

Deputy Director: Corporate Services

Salary: R849 702.00 p.a (All-inclusive MMS package)

• **Ref No: K36851/01 • Centre: Mafikeng Provincial Hospital, Klerksdorp/Tshepong Hospital Complex & Bophelong Psychiatric Hospital**

Requirements: • National Diploma/Bachelor's Degree in Public Administration/Management/Financial Management • Five (5) years' relevant experience of which three (3) years should be at management level (Assistant Director level) • A valid driver's license • Sound knowledge of Finance, Human Resources Management, Human Resource Development, Supply Chain Management, Employee Relations, Employee Health and Wellness, Security and Records Management, Transport, Maintenance and other Auxiliary Services • Knowledge of applicable Public Service prescripts • Good interpersonal, communication and team work skills • Knowledge of Walker/BAS/PERSAL system • Computer literacy.

Duties: • Plan, organize and manage hospital corporate services for effective service delivery • Provide strategic and operational leadership in hospital administrative services • Manage key deliverables for the Supervisees and critical components of the units in administrative support services • Provide leadership on workplace Labour Relations and to ensure corporate governance • Establish and maintain aligned commitment to the hospital vision within and in the immediate environment of the hospital • Liaise with all stakeholders and develop sound relations, including the governance structure, NGO's and organized Labour • Formulate and implement the most appropriate management arrangements • Ensure that financial service delivery and quality targets are met in terms of comprehensive hospital based health care service in terms of the Public Finance Management Act • Ensure sound policies and procedures are in place.

Enquiries: Dr K.N Holonga, Tel. (018) 383 6700 (Mafikeng Provincial Hospital)
Ms L Mosia, Tel. (018) 406 4600 (Klerksdorp/Tshepong Hospital Complex)
Ms E Tau, Tel. (018) 383 2005 (Bophelong Psychiatric Hospital)

Deputy Director: Transformation & PMDS

Salary: R849 702.00 p.a. (All-inclusive MMS package)

• **Ref No: K36851/02 • Centre: Provincial Office**

Requirements: • National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/Management • Five (5) years' experience in Performance Management and Development System environment of which three (3) years should be at Assistant Director level • A valid driver's license • **Skills and competencies:** • Knowledge of Public Service Act, Public Service Regulations, Public Financial Management Act, Performance Management and Development System • Policy development and analysis • Understanding of Public Service Systems • People Management • Computer literacy.

Duties: • Manage the Administration and implementation of the incentive system • Coordinate and monitor the signing of performance agreements and mid-year reviews • Assist line managers to link individual employees' performance with the departmental strategic objectives • Conduct analyses of poor performance reports and propose relevant interventions • Coordinate performance assessment moderations of employees in the Department • Manage the coordinate transformation and Service Delivery Improvement Programmes • Manage the coordination of Employment Equity plan • Manage the Sub Directorate • Manage Human Resources • Manage Financial Resources • Oversee identified risk management activities • Develop the Sub Directorate Operational Plan • Manage KPA's of subordinates and resources of the Sub Unit.

Enquiries: Mr L.L.E Sekgoro, Tel. (018) 391 4465

Assistant Director: Administration

Salary: R444 036.00 p.a (plus benefits)

• **Ref No: K36851/03 • Centre: North West College of Nursing (Klerksdorp Campus) & Mamusa Sub District**

Requirements: • National Diploma/Bachelor's Degree in Public Administration/ Management/Human Resource Management/Financial Management/Supply Chain Management • Five (5) years relevant experience of which three (3) years should be at supervisory level • A valid driver's license • Strong communication, interpersonal and organizational skills • Knowledge of Walker/BAS, PERSAL and Supply Chain Management systems • Knowledge of Human Resource, Finance and Supply Chain Regulatory Framework for Public Service • Change Management, people management and empowerment • Effective conflict resolution and negotiation skills • Programme and Project Management • Computer literacy.

Duties: • Overall supervision and management of administration functions • Supervise KPA's of the subordinates • Manage corporate services within the Sub District/College which include Human Resources (HRM, HRD and Labour), Finance, Supply Chain, Auxiliary, Registry and Transport • Render support in recruiting, appointing and evaluating personnel • Responsible for sound financial administration in the Sub-district/College which include co-ordination and consolidation of budget inputs • Monitor and collate financial information and reports • Responsible for project management, strategic and operational planning • Interpret and apply directives and policies • Effectively and assertively implement applicable legislative provisions • Communicate with stakeholders within and outside the Sub-district/College and within the framework prescribed by applicable legislation and established procedures • Give report to management with regards to administrative functions.

Enquiries: Ms T.A Mofokeng, Tel. (018) 406 8600 (North West College of Nursing - Klerksdorp Campus)
Mr. O.C. Khonkhobe, Tel. (053) 963 2355 (Mamusa Sub-District)

Assistant Director: Human Resource Management

Salary: R444 036.00 p.a (plus benefits)

• **Ref No: K36851/04 • Centre: Job Shimankana Tabane Hospital**

Requirements: • National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/Management • Five (5) years relevant experience in Human Resource Management with experience in Recruitment, Selection and Benefits Administration of which three (3) years should be at supervisory level • A valid driver's license • PERSAL Certificates: Personnel & leave administration • Ability to interpret Policies and Legislation • Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employment Medical Scheme, Policy on Incapacity and ill-health Retirement, Housing Allowance and Performance Management • Computer literacy.

Duties: • Effective management of the Hospital/District Human Resource Management Office which includes management of Personnel Records, Human Resource Administration, Labour Relations, Employee Health and Wellness Programme, Remuneration, Training and Development, Conditions of Service • Ensure correct implementation of PMDS, Employment Equity and Occupational Specific Dispensation • Represent the Hospital/District in various forums (fora) at the institutional level • Managing resources effectively, efficiently, economically and in accordance with the principles of fairness, equity and transparency as required in terms of PFMA (Act 29 of 1999).

Enquiries: Ms M.N Ramagogodi, Tel. (014) 590 5100

Assistant Director: Supply Chain Management

Salary: R444 036.00 p.a (plus benefits)

• **Ref No: K36851/05 • Center: Ngaka Modiri Molema District Office**

Requirements: • National Diploma/Bachelor's Degree in Supply Chain Management/Logistics/Economics/Finance/Business Management • Five (5) years' experience in Supply Chain environment of which three (3) years must be at supervisory level • A valid driver's license • **Knowledge:** • Extensive knowledge of SCM prescripts (BBBEE, PPPFA) PFMA and Treasury Regulations, Walker BAS, Public Service Act, Performance Management and Development System • **Skills:** • Good communication skills, interpersonal relations, creativity and innovation and presentation • Ability to meet deadlines • Computer literacy.

Duties: • Oversee the administration of demand, acquisition and logistics in the district • Facilitate appointments of Bid Committee members • Oversee the functionality of Bid, Loss Control and Board of Survey committees • Oversee the procurement of goods and services as per demand and procurement plans • Ensure that there are systems available for inventory and asset Management • Oversee the disposal of obsolete, redundant and verification of assets • Give SCM support to all Institutions in the District • Compile, consolidate and submit required SCM reports • Provide technical support during internal and external audit • Manage KPA's of subordinates.

Enquiries: Mr A Bogatsu, Tel. (018) 384 0240

Assistant Director: Administration (Office of the Superintendent General)

Salary: R444 036.00 p.a (plus benefits)

• **Ref No: K36851/06 • Centre: Provincial Office**

Requirements: • National Diploma/Bachelor's Degree in Public Administration/Management • Five year's (5) relevant experience of which three (3) years should be at supervisory level • A valid driver's license • Knowledge of applicable Financial Management Act, Treasury Regulations, SCM Prescripts, Human Resource Policies and other aspects of Public Service Administration Legislation and Prescripts • Good interpersonal relations, planning coordination and communication skills • Client orientation, customer focus people management and empowerment effective, conflict resolution and negotiation skills • Computer literacy.

Duties: • Overall supervision and management of administration functions of the office • Manage administrative support services with the Directorate which includes registry management, Risk Management, internal SCM processes, budget management, Asset Management and office administration • Provide advice and support to the line management and personnel on administration matters • Manage the implementation of administration policies, systems and procedures relating to records management • Manage and supervise staff through the Performance Management and Development System and other related labour relations policies • Compile required directorate reports on a monthly and quarterly basis • Compile the operational and procurement plans for the directorate • Control and monitor support services • Monitor and ensure the budget is spent according to operational and procurement plan.

Enquiries: Mr M Seitisho, Tel. (018) 391 4000

Assistant Director: Communication

Salary: R444 036.00 p.a (plus benefits)

• **Ref No: K36851/07 • Centre: Mafikeng Provincial Hospital**

Requirements: • National Diploma/Bachelor's Degree in Communication/Journalism/Public Relations • Five (5) years' relevant experience in Communication/Journalism/Public Relations of which three (3) years should be at supervisory level • A valid driver's license • Computer literacy (practical knowledge and experience of MS Word, MS Excel and MS PowerPoint).

Duties: • Formulate, manage and implement communication strategies for effective media liaison • Handle all communication enquiries for the department and source out information from Programme Managers for the development of communication responses • Develop and maintain a contact list for health reporter • Manage communications relations for the department by initiating communication interaction platforms for the purpose of sharing health information and development in the Department • Manage the production and distribution of the external newsletter • Establish and maintain constant liaison and communication with key Health Stakeholders, Provincial Government Communicators, Government Communication Information Services and the North West Communication at large in order to ensure that an effective and efficient communication service is rendered for the Department • Manage KPA's of subordinates.

Enquiries: Mr M Legote, Tel. (018) 383 6700

Administration Officer (Auxiliary Services)

Salary: R308 154.00 p.a (plus benefits)

• **Ref No: K36851/08 • Centre: Ramotshere Moiloa Sub-District & Swaruggens Hospital**

Requirements: • National Diploma/Bachelor's Degree in Public Administration/Management/Business Management • Two (2) years relevant experience in Auxiliary Services Management/Administration • A valid driver's license • Ability to work with people • Knowledge of SCM Prescripts i.e. Treasury Regulations, Practice Note, Public Finance Management Act (PFMA) etc • Good communication skills • Knowledge of relevant Acts, Regulations and Policies • Computer literacy.

DUTIES FOR RAMOTSHERE MOILOA SUB-DISTRICT: • Oversee office inventory • Schedule meetings and supervise personnel • Manage day to day operations of the office, including supplies and equipment • Ensure that the office runs efficiently • Act as the point of contact between executives and internal/external stakeholders • Prepare reports & presentations • Assist in maintenance of asset and loss register for the Department • Facilitate and render general office support services (cleaning, laundry, grounds) • Conduct assets verifications annually • Manage and maintain the departmental asset.

DUTIES FOR SWARUGGENS HOSPITAL: • Overall supervision of Auxiliary Services • Assist with compiling monthly reports and statistics • Ensure cleaning schedule and checklists are available and implemented • Facilitate and render general office support services (cleaning, laundry, grounds) • Ensure compliance to National Core Standards and ideal assessment tools • Take responsibility of waste management in collaboration with Infection Control Officer and the EHP • Ensure confidentiality and records management in the office • Manage performance and development of staff.

Enquiries: Mr S.P Tau, Tel. (018) 642 9701 (Ramotshere Moiloa Sub-District)
Mr N.N Siphuma, Tel. (018) 544 0751 (Swaruggens Hospital)

Senior Administration Officer:

Human Resource Management

Salary: R376 413.00 p.a (plus benefits)

• **Ref No. 36851/09 • Centre: Lehurutshe/Zeerust Hospital Complex, Ramotshere Moiloa Sub-District Office & Greater Taung Sub-District**

Requirements: • National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/Management • Five (5) years' relevant experience in Human Resource Management of which two (2) years should be at supervisory level • A valid driver's license • **PERSAL Certificates:** • Personnel Administration, Leave Administration and Salary Administration • Ability to interpret Policies and Legislations • Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employee Medical Scheme, Policy on Incapacity and Ill-Health Retirement, Housing Allowance and Performance Management • Computer literacy.

Duties: • Administer compensation for employees • Provide Management with information pertaining to Establishment • Recruitment and Selection of staff • Implement OSD and Non-OSD Grading • Management of leave, Conditions of Service benefits and allowances • Administer PILIR Policy • Administer the processing of pension claim forms on Pension Case Management (PCM) online • Ensure compliance with Human Resource Policies • Conduct Performance Management and Development System in the Unit • Conduct Human Resource Audit • Submit Human Resource reports to the district • Assist in career planning and utilization of personnel • Attend meetings and Forum • In-service training to staff members • Apply disciplinary procedures • Supervise and draw up an annual Human Resource Plan • Manage KPA's of subordinates.

Enquiries: Ms N Motlhabane, Tel. (018) 384 0240 (Lehurutshe/Zeerust Hospital Complex)
Mr S.P Tau, Tel. (018) 642 9701 (Ramotshere Moiloa Sub-District Office)
Ms M Benade, Tel. (053) 994 1053 (Greater Taung Sub-District)

Senior Administration Officer (Maintenance)

Salary: R376 413.00 p.a (plus benefits)

• **Ref No: K36851/10 • Centre: Ratlou Sub District**

Requirements: • National Diploma/Bachelor's Degree in Building Science/Civil Engineering/Electrical Engineering/Mechanical Engineering • Successful completion of a Trade Test Certificate • Five (5) years relevant experience of which three (2) years should be at a supervisory level • A valid driver's license • Project management certificate will be an advantage • Computer literacy.

Duties: • Maintenance of the physical buildings • Drawing the maintenance specifications • Maintenance of boilers, lifts and laundry machines • Formulating and updating of maintenance Policies and Procedures • Manage daily maintenance risks • Supervise maintenance personnel • Conduct physical inspection of buildings • Assist with compliance of ideal Clinics and maintenance framework.

Enquiries: Ms T.M Baase, Tel. (018) 391 4623

Senior Administration Officer

(Office of the Superintendent General: Support)

Salary: R376 413.00 p.a (plus benefits)

• **Ref No: K36851/11 • Centre: Provincial Office**

Requirements: • National Diploma/Bachelor's Degree in Public Administration/Management • Five (5) years relevant experience in administration of which two (2) years should be at supervisory level • A valid driver's license • Sound knowledge and experience in managing administration within the public service • Good interpersonal skills, organizing skills, time management and leadership skills • Good communication skill, both verbal and written • Good customer service • Computer literacy.

Duties: • Overall supervision of the secretarial services within the Directorate • Logistical arrangements for all Superintendent General's meetings • Compilation of minutes and action lists • Follow up on action list and all matters that may arise from these meetings • Safekeeping of all records relating to meetings.

Enquiries: Mr J.M Seitisho, Tel. (018) 391 4000



health

Department: Health
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Senior Employment Relations Officer

Salary: R376 413.00 p.a. (plus benefits)

• Ref No: K36851/12 • Centre: Dr Ruth Segomotsi Mompoti District Office

Requirements: • National Diploma/Bachelor's Degree in Labour Relations Management/Labour Law • Five (5) years relevant experience in Labour Relations of which two (2) years should be at supervisory level • A valid driver's license • Knowledge of relevant Government Legislation and policies • An in-depth understanding of Labour Relations Act, Collective Agreements etc • Extensive experience in handling Labour Relations matters and formulation of charges • Computer literacy.

Duties: • Render an advisory service to Human Resource Management on Labour Relations issues • Give advice regarding grievances, discipline and misconduct • Facilitate and co-ordinate disputes in accordance with reconciliation and arbitration process • Provide statistics and keep record of grievances and misconduct cases • Facilitate disciplinary cases, disputes and appeals • Develop and implement actions for the promotion of sound Labour Relations, disciplinary and grievance procedures • Facilitate and maintain sound working relations with recognized Labour Unions in the District • Provide ongoing training on Labour Relations issues • Perform any other duties as delegated by the supervisor from time to time.

Enquiries: Mr G.N Maibi, Tel. (053) 928 0500

Senior State Accountant

Salary: R376 413.00 p.a. (plus benefits)

• Ref No: K36851/13 • Centre: General De Larey Hospital & Bojanala District Office (Internal Control and Risk Management)

Requirements: • National Diploma/Bachelor's Degree in Accounting/Financial Management/Cost & Management Accounting/Public Administration/Management • Five (5) years relevant experience in Finance of which two (2) years should be at supervisory level • A valid driver's license • Knowledge of Basic Accounting Systems (Walker and BAS), Revenue Management processes, financial prescripts, Public Finance Management Act and Treasury Regulations • Understanding of Performance Management and Development System • Good communication, interpersonal and analytical skills • Computer literacy.

DUTIES FOR GENERAL DE LAREY HOSPITAL: • Manage institutional budget • Submit MTEF and Adjustment budget inputs • Reconciliation of accounts • Verification of payment vouchers • Prepare and submit Finance and Revenue monthly reports to District Office • Ensure Revenue collection set targets are met • Ensure payments are made within 30 days • Manage KPA's of subordinates • Attend to audit queries and safe record keeping of documents.

DUTIES FOR BOJANALA DISTRICT OFFICE: • Pre-Post audit of payment vouchers, board members, subsistence and traveling claims for completeness and accuracy, to ensure compliance with PFMA, Treasury Regulations • SCM policy and departmental standard operational processes • Ensure compliance to 30 days payment period as required by legislation • Monitoring the audit process • Minimize risks, ensure accuracy of records, promote operational efficiency, ensure adherence to policies, rules, regulations and laws • Monitor implementation of recommendations of auditors • Prepare irregular and fruitless expenditure reports for determination.

Enquiries: Mr P.J Nontenjwa, Tel. (018) 632 3041 (General De Larey Hospital)
Ms K Magodiela, Tel. (014) 592 8906 (Bojanala District Office)

Chief Accounting Clerk

Salary: R308 154.00 p.a. (plus benefits)

• Ref No: K36851/14 • Centre: Ratlou Sub-District

Requirements: • National Diploma/Bachelor's Degree in Finance/Logistics Management • Two (2) years' experience in Supply Chain Management • A valid driver's license • Knowledge and understanding of Public Finance Management Act • Treasury Regulations and Supply Chain Management Prescripts • Procedures and Project Management • Knowledge of WALKER/BAS operating systems • Computer literacy.

Duties: • Implementation of Supply Chain Management and Asset Management • Adhere to policies and procedures of Supply Chain Management • Manage Assets/Inventory for clinics • Develop and update Assets registers • Develop Assets/inventory deliveries by suppliers and handling of donations • Establish Supply Chain Management committees • Manage and control linen stock level in the laundry • Compile Supply Chain reports and supervision in the unit • Manage KPA's of subordinates.

Enquiries: Ms K Khula, Tel. (018) 391 4000

Principal Personnel Officer

Salary: R308 154.00 p.a. (plus benefits)

• Ref No: K36851/15 • Centre: Greater Taung Sub-District x1, Maquassi Hills Sub-District x1 & Bophelong Psychiatric Hospital x1

Requirements: • National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/Management • Two (2) years' relevant experience in Human Resource Management • A valid driver's license • **PERSAL Certificates** (Personnel Administration, Leave Administration and Salary Administration) • Ability to interpret Policies and Legislations • Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employee Medical Scheme, Policy on Incapacity and Ill Health Retirement, Housing Allowance and Performance Management • Computer literacy.

Duties: • Administer compensation for employees, salary progression, leave and conditions of service benefits and allowances • Ensure compliance with policies • Compile workplans in terms of Performance Management and Development System in the Unit • Assist in career planning and utilization of personnel • Supervise and draw up an annual Human Resource Plan • Provide management with information pertaining to establishment • Recruitment and Selection of Staff • Supply management with information pertaining to establishment • Manage KPA's of Subordinates • Administer the implementation of PILIR Policy • Administer the processing of Pension claim forms on Pension Case Management (PCM) online.

Enquiries: Ms M Benade, Tel. (053) 994 1053 (Greater Taung Sub-District)
Mr M Tatsi, Tel. (018) 596 1017/32 (Maquassi Hills Sub-District)
Ms E Tau, Tel. (018) 383 2005 (Bophelong Psychiatric Hospital)

Personnel Practitioner (Human Resource Development)

Salary: R308 154.00 p.a (plus benefits)

• Ref No: K36851/16 • Centre: Ramotshere-Moiloa Sub District & JB Marks Sub-District (Tlokwe Local Area)

Requirements: • National Diploma/Bachelor's Degree in Human Resource Management/Development • Two (2) years relevant experience in Human Resource Development • A valid driver's licence • Knowledge of skills Development Act, Public Service Act, Skills Levy Act and AET policy • Knowledge of statutory framework in Public Service (Labour Legislation, Public Service Regulations) and other Human Resource Prescripts • Sound verbal and written communication including report writing skills • Computer literacy.

Duties: • Conduct orientation and induction of all new employees • Coordination of full time and part time studies • Conduct skill needs assessments • Develop and circulate internal notices • Implementation and Monitoring of Learnership and Internship programme of personnel • Develop training plan including In-service training and Induction • Compile Work Skills Development plan • Submit monthly training and development reports • Prepare VA2 and ensure that invoices are submitted with the prescribed period • Compile submission for approval of training interventions • Keep HRD records of attendance register, approved memos and order forms of coordinate training programme • Establish training committee and attend meetings • Adherence to Training and development policies.

Enquiries: Mr K Moloto, Tel. (018) 642 9701 (Ramotshere Moiloa Sub-District)
Ms A Nakedi, Tel. (018) 297 5060 (JB Marks Sub-District)

Personal Assistant

Salary: R308 154.00 p.a. (plus benefits)

• Ref No: K36851/17 • Centre: Provincial Office: Office of The Superintendent General: Support x2, Financial Accounting Directorate x1, Legal Services Directorate x1, Human Resource Development Directorate x1, Nursing Education Directorate x1 & Internal Control Directorate x1

Requirements: • National Diploma/Bachelor's Degree in Office Management and Technology/Public Administration/Management/Management Assistant • Two (2) years relevant experience in Office Administration • Knowledge and experience in document tracking, photocopying, faxing and filing • Practical experience in administrative processes and procedures including the arrangement of conferences, meetings, travel arrangements and processing of claims • Typing and effective office administrative skills, including diary management • Sound communication (verbal and written) skills as well as good interpersonal relations • Ability to work independently as well as within a team • Good organizational, co-ordination and planning skills • Analytical and innovative thinking abilities • Ability to work well and after normal working hours • Computer literacy.

Duties: • Serve as the Office Manager and assume full responsibility for the corporate image of the Office of the Director/Office of the Superintendent General • Provide secretarial services and administrative support to the Office of the Director/Office of the Superintendent General • Organize and manage the Director/Office of the Superintendent General's daily and weekly schedules • Receive, analyse and interpret correspondence for channelling to appropriate Offices as required by the Director/Office of the Superintendent General • Establish and maintain a proper filing system and record management procedures • Manage the budget and perform procurement procedures within the Office of the Director/Office of the Superintendent General • Organize meetings, workshops and travelling for the Director/Office of the Superintendent General • Assist in the compilation of the written reports and MS PowerPoint presentations • Serve as the official link between the Director/Office of the Superintendent General's Office and other Stakeholders.

Enquiries: Ms B.G Gauta, Tel. (018) 391 4000

Principal Telecom Operator

Salary: R308 154.00 p.a. (plus benefits)

• Ref No: K36851/18 • Centre: Job Shimankana Tabane Hospital

Requirements: • National Diploma/Bachelor's Degree in Office Management and Technology/Management Assistant • Two (2) years relevant experience • A valid driver's license • Good communication skills and telephone etiquette • Computer literacy.

Duties: • Develop telephone management system • Operate Switchboard • Perform administration functions which include record keeping and procurement of Office stationery • Update the telephone directory and monitor usage so as to decrease the budget usage • Ensure that telephone audits are done on a quarterly basis • Report faulty lines to Telkom/Service Provider • Ensure confidentiality at all times • Adhere to Batho-Pele Principles • Manage KPA's of subordinates • Perform other duties as delegated from time to time.

Enquiries: Ms K Tilodi, Tel. (014) 590 5100

Administration Officer: Transport Management

Salary: R308 154.00 p.a (plus benefits)

• Ref No: K36851/19 • Centre: Gelukspan District Hospital

Requirements: • National Diploma/Bachelor's Degree in Transport Economics/Transport Management/Logistics Management • Two (2) years' experience in Government Motor Transport • A valid driver's license • Quality driven, ability to work independently and willing to work extensive hours • General knowledge in government pool vehicles, transport policies, Office Administration and filing systems • Planning skills, organizing skills, time management, good communication and interpersonal relations • Report writing skills • Computer literacy.

Duties: • Ensure administration of Government white and red fleet log sheet submission • Ensure analysis, reconciliation of transport expenditure reports Vehicle Management System (VMS), Interface report, early warning reports and Transaction reports • Manage fleet operations budget • Assist to organize and participate in Sectional meetings, Operational plan reporting meetings, Risk register update meetings and Transport Officer's Forums • Conduct district support visits and technical expertise, training of the transport officers, drivers and users of Government Motor Transport • Ensure proper district asset and inventory management as well as records management.

Enquiries: Mr A Bogatsu, Tel. (018) 384 0240

Communication Officer

Salary: R255 450.00 p.a. (plus benefits)

• Ref No: K36851/20 • Centre: Taung District Hospital & Moses Kotane Sub-District

Requirements: • National Diploma/Bachelor's Degree in Communication/Public Relations • Two (2) years relevant experience in Media Relations • A valid driver's license • Knowledge of Hospital activities • Good organizing and interpersonal skills • Strong public relations, project management, time management and prioritizing skills • Extensive practical and relevant experience in internal and external communication • A proactive approach • Excellent written and verbal communication skills • Knowledge and understanding of Government corporate ethics and values • Computer literacy.

Duties: • Responsible for formulation of internal releases to update staff about internal development i.e. news, transformation issues • Distribution of internal circular and memos through electronic and print channels and regular updates the notice boards and monitoring proper placement of notices • Assist with production of internal publications of the department like news, letters, calendars diaries, programmes, posters, prints, advertisements etc • Manage and facilitate responses raised through the Presidential Hotline • Consult with complainants regularly to give updates • Develop content for all promotional material • Develop, coordinate, manage and implement hospital communication strategy and plans within the Hospital especially on improvement of community perceptions • Ensure compliance to the Departmental Corporate Identity Manual • Co-ordinate departmental outreach programmes and campaigns • Manage all departmental exhibitions • Manage the stakeholder database • Compile and submit reports.

Enquiries: Mr G.N Maibi, Tel. (053) 928 0500 (Taung District Hospital)
Mr E Mmusi, Tel. (014) 590 5100 (Moses Kotane Sub-District)

Health Promoter

Salary: R255 450.00 p.a (plus benefits)

• Ref No: K36851/21 • Centre: Ramotshere Moiloa Sub District

Requirements: • Senior Certificate/National Certificate (Vocational) • One-two (1-2) years' experience in Health Promotion • Community work experience • The candidate should be an excellent communicator and public speaker • Project management, interpersonal skills • A valid driver's license • Computer literacy.

Duties: • Implement Provincial, District and Sub-District Health Promotion at facility level including campaigns • Provide Health education sessions to clients and groups on healthy life style at Clinics, Schools and neighbourhoods • Implement Health Promotion interventions at facility level • Participate in District and facility projects • Submit weekly plans and report to the Facility Manager • Implement health promotion activities for programme specific campaign in accordance with health calendar and health needs • Manage and use Audio and IEC Material for health education • Provide IEC materials to clients to do practical demonstration when conducting health education • Keep records of health education attendance registers, minutes and agenda • Conduct community dialogues on healthy lifestyles components • Participate as a member of the Sub-District Outbreak Response Teams (SORT).

Enquiries: Mr S.P Tau, Tel. (018) 642 9701

Staff Nurse

Salary: R209 112.00 – R362 187.00 p.a (plus benefits)

• Ref No: K36851/22 • Centre: Klerksdorp/Tshepong Hospital Complex x3, Job Shimankana Tabane Hospital x3 & Mafikeng Provincial Hospital x1

Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as Enrolled Staff Nurse.

Requirements: • Qualification that allows registration with the South African Nursing Council as a Staff Nurse (Enrolled Nurse) • Shortlisted candidates will be required to submit current proof of registration with SANC as Staff Nurse (Enrolled Nurse) • Appropriate/recognizable experience in nursing after registration with the South African Nursing Council as Staff Nurse • Good communication and interpersonal skills • Sound knowledge of nursing procedures • Report writing skills, planning and organizing.

Duties: • Provide elementary assistance to the medical and nursing professions • Provide health promotion through health education • Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility • Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility • Demonstrate basic communication with patients and supervisors • Work as part of a multi-disciplinary team to ensure good nursing care • Work effectively, cooperatively and amicably with person of diverse intellectual, cultural racial or religious difference • Display a concern for patients, promoting and advocating basic care, including awareness and willingness to respond to patient's needs, requirements and expectations • Adhere to Batho Pele Principles and Patient's Rights.

Enquiries: Ms L Mosia, Tel. (018) 406 4600 (Klerksdorp/Tshepong Hospital Complex)
Ms K Tilodi, Tel. (014) 590 5100 (Job Shimankana Tabane Hospital)
Mr M Legote, Tel. (018) 383 6700 (Mafikeng Provincial Hospital)



health

Department: Health
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Nursing Assistant

Salary: R165 177.00 – R283 347.00 p.a. (plus benefits)

• Ref No: K36851/23 • Centre: Mahikeng Provincial Hospital x2, Job Shimankana Tabane Hospital x2 & Klerksdorp/Tshepong Hospital Complex x3

Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as Nursing Assistant.

Requirements: • Qualification that allows registration with the South African Nursing Council as a Nursing Assistant (Enrolled Nursing Assistant) • Shortlisted candidates will be required to submit current proof of registration with SANC as Nursing Assistant • Appropriate/recognizable experience in nursing after registration with South African Nursing Council as Nursing Assistant.

Duties: • Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility • Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility • Demonstrate basic communication with patients and supervisors • Work as part of a multi-disciplinary team to ensure good nursing care • Work effectively, cooperatively and amicably with person of diverse intellectual, cultural racial or religious difference • Display a concern for patients, promoting and advocating basic care, including awareness and willingness to respond to patient's needs, requirements and expectations • Adhere to Batho Pele Principles and Patient's rights.

Enquiries: Mr M Legote, Tel. (018) 383 6700 (Mafikeng Provincial Hospital)
Ms K Tilodi, Tel. (014) 590 5100 (Job Shimankana Tabane Hospital)
Ms L Mosia, Tel. (018) 406 4400 (Klerksdorp/Tshepong Hospital Complex)

Emergency Care Officer: Grade 3

Salary: R206 619.00 - R271 584.00 p.a (plus benefits)

• Ref No: K36851/24 • Centre: Tswaing Sub-District x1, Madibeng Sub-District x3, & Kgetleng Sub District x1

Requirements: • Successful completion of an appropriate intermediate Life Support (ILS) course that allows registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA) • Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa (HPCSA) as Ambulance Emergency Assistant • Knowledge of rules and regulations of the Roads Traffic • A valid code 10 driver's license and Public Driver's Permit.

Duties: • Treat and transport patient to Hospital from scene and between Hospitals in accordance with relevant protocols • Change and replenish surgical sundries and medical gases and ensured items are disposed of timeously and are exchanged for fresh stock • Assist in maintaining a clean and tidy base • Maintain best clinical practices in accordance with quality standard • Perform overtime duties in accordance with Emergency in-service training and refresher courses • Undertake any other duties as allocated by supervisor.

Enquiries: Mr A Malgas, Tel. (018) 464 2422

EMS Shift Leader

Salary: R317 751.00 – R636 192.00 p.a. (plus benefits)

• Ref No: K36851/25 • Centre: Kagisano Molopo Sub-District, JB Marks Sub-District (Ventersdorp Local Area) & Greater Taung Sub-District

Requirements: • **For Grade 3:** Successful completion of the intermediate Life Support (ILS) course that allows registration with the Health Professions Council of South Africa (HPCSA) as Ambulance Emergency Assistant (AEA) • Shortlisted candidates will be required to submit current proof of registration with HPCSA as AEA • A minimum of three (3) years after registration with HPCSA as AEA • **For Grade 4:** • Successful completion of the ECT programme that allows registration with HPCSA as ECT • A minimum of three (3) years after registration with HPCSA as ECT • **For Grade 5:** • Successful completion of the CCA course or National Diploma that allows registration with HPCSA as paramedic • A minimum of 3 years after registration with HPCSA as CCA • **For Grade 6:** • Successful completion of the B-Tech/BEMC Degree that allows registration with HPCSA as ECP • A minimum of three (3) years after registration with HPCSA as ECP • A valid code 10-14 (C1-EC) Driver's license with PDP.

Duties: • Ensure vehicles medical equipment and station are kept clean, disinfected and in good working order at all times • Respond to major incidents and co-ordinate such incidents within the operational area care for and transport patients when need arise at an appropriate level of care • Manage surgical sundries and medical gas • Oversee best clinical practices in accordance with quality standards while maintaining CPD • Complete and submit all appropriate paperwork to the Station Manager before termination of the shift/daily and monthly as required • Hand over vehicle, equipment to the next shift fully replenished, clean and in good working order • Control and perform over time duties when required • Participate in training and quality assurance programs • Evaluate and manager performance of supervisees • Ensure an effective communication system in place within the shift • Respond to accidents involving emergency vehicles and prepare reports • Investigate all complaints received from internal and external resources and provide reports.

Enquiries: Mr A Malgas, Tel. (018) 464 2422

EMS Station Manager

Salary: R376 596.00 – R664 284.00 p.a (plus benefits)

• Ref No: K36851/26 • Centre: Kgetleng Sub-District

Final salary will be determined by the years of experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA)/Emergency Care Technician (ECT)/Paramedic/Emergency Care Practitioner (ECP).

Requirements: • **For Grade 3:** • Successful completion of ILS course that allows for registration with the Health Professions Council of South Africa (HPCSA) as Ambulance Emergency Assistant • Shortlisted candidates will be required to submit current proof of registration with Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant • A minimum of three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistance (AEA) • **For Grade 4:** • Successful completion of the ECT programmes courses that allows registration with the Health Professions Council of South Africa as ECT • A minimum of three (3) years after registration with the Health Professions Council of South Africa as ECT • **For Grade 5:** • Successful completion of the CCA course or National Diploma that allows registration with the Health Professions Council of South Africa as Paramedic • A minimum of three (3) years after registration with the Health Professions Council of South Africa as Paramedic • **For Grade 6:** • Successful completion of the B-Tech Degree that allows registration with the Health Professions Council of South Africa as ECP • A minimum of three (3) years after registration with the Health Professions Council of South Africa as Paramedic or ECP • A valid code EC (10) driver's license with Public Driving Permit • Good interpersonal relations and communication skills • Computer literacy.

Duties: • Provide advice on the procedures and policy matters to staff members and ensure compliance with the policies operating in service • Ensure an effective communication system in place for ambulances and staff in the station • Ensure that fleet management is properly implemented to provide for maintenance and availability of vehicles • Ensure proper control measures and resources management at the station • Maintain, monitor and report on continuous improvement for the station in accordance with the policy on quality improvement to meet the community needs • Ensure that effective strategies are implemented to meet the community needs • Entrench a healthy and safe environment • Respond to all incidents to assist and co-ordinate such incidents within the operational area • Respond to incidents involving emergency vehicles and prepare necessary reports • Investigate all service complaints received from internal and external resources and report to the relevant committee • Undertake lawful instructions and duties from EMS District Manager.

Enquiries: Mr A Malgas, Tel. (018) 464 2422

NOTE: In line with the Employment Equity Plan of the Department of Health it is our intention to achieve equity in the workplace by offering opportunities for promotion and fair treatment through the elimination of unfair discrimination. People with disabilities are encouraged to apply. ♿

NOTE: Applications must be submitted on the new form Z83 (fully completed), obtainable from any Public Service Department or www.dpsa.gov.za and should be accompanied by a recently updated, comprehensive CV and ID document and the names of three referees. Only shortlisted candidates for the post will be required to submit certified documents.

Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the post in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. Note: Short-listed candidates will be subjected to security clearance and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments to the advertised posts. Failure to comply with the above requirements will result in the disqualification of the application. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

NB: Candidates should note the following information on the new Z83 application form:

Part A: All fields must be completed in full.

Part B: All fields must be completed in full except when:

- Passport number: South African applicants need not provide passport numbers.
- An applicant has responded “No” to the question “Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the State? If yes (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “in the event that you are employed in the Public Service, will you immediately relinquish such business interests?”
- “If your profession or occupation requires official registration, provide date and particulars of registration”- Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated.

Part C: All fields must be completed.

Part D: All fields must be completed.

Part E, F, G: Noting that there is limited space provided applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.

Declaration must be completed and signed (including any attachments).

All posts attached to Mafikeng Provincial Hospital must be forwarded to: Private Bag X 2031, Mafikeng 2745, Attention to: Mr M Legote.

All posts attached to Klerksdorp/Tshepong Hospital Complex, must be forwarded to: Private Bag A14, Klerksdorp, 2570, Attention to: Ms L Mosia.

All posts attached to Bophelong Psychiatric Hospital must be forwarded to: Private Bag X 2031, Mafikeng, 2745, Attention to: Ms E Tau.

All posts attached to Provincial Office, must be forwarded to: Healthjobs@nwpg.gov.za, Attention to: Ms G.I Mokomele or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Corner Sekame and First Street, Mafikeng.

All posts attached to North West College of Nursing: Klerksdorp Campus must be forwarded to: Private Bag A 19, Klerksdorp, 2570, Attention to: Ms D Mosenene.

All posts attached to Mamusa Sub-District Office, applications must be forwarded to: Private Bag X01, Schweizer-Reneke, 2780, Attention to: Mr O Khonkhobe.

All posts attached to Job Shimankana Tabane Hospital must be forwarded to: Private Bag X 82079, Rustenburg, 0300, Attention to: Ms K Tilodi.

All posts attached to Ngaka Modiri Molema District Office must be forwarded to: Private Bag X 116, Mmabatho, 2735, Attention to: Ms N Motlhabane.

All posts attached to Greater Taung Sub-District Office must be forwarded to the Sub District Manager, Private Bag X 1052, Taung Station, 8580, Attention to: Ms M.J Benade.

All posts attached to Lehurutshe/Zeerust Hospital Complex must be forwarded to: The, Private Bag X 1326, Zeerust, 2865, Attention to: Ms J Mlambo.

All posts attached to Ramotshere Moiloa Sub-District Office, must be forwarded to: Private Bag X 6338, Zeerust, 2865, Attention to: Ms C.L Mogoshane.

All posts attached to Ratlou Sub-District Office must be forwarded to Private Bag X 116, Mmabatho, 2735, Attention to: Ms N Seeco.

All posts attached to Dr Ruth Segomotsi Mompoti District Office, applications must be forwarded to: Private Bag X 24, Vryburg, 8600, Attention to: Ms M Ngakanyane.

All posts attached to General De La Rey Hospital, must be forwarded to: Private Bag X 16, Itsoseng, 2744, Attention to: Mr J Nontenjwa.

All posts attached to Maquassi Hills Sub-District must be forwarded to: Private Bag X 16, Wolmaransstad, 2630, Attention to: Mr M.B Tatsi.

All posts attached to Swaruggens Hospital must be forwarded to: Private Bag X 1017, Swartruggens, 2835, Attention to: Ms R Sekgobela.

All posts attached to Gelukspan District Hospital must be forwarded to: Private Bag X 116, Mmabatho, 2735, Attention to: Ms D Botha.

All posts attached to Taung District Hospital, must be forwarded to: Private Bag X 535, Taung Station, 8584, Attention to: Mr R.P Manoko.

All posts attached to Moses Kotane Sub-District must be forwarded to: Private Bag X 1045, Mogwase, 314, Attention to: Mr L Mokotedi.

All posts attached to Tswaing Sub-District Office must be forwarded to: Private Bag X 116, Mmabatho, 2735, Attention to: Mr M Chacha.

All posts attached to Madibeng Sub-District Office must be forwarded to: Private bag X 5084, Brits, 0250, Attention to: Mr P.M Dikobe.

All posts attached to Kgetleng Sub District must be forwarded to: Private Bag X 1017, Swartruggens, 2835, Attention to: Ms R Sekgobela.

All posts attached to Kagisano Molopo Sub-District Office, must be forwarded to: Private Bag X533, Ganyesa 8613, Attention to: Ms G.J Legalamitlwa.

All posts attached to JB Marks Sub District (Ventersdorp Local Area) must be forwarded to: Private Bag X 1007, Ventersdorp, 2510, Attention to: Mr P Nape.

All posts attached to Bojanala District Office must be forwarded to: Private bag X 82090, Rustenburg, 0300, 0250, Attention to: Mr E Mmusi.

CLOSING DATE: 20 December 2024



health

Department: Health
North West Provincial Government
REPUBLIC OF SOUTH AFRICA