meetings, quality checking submissions and project plan on Health and Productivity Management programme and Health Calendar to present the proposal to the approving authority; monitoring the implementation of the Occupational Health Education and Promotion in line with the Employee Needs Survey Report; analysing the trend of sick leave and ill health, including incapacity leave to detect the level of abuse of sick leave by staff members to determine if there are possible wellness interventions required; developing and facilitating approval of the HIV & AIDS, STIs and TB Operational Plan for the financial year; conducting trend analysis on the HIV and AIDS Testing and TB

		Mainstreaming Framework; assessing cases referred; developing treatment plan; providing services of the needs identified; rendering critical incidences of trauma to troubled employees.
<u>ENQUIRIES</u>	:	Ms LC Fritz Tel (053) 830 0601
<u>APPLICATIONS</u>	:	lease 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 11/178</u>	:	<u>HOUSE MOTHER/HOUSE FATHER REF NO: NCDOH 60/2026 (X 1 POST)</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	(Henrietta Stockdale Nursing College: Student Residence)
<u>REQUIREMENTS</u>	:	A Matric/ Senior National Certificate and Knowledge in a health, social, and/or home-based care. Having 1-2 years' experience in a similar position would be an added advantage. Must be willing to work long hours, including evenings, weekends, and potential overnight on-call responsibilities Competency Profile: Previous experience in caregiving, counselling, or similar residential settings is
<u>DUTIES</u>	:	Oversee all cleaning services of the student residences Maintenance: Conducting regular room inspections and reporting maintenance issues to the facility manager. Managing attendance (roll call), recording student movement, handling laundry services. Act as a first-aid liaison and liaise with nurses or doctors for an appointment. Providing mentorship, guidance, and support for students. Mediating disputes between students and guiding them on interpersonal skills. Monitoring students' behaviour, enforcing house rules, and supervising study periods (prep) and bedtimes. Supervise staff
<u>ENQUIRIES</u>	:	Enquiries: Dr OR Appolus Tel No: 053 831 3707
<u>APPLICATIONS</u>	:	Applications must be e-mailed to info.hsnr@gmail.com or hand-delivered front reception of Henrietta Stockdale Nursing College at Corner Memorial Road and Du Toitspan, Belgravia Kimberley. Applicants must complete an application register when an application is hand-delivered.