



DEPARTMENT OF HEALTH - NORTH WEST PROVINCE

VACANCY CIRCULAR NO.04 OF 2025/26 FINANCIAL YEAR

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 and centre 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:** Suitable candidates will be subjected to Personnel suitability checks and reference checking. 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 is compulsory for applicants seeking re-employment into the Public Service and must be answered.

The declaration must be signed and initials in the second page are not mandatory.



DR M TLHOGANE
CHIEF DIRECTOR: CORPORATE SERVICES
NORTH WEST DEPARTMENT OF HEALTH



DATE

POST	MEDICAL SPECIALIST
REF	NWH 04/2025/01
LEVEL	12
SALARY	R 1 341 855.00 – R 2 212 680.00 p.a (All inclusive Package)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL (GENERAL SURGICAL MEDICAL), KLERKSDORP/TSHEPONG HOSPITAL COMPLEX (PAEDTRIC)
Final salary will be determined by appropriate / recognisable experience after registration with Health Professions Council of South Africa as Medical Specialist in a normal speciality.	
REQUIREMENTS	Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. For Grade 1: None after registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality . For Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. For Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.
DUTIES	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care and supervising junior medical staff. Render after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Participation in the academic program in the hospital and all activities of the discipline in



	relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the Head of Unit on service delivery, clinical audits and where necessary and quality improvement plans. Implement, monitor adherence to quality standards within the department. Prepare and write reports. Assist the Clinical Head with Administration responsibilities.
ENQUIRIES	DR K HOLONGA, TEL 018 383 6700, (MAFIKENG PROVINCIAL HOSPITAL) MR T MADONSELA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX)

POST	DEPUTY MANAGER NURSING
REF	NWH 04/2025/02
LEVEL	12
SALARY	R 1 028 091.00 p.a (All inclusive Package)
CENTRE	MOSES KOTANE HOSPITAL
REQUIREMENTS	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level.
DUTIES	Provide guidance and leadership towards the realization of the strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and



	professionalism. Develop and monitor the implementation of policies, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management. Information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directive and legislation.
ENQUIRIES	MS K MMOLAWA, TEL 014 555 2300

POST	CLINICAL MANAGER (MEDICAL) GRADE 1
REF	NWH 04/2025/03
LEVEL	12
SALARY	R 1 422 810.00 p.a. (All inclusive Package)
CENTRE	NIC BODESTEIN DISTRICT HOSPITAL
REQUIREMENTS	Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 3 years appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. A valid driver's license.
DUTIES	Manage the KPA's of subordinates. Ensure quality patient care/risk management/clinical governance. Be responsible for continual professional development (training). Make doctor's rounds. Examine patients and evaluate progress. Develop and upgrade departmental policies, procedures and protocols and ensure adherence to applicable health legislations. Be responsible for operational plan, budget and action plans as well as budgetary control of the department. Conduct clinical audits, research and interdepartmental liaison. Coordinate and head meetings such as PSG, Drug & Therapeutic, etc. Attend court proceedings as directed. Visit critical

	patients after hours, even if not on call. Act as consultant in departments where no consultations are available. Ensure adherence to Batho Pele Principles and Patient Rights Charter. Allocate the Doctors and Allied Health Professions to the departments and rotate them as planned.
ENQUIRIES	MR P MABOE, TEL 018 462 5744

POST	DEPUTY DIRECTOR: SUB-DISTRICT MANAGER
REF	NWH 04/2025/04
LEVEL	12
SALARY	R 1 059 105.00 p.a (All inclusive MMS Package)
CENTRE	RATLOU SUB-DISTRICT & MAQUASSI HILLS SUB-DISTRICT
REQUIREMENTS	Diploma/Bachelor's Degree in Health Sciences/Public Health. A Certificate in Clinical Assessment Diagnosis and Treatment will be added advantage. Five (5) year's management experience of which 3 years should be at Assistant Manager Nursing dealing with Primary Health Care (PHC) activities. A valid driver's license. Knowledge of Constitution, Public Service Act. 1994, Public Service Regulations of 2016 and applicable health legislation/policies. Knowledge and understanding of Primary Health Care and Community Base services, District Health System (DHS) development and District Health Information System (DHIS) and working knowledge of Geographical Information System (GIS). Good communication (verbal and written), problem solving, policy development, analytical, coordination, financial, planning, organising, negotiation. Computer literacy.
DUTIES	Account to the respective Director for the Department of Health on key performance indicators of strategic health programmes. Overall management of health facilities and services at Sub-District level. Management provision of integrated health services and provide leadership in Primary Health Care Services at Sub-district level. Manage conditional grants or grants or funding for provision of special health project. Provide

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	overall supervision to employees responsible for health administration and Primary Health Care.
ENQUIRIES	MS N LOGOBYE, TEL 018 384 0240 (RATLOU SUB-DISTRICT) MR I MOLOI, TEL 018 452 5744 (MAQUASSI HILLS SUB-DISTRICT)

POST	MANAGER NURSING
REF	NWH 04/2025/05
LEVEL	12
SALARY	R 1 155 099.00 p.a (All inclusive Package)
CENTRE	DR KENNETH KAUNDA DISTRICT OFFICE
REQUIREMENTS	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level. A valid driver's license. Computer literacy.
DUTIES	GENERAL: Represent own discipline as member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline. SUPPORT SERVICE DELIVERY: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. PROVIDE EDUCATION AND TRAINING: Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of Nursing and Allied Health Professionals and community workers under their supervision.

	<p>SUPPORT HEALTH SYSTEMS AND LOGISTICS: Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. MONITOR AND EVALUATE SERVICES: Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews). Assist, support and participate in clinical audits and quality improvement cycles in health facilities and where appropriate in community settings such as schools and Ward-Based Primary Health Care Teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. COLLABORATE, COMMUNICATE AND REPORT EFFECTIVELY: Foster effective teamwork and collaboration within the District Specialist Team and with other professionals in the district involved in the delivery of Primary Health Care. Enable engagement with the local community and relevant non-Government organisations. Promote adherence to district clinical and public health guidance. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the Provincial Department of Health. Present regular reports on activities, health services and programmes. SUPPORT ORGANISATIONAL ACTIVITIES: Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Co-ordinate and supervise discipline related services within the district Assist with the recruitment and management of relevant human resources.</p>
ENQUIRIES	MR P MABOE, TEL 018 462 5744

POST	ASSISTANT MANAGER: PHARMACEUTICAL SERVICES
REF	NWH 04/2025/06
LEVEL	12
SALARY	R1 093 611.00 p.a (All inclusive Package)
CENTRE	NGAKA MODIRI MOLEMA DISTRICT OFFICE & BOJANALA DISTRICT OFFICE
REQUIREMENTS	<p>Basic qualification accredited with South African Pharmacy Council (SAPC) that allows registration with the South African Pharmacy Council as a Pharmacist. Shortlisted candidates will be required to submit current proof of registration with the South African Pharmacy Council as a Pharmacist. A valid driver's license. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. Knowledge of Public Sector Pharmacy, as well as relevant acts, regulations, District Health System, EML, Good Pharmacy Practice, Policies and Procedures, the National Drug Policy Sound understanding of Procurement reforms and the CCMDD Program. Sound knowledge of legislation relating to Pharmaceutical Practice in South Africa. Sound knowledge of the District Health System and National Drug Policy Good communication, leadership, motivational, decision-making, team-building, ethics, operational, professional and supervisory skills knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management, Staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and Legal Principles. Proficient in Microsoft Office (MS Word, Excel, Power Point and Outlook) and relevant technological literacy, as well as knowledge and experience in RX Solution.</p>
DUTIES	<p>Supervise, oversee and manage the pharmaceutical services at the institution associated District. Supervise and manage the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and Monitor adherence to National Core Standards for Quality Assurance in Pharmaceutical Services. Ensure that Standards for operating systems for prescribing and dispensing practice are maintained.</p>

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	Ensure that availability of medicines is in line with new standard treatment guidelines. Support Pharmacovigilance activities and develop systems for ADR reporting. Support Human Resource Development and training of Pharmacists, Pharmacy support personnel and other Health Professionals. Implement in-patient Pharmaceutical Care services.
ENQUIRIES	MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT) MR E MMUSI, TEL 014 592 8906 (BOJANALA DISTRICT)

POST	PSYCHOLOGIST
REF	NWH 04/2025/07
LEVEL	11
SALARY	R 872 709 .00 – R 1 381 647.00 p.a (All inclusive Package)
CENTRE	WITRAND HOSPITAL
Final salary will be determined by appropriate / recognisable experience after registration with Health Professions Council of South Africa as a Clinical Psychologist	
REQUIREMENTS	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Clinical Psychologist. Appropriate experience after registration with the Health Professions Council of South Africa as Clinical Psychologist. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.
DUTIES	Render effective psychological services to the Rehabilitation Unit, Psychiatric Ward and outpatients. Provide in serve training and continuous professional development. Implement the Therapeutic programme within the assessments. Be responsible for individual and group psychotherapy. Patient and family orientation and counselling. Provide psychological support for social and vocational reinsertion principle within the Department. Ensure adherence to Batho Pele Principles within the department. Perform psycho – diagnostic and psychotherapeutic services. Display a concern for patients. Responsible for awareness and training.
ENQUIRIES	MS M.E MPOLOKENG, TEL 018 383 2005



POST	PHARMACIST GRADE 3
REF	NWH 04/2025/08
LEVEL	11
SALARY	R 1 001 349.00 p.a (All inclusive Package)
CENTRE	MOSES KOTANE HOSPITAL
REQUIREMENTS	<p>Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the South African Pharmacy Council as a Pharmacist. Shortlisted candidates will be required to submit current proof of registration with the South African Pharmacy Council as a Pharmacist. A minimum of 13 years appropriate/recognizable experience after registration as a Pharmacist with South African Pharmacy Council. Knowledge of Provincial and National Health policies and all relevant legislations. Competencies: Sound understanding of relevant legislation, acts, policies, procedures and delegation pertaining to pharmacists and pharmacies, including essential drug lists and standard treatment guidelines and District Health System plan. Innovative, analytical thinking, coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriate theoretical and clinical knowledge. Sound organizing, planning and decision making abilities Computer literacy. A valid driver's license.</p>
DUTIES	<p>Dispense medicines according to GPP standards as set out by the South African Pharmacy Council. Manage, monitor and evaluate pharmacy staff in the unit, as needed. Ensure adherence to both the hospital and provincial drug formularies, PFMA, National Core Standards requirements and avoid wasteful and fruitless expenditure. Produce relevant reports. Assist with on - call and after hour duties. Observe all Batho Pele Principles.</p>
ENQUIRIES	MS K MMOLAWA, TEL 014 555 2300



POST	DEPUTY DIRECTOR :DATA INTEGRITY MANAGEMENT
REF	NWH 04/2025/09
LEVEL	11
SALARY	R896 436.00 p.a (All inclusive MMS Package)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/Bachelor's Degree in Mathematics/Statistics/Auditing/Accounting/ Finance/Computer Science. Five (5) years relevant experience in the Health or Auditing Environment of which (3) years' should be at Assistant Director Level. A valid driver's license. Computer Literacy. JOB ATTRIBUTES: Health Information Management Systems, data analysis and interpretation as well as report writing. Good project management, excellent planning, coordination, organisational problem solving, presentation and communication (verbal and written). Ability to work independently and function as part of a broader team.
DUTIES	Implement and monitor Audit of Pre-determined Objective (AoPO) strategy and Post Audit Action Plan (PAAP). Coordinate Data Integrity activities by ensuring data accuracy, reliability, completeness, and quality of data. Monitor the use of District Health Management Information System (DHMIS) Policy to guide the implementation of Web – District Health Information Software (DHIS) for collection of routine health performance information. Provide support and coordinate audit processes and compliance. Coordinate and liaise with facilities to facilitate Audi (Request for Information (RFI)'s responses). Train Provincial Champions on Audit Process Flow focusing on reliability of source documents for patient records, registers and electronic database system. Manage Human Resource within the sub directorate. Implement Rapid Internal Performance Data Audit (RIPDA) using the webDHIS system.
ENQUIRIES	MR T MARUMO, TEL 018 391 4086



POST	DEPUTY DIRECTOR: CORPORATE SERVICES
REF	NWH 04/2025/10
LEVEL	11
SALARY	R 896 436.00 p.a (All inclusive MMS Package)
CENTRE	DR KENNETH KAUNDA DISTRICT OFFICE
REQUIREMENTS	National Diploma/Bachelor's Degree in Public Administration/Management. Five (5) years' relevant experience of which 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 district corporate services for effective service delivery. Provide strategic and operational leadership in district 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 district vision within and in the immediate environment of the district. 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 district based health care service in terms of the Public Finance Management Act. Ensure sound policies and procedures are in place.
ENQUIRIES	MR P MABOE, TEL 018 462 5744



POST	HEAD OF DEPARTMENT: POST BASIC PROGRAMMES & BASIC PROGRAMMES
REF	NWH 04/2025/11
LEVEL	10
SALARY	R 713 253 .00 p.a (plus benefits)
CENTRE	NORTH WEST COLLEGE OF NURSING: MAFIKENG CAMPUS (POST BASIC PROGRAMMES X1) (BASIC PROGRAMMES X 2) NORTH WEST COLLEGE OF NURSING: KLERKSDORP CAMPUS (BASIC PROGRAMMES X 2).
REQUIREMENTS	<p>POST BASIC PROGRAMME REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing. Post Basic Diploma in Advanced Midwifery and Neonatal Nursing Sciences or Critical Care Nursing (R.212).</p> <p>BASIC PROGRAMMES REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing.</p> <p>Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable Nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable/experience in Nursing Education after obtaining 1 year post-basic qualification. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Be willing to travel extensively.</p>
DUTIES	Coordination and overall supervision of academic activities in the provision of education and training of student nurses for basic nursing



	<p>programmes (R.171). Manage clinical learning exposure to students between campus and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Management of Key Performance Area personnel in accordance with PMDS prescripts. Ensure that the academic activities comply with the relevant legislative framework. Oversee supervision of students. Participate in the development of the Strategic Plans of the College. Develop operational plans and budget for the programme. Collaborate with internal and external stakeholders.</p>
ENQUIRIES	MS E NKHUMANE, TEL 018 391 4284

POST	ASSISTANT MANAGER NURSING: SPECIALITY
REF	NWH 04/2025/12
LEVEL	10
SALARY	R 755 355.00 p.a (plus benefits)
CENTRE	JOB SHIMANKANA TABANE HOSPITAL (THEATRE), MAFIKENG PROVINCIAL HOSPITAL (PEDIATRICS), BOJANALA DISTRICT : MADIBENG SUB-DISTRICT (PRIMARY HEALTH CARE), KGETLENG SUB-DISTRICT (PRIMARY HEALTH CARE) & NGAKA MODIRI MOLEMA DISTRICT: RATLOU SUB DISTRICT (PRIMARY HEALTH CARE)
REQUIREMENTS	<p>Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R 212 in the relevant specialty. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to the above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must appropriate/ recognizable experience at management level. Shortlisted candidates will be required to submit a</p>



	valid work permit for Non- South African Citizens. A valid driver's license. Good Communication, leadership qualities, organizing and planning and report writing skills. Computer literacy. Be conversant with the ministerial priorities, ideal hospitals. Knowledge of Performance Management and Development System (PMDS).
DUTIES	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate understanding of HRM, HRD, Labour Relations, Finance, Supply Chain components. Manage the KRA of subordinates. Adhere to the legislative frameworks governing the Public Service and the Department of Health. Co-ordinate the nursing related duties. Assist Management in decision making.
ENQUIRIES	<p>MS N RAMAGOGODI, TEL 014 590 5100 (JOB SHIMANKANA TABANE HOSPITAL)</p> <p>MR M LEGOTE, TEL 018 383 6700 (MAFIKENG PROVINCIAL HOSPITAL)</p> <p>MR E MMUSI, TEL 014 592 8906 (BOJANALA DISTRICT)</p> <p>MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>

POST	ASSISTANT MANAGER NURSING: GENERAL
REF	NWH 04/2025/13
LEVEL	10
SALARY	R 693 096.00 p.a. (plus benefits)
CENTRE	SCHWEIZER-RENEKE DISTRICT HOSPITAL
REQUIREMENTS	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

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	Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Good Communication, leadership qualities, organizing and planning and report writing skills. Computer literacy.
DUTIES	Effective management and control of health programmes in line National and Provincial Policies, Standard Operating Procedures and Guidelines. Monitor, evaluate and adjust quality of service delivery through utilization of resources. Ensure provision of effective support to nursing services and implementation of National and Provincial Policies. Enhance performance through relevant capacity building activities. Maintain professional growth and ethical standards and self-development.
ENQUIRIES	MR G.N MAIBI, TEL 053 9280456

POST	OPERATIONAL MANAGER : SPECIALITY
REF	NWH 04/2025/14
LEVEL	10
SALARY	R693 096 .00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX (CRITICAL CARE) X1 & (ORTHOPAEDIC) X 1, BOJANALA DISTRICT: KGETLENG SUB DISTRICT (PRIMARY HEALTH CARE) X 1, MADIBENG SUB DISTRICT (ADVANCED MIDWIFERY)X 1, MORETELE SUB-DISTRICT (PRIMARY HEALTH CARE) X3 & MOSES KOTANE SUB-DISTRICT (PRIMARY HEALTH CARE) X3 , DR RUTH SEGOMOTSI MOMPATI DISTRICT : KAGISANO MOLOPO SUB-DISTRICT (PRIMARY HEALTH CARE) X 2, LEKWA TEEMANE SUB-DISTRICT (PRIMARY HEALTH CARE) X 1, SCHWEIZER RENEKE DISTRICT HOSPITAL (ADVANCED MIDWIFERY) X 1 NGAKA MODIRI MOLEMA DISTRICT : GENERAL DE LAREY HOSPITAL (ADVANCED MIDWIFERY AND NEONATAL) X 1
REQUIREMENTS	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus post-basic nursing qualification with duration of at least 1-year accredited with the South African Nursing Council in terms of Government Notice No R 212/R48 in

	<p>the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the South African Nursing Council 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. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Sound knowledge of Policies, Strategies and Legislations applicable to Health. Ability to work extended hours. Computer literacy.</p>
<p>DUTIES</p>	<p>Demonstrate an in-depth understanding of the nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of Human resource and Financial Policies and Practices. Ensure Clinical Nursing practice by the nursing team (Unit) in accordance with the scope of practice and standards as determined by the relevant health facility. Communicate effectively with patient's supervisors, other health professionals and junior colleagues. Ensure provision of quality health services. Work effectively and amicably, at the supervisory level with persons of intellectual, cultural, racial or religious differences. Ensure that the environment complies with the Health and Safety Act and infection control and prevention control policies.</p>
<p>ENQUIRIES</p>	<p>MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX) MR E MMUSI, TEL 014 590 8906 (BOJANALA DISTRICT) MR G.N MAIBI, TEL 053 928 0503 (DR RUTH SEGOMOTSI MOMPATI DISTRICT) MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>

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POST	ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1
REF	NWH 04/2025/15
LEVEL	10
SALARY	R638 856 .00 p.a. (plus benefits)
CENTRE	BOJANALA DISTRICT OFFICE
REQUIREMENTS	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa (HPCSA) as Environmental Health Practitioner. A minimum of five (5) years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health of which three (3) years must be appropriate experience in Management level. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid drivers' license. Computer literacy.
DUTIES	Co-ordinate the effective provision of Environmental Health Services in the District. Monitor and manage the Health Care Risk Waste Service Level agreement. Facilitate the application, inspection and licensing of Hazardous Substance Dealers. Surveillance and control of Malaria and other Environmental Health related Notifiable Medial Condition (NMC`s) .Conduct Environmental Health related communicable diseases surveillance. Co-ordinate and Implement Malaria Control Programme. Ensure proper financial and asset management in the sub-directorate to support health.
ENQUIRIES	MR E MMUSI, TEL 014 592 8906



POST	OPERATIONAL MANAGER: GENERAL
REF	NWH 04/2025/16
LEVEL	10
SALARY	R549 192.00 p.a. (plus benefits)
CENTRE	JOE MOROLONG MEMORIAL HOSPITAL, WITRAND HOSPITAL X1, & KLERKSDORP/TSHEPONG HOSPITAL COMPLEX X 1 , DR RUTH SEGOMOTSI MOMPATI : CHRISTIANA HOSPITAL X 1, BOJANALA DISTRICT : MOSES KOTANE HOSPITAL X 1, MORETELE SUB-DISTRICT X 1, KOSTER HOSPITAL X 1,NGAKA MODIRI MOLEMA DISTRICT : RATLOU SUB-DISTRICT X 1
REQUIREMENTS	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. Sound knowledge of Policies, strategies and legislations applicable to Health. Ability to work extended hours. Computer literacy. A valid driver's license.
DUTIES	Perform clinical nursing practices 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 nursing practices and standard as determined by the relevant health facility. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial and basic care including awareness and willingness to respond to patient needs, requirements and expectation of the Batho Pele Principles.
ENQUIRIES	MR M MONTSHIWAGAE, TEL 053 928 9000 (JOE MOROLONG MEMORIAL HOSPITAL)

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	<p>MS L MATSIPE, TEL 018 294 9100 (WITRAND HOSPITAL)</p> <p>MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX)</p> <p>MR E MMUSI, TEL 014 590 8906 (BOJANALA DISTRICT)</p> <p>MR G.N MAIBI, TEL 053 928 0503 (DR RUTH SEGOMOTSI MOMPATI DISTRICT)</p> <p>MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>
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POST	CLINICAL PROGRAMME COORDINATOR
REF	NWH 04/2025/17
LEVEL	10
SALARY	R 549 192.00 p.a. (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL (INFECTION AND PREVENTION CONTROL), KLERKSDORP/TSHEPONG HOSPITAL COMPLEX (QUALITY ASSURANCE) X1, NGAKA MODIRI MOLEMA: RAMOTSHERE MOILOA SUB DISTRICT (MCWH) X1 & RATLOU SUB DISTRICT (TB) X 1.
REQUIREMENTS	Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. A valid driver's license.
DUTIES	INFECTION AND PREVENTION CONTROL (IPC): Responsible for Planning, managing, coordinating and maintaining optimal infection prevention and control services to the institution. Infection Prevention Control ideal facilitation, Risk management, Infectious disease management and staff development. Effective management and utilization of human and financial resources to ensure optimal

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operation function in the area. Initiate and participate in training development and research within the nursing Department. Deliver a support to the nursing service and the institution. Maintain ethical standard and promote professional growth and self-development.

QUALITY ASSURANCE: Conduct a health risk assessment in the workplace to determine workplace stressors and the impact on employees. Perform specific screening tests and other identified examinations for the identification of potential occupational diseases and injuries, including but not limited to, audiometry, spirometer, vision screening and biological monitoring. Identify, analyse hazards and evaluate their effects on workers and the workplace. Compile/Conduct Occupational Risk Exposure Profiles (OREP) at pre-employment, periodic and exit levels of interventions. Assess and monitor clinical interventions to ensure optimum patient safety. Utilize data collected during the assessment phase to make a nursing diagnosis related to occupational diseases and hazards. Apply emergency management at the time of the injury or illness Coordinate and manage the care of ill and injured workers. Manage occupational injuries and diseases in order to minimize residual deficit. Evaluate responses to and progress after interventions systematically, continually and collaboratively. Advise on and/or refer employees to EAP. Participate in quality management through adhering to recognized Occupational Health norms and standards. Utilize recognized audit tools

MCWH: Coordinate integrated implementation of MCWH plan in line with the District Health Plan at all levels. Monitor implementation of strategies contained in the District health programme plan. Evaluate MCWH programme performance in line with the set targets. Coordinate and promote strategies to ensure achievement of set targets. Liaise with other government sectors and NGOs on issues relating to MCWH. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices and



	<p>trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community events, campaigns and surveillances that convey health messages and practices which support MCWH, PMTCT and Nutrition programme strategies. Coordinate maternal health services, mentorship, support ESMOE drills, contraception and fertility across the District. Coordinate and facilitate MCWH in-service trainings and workshops. Ensure that clinical audits are conducted in line with clinical governance.</p> <p>TUBERCULOSIS: TB management and planning of programs in line with TB guideline, safe quality care to patient, documentation, perform self-assessments. Improve the quality of health services through idea hospital implementation, finance, human resource, equipment stock. Ensure and accelerate the implementation of the HIV and TB, management of admitted patients. Co-ordinate of TB statistics, quality daily data collections, submission and update registers. All in and out patients screened for HIV and TB in all units. Patients who are diagnosed with HIV and TB to be initiated on treatment. Risk management, Screening of patients and staff. Ensure all TB patients are weighted.</p>
<p>ENQUIRIES</p>	<p>MR M.V LEGOTE, TEL 018 383 6700 (MAFIKENG PROVINCIAL HOSPITAL)</p> <p>MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX)</p> <p>MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>

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POST	PROFESSIONAL NURSE: SPECIALITY
REF	NWH 04/2025/18
LEVEL	9
SALARY	R 476 367.00 – R 723 954.00 p.a. (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL (CRITICAL CARE)X1 & (ADVANCED MIDWIFERY) X1, JOE MOROLONG MEMORIAL HOSPITAL (ORTHOPAEDIC) X 1, KLERKSDORP/TSHEPONG HOSPITAL COMPLEX (THEATRE) X2 & (MIDWIFERY) X1, JOB SHIMANKANA TABANE HOSPITAL (ORTHOPAEDIC) X 1, BOJANALA DISTRICT: MADIBENG SUB-DISTRICT (ADVANCED MIDWIFERY) X1, DR KENNETH KAUNDA DISTRICT: MAQUASSI HILLS SUB-DISTRICT (PRIMARY HEALTH CARE)X 1, NIC BODENSTEIN HOSPITAL (THEATRE) X1, NGAKA MODIRI MOLEMA DISTRICT: RAMOTSHERE MOILOA SUB-DISTRICT (PRIMARY HEALTH CARE) X1
Final salary will be determined by the appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.	
REQUIREMENTS	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms Government Notice No R 212 in the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council (SANC) as a Professional Nurse. Appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.
DUTIES	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing

	care as directed by the scope of practice. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communication with patients, supervisors and other stake holders including report writing when required.
ENQUIRIES	<p>MR M.V LEGOTE, TEL 018 383 6700 (MAFIKENG PROVINCIAL HOSPITAL)</p> <p>MR M MONTSHIWAGAE, TEL 053 928 9000 (JOE MOROLONG MEMORIAL HOSPITAL)</p> <p>MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX)</p> <p>MS N RAMAGOGODI, TEL 014 590 9100 (JOB SHIMANKANA TABANE HOSPITAL)</p> <p>MR E MMUSI, TEL 014 590 8906 (BOJANALA DISTRICT)</p> <p>MR S JAMA, TEL 018 462 5744 (DR KENNETH KAUDA DISTRICT)</p> <p>MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>

POST	CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE
REF	NWH 04/2025/19
LEVEL	9
SALARY	R 476 367.00 – R 723 954.00 p.a. (plus benefits)
CENTRE	<p>DR RUTH SEGOMOTSI MOMPATI DISTRICT: LEKWA TEEMANE SUB-DISTRICT X 2 & NALEDI SUB-DISTRICT X4, BOJANALA DISTRICT: MADIBENG SUB-DISTRICT X1, MORETELE SUB-DISTRICT X1, DR KENNETH KAUNDA DISTRICT: JB MARKS SUB-DISTRICT X1 & MAQUASSIE HILSS SUB-DISTRICT X1, NGAKA MODIRI MOLEMA DISTRICT : RAMOTSHERE MOILOA SUB-DISTRICT X 1 & RATLOU SUB-DISTRICT X 3.</p>
Final salary will be determined by the appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.	
REQUIREMENTS	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse, plus a post-basic nursing qualification with duration

	<p>of at least 1 year accredited with the South African Nursing Council in terms of Government Notice No R 48 in the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. Appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. An understanding of nursing legislations and related legal and ethical nursing practices.</p>
DUTIES	<p>Demonstrate in depth understanding of Nursing Legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resources and Financial Policies and Practices. Ensure Clinical Nursing Practice by the Nursing team in accordance with the scope of practice and nursing standards as determined by the relevant Health facilities. Manage KRAs of supervisees. Provide in service training. Ensure the effective and efficient management of the state assets. Collect, analyse and produce quality monthly data/statistics. Develop strategic planning. Facilitate sound Labour Relations. Manage risk. Ensure adherence to Batho Pele Principles and the Patient`s Right Charter.</p>
ENQUIRIES	<p>MR G.N MAIBI, TEL 053 928 0503 (DR RUTH SEGOMOTSI MOMPATI DISTRICT) MR E MMUSI, TEL 014 590 8906 (BOJANALA DISTRICT) MR S JAMA, TEL 018 462 5744 (DR KENNETH KAUDA DISTRICT) MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>



POST	LECTURER
REF	NWH 04/2025/20
LEVEL	9
SALARY	R 476 367 .00 – R 766 686. 00 p.a (plus benefits)
CENTRE	NORTH WEST COLLEGE OF NURSING: KLERKSDORP CAMPUS X 4 NORTH WEST COLLEGE OF NURSING: MAFIKENG CAMPUS X 3
Final salary will be determined by the appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.	
REQUIREMENTS	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as Professional Nurse. Appropriate / recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. Be willing to travel extensively. A valid driver's license.
DUTIES	Facilitate and assess learning in both theory and practice. Accompany learners Counsel and support learners. Manage learner records. Use professional knowledge and prepare lectures. Use appropriate lecturing techniques. Conduct research in own field of study. Exercise control over students. Execute formal duties within the Department of Health context. Adhere to Batho Pele Principles and strive for empowerment through decentralised implementation of the work improvement team strategy. Adhere to SAQA and Higher Education Acts.
ENQUIRIES	MS E NKHUMANE, TEL 018 391 4284

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POST	ASSISTANT DIRECTOR : BUDGET ANALYSIS
REF	NWH 04/2025/21
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Commerce/Economics/Cost and Management Accounting/ Financial Management. Five (5) years of relevant experience in Budgeting Environment of which 3 years should be at supervisory level. A valid driver's license. Computer Literacy. Knowledge of Budgeting processes in the Public Service, PFMA, Treasury Regulations, BAS, Walker and understanding SCOA. Computer skills. Good communication, Report writing and presentation skills. Willing to work extra hours and be able to meet deadlines.
DUTIES	Render effective and efficient support to Institutions. Ensure that the following reports are consolidated: MTEF, Adjustment Budget, In-year Monitoring & IFS /AFS. Analyse expenditure trends for all programmes and prepare expenditure reports whenever required. Identify misallocations. Prepare documents for the capturing of journals. Compile Data Base and budget inputs. Supervise the unit on allocations. Assist the programme manager with other budget related matters.
ENQUIRIES	MS M PULE, TEL 018 391 4276

POST	ASSISTANT DIRECTOR : RISK MANAGEMENT
REF	NWH 04/2025/22
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/Bachelor's Degree in Finance/Commerce/Risk Management. Five (5) years relevant work experience of which 3 years of which should be at supervisory level. A valid driver's license. Computer Literacy. Job knowledge: Research, policy formulating and analysis,

	analytical thinking, Project management, relevant prescripts and process applicable in public service i.e. PFMA and Treasury Regulations, Human Resource, Labour Relations Act, Public Service Regulations, Public Sector Risk Management Framework etc. Problem solving, written and verbal communication skills, Interpersonal relationships, client orientation and customer focus. Ability to lead the team.
DUTIES	Lead the team in Implementation of Risk Management processes and strategies. Perform supervisory duties in terms of HR management and Financial Management within the sub directorate. Participate on Fraud and Anti-Corruption Risk Assessments. Review of risk management & Fraud and Anti-Corruption implementation progress. Conduct Operational Risk Assessments. Report on Risk Register and Anti-Corruption Implementation progress. Implementation of the PFMA & other Compliance and Controls. Participate on Strategic Risk Assessment.
ENQUIRIES	MS S NDOU, TEL 018 391 4546

POST	ASSISTANT DIRECTOR : REVENUE
REF	NWH 04/2025/23
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/Bachelor's Degree in Accounting/ Financial Management/Cost and Management Accounting. Five (5) years' experience in Revenue Management and Debt Management environment of which 3 years should at supervisory level. A valid driver's license. Computer literacy. Knowledge of BAS and PAAB debt management systems. Good interpersonal, analytical, communication, investigation and report writing skills. Competencies: Knowledge of PFMA and Treasury Regulations including other financial policies and prescripts. Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Public Service Act & Public Service Regulations. Good financial management, reporting writing, presentation skills, verbal and written communication skills, conflict management and problem-solving skills.



DUTIES	Analysis and reporting on the revenue collection trends of all revenue collecting centres. Compile and submit the inputs to the Interim and Annual Financial Statement inclusive of the monthly revenue in year monitoring. Identify the skills gaps in the revenue collecting centres and provide the intervention mechanisms. Facilitate the stakeholder relations necessary for the efficient functioning of the revenue office. Support the Revenue manager on aspects of the revenue collection. Ensure that the staff working under your leadership are well supervised. Ensure that Coding, Billing, Submission and follow up of all the funded patients' accounts. Prepare internal and external audit information.
ENQUIRIES	MR I TSWAILE, TEL 018 391 4432

POST	ASSISTANT DIRECTOR : ADMINISTRATION
REF	NWH 04/2025/24
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	POTCHEFSTROOM HOSPITAL, KLERKSDORP/TSHEPONG HOSPITAL COMPLEX X 2, PROVINCIAL OFFICE: MMABATHO MEDICAL STORES, DR RUTH SEGOMOTSI MOMPATI DISTRICT: KAGISANO MOLOPO SUB-DISTRICT & MAMUSA SUB-DISTRICT. DR KENNITH KAUNDA DISTRICT: JB MARKS SUB-DISTRICT
REQUIREMENTS	National Diploma/Bachelor's Degree in Public Administration/ Management/ Human Resource Management. Five (5) years relevant experience of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Comprehensive knowledge of all aspects of Public Service Administration. Change management, People Management and empowerment. Effective conflict resolution and negotiation skills. Programme and project management.
DUTIES	Overall supervision and management of administration functions. Supervise KPA's of the subordinates. Manage administration support services within the sub-district/hospital which include auxiliary services i.e. Transport, Records Management and Security, Laundry Services, Cleaning services and Human Resource management. Responsible for project management,

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	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/hospital and within the framework prescribed by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.
ENQUIRIES	MR K MOLATUDI, TEL 018 293 4403 (POTCHEFSTROOM HOSPITAL) MS M DEGENAAR, TEL 018 384 4938 (MEDICAL STORES) MR G.N MAIBI, TEL 053 928 0500 (DR RUTH SEGOMOTSI MOMPATI DISTRICT) MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX) MR S JAMA, TEL 018 462 5744 (DR KENNETH KAUDA DISTRICT)

POST	ASSISTANT DIRECTOR : SUPPLY CHAIN MANAGEMENT
REF	NWH 04/2025/25
LEVEL	9
SALARY	R468 459 .00 p.a. (plus benefits)
CENTRE	KLERKSDORP/ TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	<p>National Diploma/ Bachelor's Degree in Supply Chain Management/ Logistics Management/ Public Administration/ Management/Financial Management. Five (5) years' experience in Supply Chain Management of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge of Government Procurement Procedures and Regulations: Knowledge of BAS, knowledge of PPPFA, PFMA and Treasury Regulations. Leadership and management skills. Knowledge of policies and practices, budgeting and managerial functions, BAS, Central Supplier Database (CSD), Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations. Risk Management and Internal controls, Knowledge of PFMA. Problem solving, organizing, strategic planning, financial management, change/diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem solving.</p>



DUTIES	Manage BID committees and the bidding process. Monitor secretariat service to BID Committees. Maintain prescripts, manage and oversee the Supply Chain Management process. Verify and ensure that all specifications/terms of reference are correct before placing on the committee agenda. Check the correctness of comparative schedules, documentation and minutes. Act as advisor to the evaluation and/or awarding committees. Provide inputs into budget of the hospital and provide guidance to staff. Identify current & future procurement needs of the District & link them to the Departmental Strategic & Operational Plans. Perform Industry and commodity analysis including market analysis. Determine sourcing strategies. Manage the demand process for goods and services and ensure that they are in line with the Departmental Procurement Plan. Oversee the processing of payment to service providers. Manage the Asset Management Services in the hospital. Manage the Resources of the component. Provide guidance to staff. Assist the Deputy Director in responding to audit enquiries. Ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements.
ENQUIRIES	MR K MOGOIWA, TEL 018 406 4635

POST	ASSISTANT DIRECTOR : INFORMATION
REF	NWH 04/2025/26
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	KLERKSDORP/ TSHEPONG HOSPITAL COMPLEX & BOJANALA DISTRICT OFFICE
REQUIREMENTS	National Diploma/Bachelor's Degree in Information Management/ Statistics. Five (5) years' relevant experience in Health Information System Management of which three (3) should be at supervisory level. A valid driver's license. Computer literacy. Knowledge of the District Health Information System (DHIS). Good analytic skills and communication (written and verbal) skills. Be willing to work extended hours to reach deadline.
DUTIES	Manage Quality of Data. Monitor omissions on data. Recommend changes on data management. Oversee scanning functions. Manage implementation



	of records management strategy. Assist in the allocation of data sets from the wards including all relevant role players within the institution, provide quality assurance of packaged data. Monitor the District Information and assistance in maintaining database. Supervise the mapping. Assist in the analysis of wards/units reports for the hospital. Assist in the development and implementation of Information and Knowledge Management strategy, policy and standards. Co-ordinate Information and Knowledge in line with best practices. Co-ordinate awareness sessions on Information and Knowledge management. Manage staff performance, development and training.
ENQUIRIES	MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX) MR E MMUSI, TEL 014 596 8906 (BOJANALA DISTRICT)

POST	ASSISTANT DIRECTOR : HUMAN RESOURCE MANAGEMENT
REF	NWH 04/2025/27
LEVEL	9
SALARY	R468 459 .00 p.a. (plus benefits)
CENTRE	JOE MOROLONG MEMORIAL HOSPITAL & WITRAND HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Administration/Management. Five (5) years relevant experience in Human Resource Management of which three (3) years should be at supervisory level. Human Resource Management experience in Recruitment, Selection and Benefits Administration. PERSAL Certificates (Personnel and Leave Administration). A valid driving license. Computer Literacy. Ability to interpret Policies and Legislations. Knowledge of Public Service Regulations, Basic Conditions of employment Act, Employment Equity Act, Government Employees Medical Scheme, Policy on Incapacity and Ill health retirement, Housing allowance and Performance Management.
DUTIES	Effective management of the District Human Resource Management Office which includes: Management of Personnel Records, Human Resource Administration, Labour Relations, Employees Health and Wellness Programme, Remuneration, Training and Development, Conditions of



	Service. Ensure correct implementation of PMDS, Employment Equity of Occupational Specific Dispensation, Represent the District/hospital in various forums (fora) at the institutional levels. Manage Human and Financial resources effectively and efficiently.
ENQUIRIES	MR M MONTSHIWAGAE, TEL 053 928 9153 (JOE MOROLONG MEMORIAL HOSPITAL) MS. L. MATSIPE , TEL 018 294 9100 (WITRAND HOSPITAL)

POST	ASSISTANT DIRECTOR : FINANCE
REF	NWH 04/2025/28
LEVEL	9
SALARY	R 468 459.00 p.a (plus benefits)
CENTRE	WITRAND HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Commerce/Finance/Financial Accounting. Five (5) years relevant experience in Financial Management of which three (3) years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge of Walker, BAS, PAAB & PERSAL Systems. An auditing or internal control background. General Management, Financial Management (Treasury Rules and Regulations), Procurement (PAS system). Risk Management, technical support, negotiation and analyzing skills. Team player. Good communication (written and verbal). Policy implementation. Negotiation skills. Excellent interpersonal relations. Attributes: Ability to work extra hours. Ability to adhere to response time and deadlines.
DUTIES	Compile and Monitor budget. Ensure effective and efficient management of creditors. Prepare monthly expenditure variance report. Administer financial transactions and documents. Maintain an effective and efficient cash flow management system. Monitor monthly collection of revenue against the target. Effective and efficient Revenue management in the Institution. Compile and analyse monthly revenue reports. Prevent and report unauthorized irregular, fruitless & wasteful expenditure. Monitor financial performance in relation to departmental priorities and conditional grants.




	Develop and maintain effective internal control systems. Ensure the implementation of Audit recommendations. Manage KPA's of subordinates
ENQUIRIES	MS L MATSIPE, TEL 018 294 9100

POST	ASSISTANT DIRECTOR : COMMUNICATION
REF	NWH 04/2025/29
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	JOE MOROLONG MEMORIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Communication/Journalism/ Marketing. Five (5) years relevant experience in Communication, Journalism and Marketing of which least 3 years should be at supervisory level. A valid driver's license. Computer literacy.
DUTIES	Formulate, manage and implement communication strategies for effective media liaison. Handle all communication enquires for the department and source out information from Programme Managers for the development of communication responses. Develop and maintain a contact list for health reporters. Manage resources and subordinates of the communication unit. 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. Monitor and respond to digital and social media queries. Establish and maintain constant liaison and communication with key health stakeholders, Provincial Government communicators, Government Communication and 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.
ENQUIRIES	MR M MONTSHIWAGAE, TEL 053 928 9153



POST	ASSISTANT DIRECTOR : PROGRAMME IMPLEMENTATION
REF	NWH 04/2025/30
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	NGAKA MODIRI MOLEMA DISTRICT OFFICE
REQUIREMENTS	National Diploma/ Bachelor's Degree in Health Sciences. Registered with the South African Nursing Council. Five (5) years' experience in the field of HIV, AIDS, TB and/or MCWH of which three (3) years should be at Supervisory level. A valid driver's licence. Computer literacy. Project and financial management skills.
DUTIES	Manage the District's HIV, AIDS, TB, MCWH and Nutrition clinical components. Develop and design relevant programme intervention and operational plans. Disseminate programme-specific guidelines. Capacitate health and non-health providers on all programme management clinical guidelines. Ensure adherence to the implementation of different programme guidelines. Participate in District Management Meetings. Provide support to the Sub District and facilities on various programme interventions.
ENQUIRIES	MR A BOGATSU ,TEL 018 384 0240

POST	ASSISTANT DIRECTOR: BUDGET (CASE MANAGEMENT)
REF	NWH 04/2025/31
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/Bachelor's Degree in Nursing. Registration with the South African Nursing Council (SANC), augmented by relevant experience in the provision of Health Care Services. A qualification in General Nursing and Midwifery. Certificate in nursing education and management will be an added advantage. Five (5) years' experience in Critical Care and Theatre of which three (3) years' experience must be at supervisory level. A valid driver's license. Computer Literacy. COMPETENCIES: Knowledge of



	current Health and Public Service legislations. Thorough understanding of diagnosis, procedures, ICD-10 coding and other health services. Knowledge of working of Medical Schemes industry. Project Management and report writing skills. Well-developed communication and presentation /interpersonal relations and management skills. Understanding of the National Uniform Patient fee Schedule and National Reference Price List will be an added advantage.
DUTIES	Coordinate and facilitate functional case management function in the department. Implement Policies, Protocols and Procedures for Case Management. Develop guidelines relating to the charging of procedures, coding and other services in line with the National Uniform Patient Fee Schedule. Perform technical analysis and collate data on all procedures performed in the health facilities. Assist hospitals to correctly code the services and produce correct bills. Coordinate the workflow processes between clinical and administration personnel towards obtaining accurate information required for DRG coding and billing. Provide training, and guidance to staff involved in case management and coding as well as liaison with relevant role players. Capacitate billing staff in the interpretation of various procedures. Ensure that institutions perform clinical coding, clinical updates, and implement ICD10 related processes. Communicate and update clinical information for funded private, subsidized and foreign patients.
ENQUIRIES	MR I TSWAILE , TEL 018 391 4432

POST	ASSISTANT DIRECTOR : ASSET MANAGEMENT & LOSS CONTROL
REF	NWH 04/2025/32
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Accounting/Financial Management/ Supply Chain Management/Logistics. Five (5) years' experience in Asset Management environment of which three (3) years should be at of Supervisory level. A valid driver's license. Computer literacy. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and




	other relevant legislation. Knowledge of Basic Accounting Systems (BAS), MCS, and Walker. Demonstrate leadership / interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team. Good communication skills both (verbal and written).
DUTIES	Develop and maintain loss asset register with all source documents. Ensure that loss control committees are appointed and inducted at Provincial, district and institutional level. Ensure that all lost assets are reported properly and accounted for in the Asset Register and comply with National Treasury Guidelines. Co-ordinate the settings of the loss control committee and ensure all submissions are approved. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure proper monthly and annual reporting and reconciliations. Quality assurance of asset management processes. Assist in preparing AFS for interim & final audits for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
ENQUIRIES	MR O MOGANANE, TEL 018 391 4104

POST	ASSISTANT DIRECTOR : ASSET MANAGEMENT
REF	NWH 04/2025/33
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Accounting/ Financial Management/ Supply Chain Management/Logistics Management. Five (5) years' relevant experience in Asset Management environment of which 3 years should be at of supervisory level. A valid driver's licence. Computer literacy. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting Systems (BAS), MCS, and Walker. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to



	monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team. Good communication skills. Computer literacy.
DUTIES	Ensure that assets are properly accounted for in the Asset Register and comply with National Treasury Guidelines. Update new additions, movements, transfers, and disposals. Reconcile BAS/Trial Balance with the Asset Register on a monthly basis. Monitor all entries made on the Asset Register as per minimum requirements for movable assets. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi-annual physical verification of movable assets and reconcile against the Asset Register. Ensure that discrepancies after verification are cleared. Ensure proper monthly and annual reporting and reconciliations. Quality assurance of asset management processes. Assist in preparing AFS for interim & final audits for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.
ENQUIRIES	MR O MOGANANE, TEL 018 391 4104

POST	ASSISTANT DIRECTOR : CONTRACT MANAGEMENT
REF	NWH 04/2025/34
LEVEL	9
SALARY	R468 459 .00 p.a. (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelors' Degree in Commerce/ Financial Management/ Supply Chain Management/Logistics Management. Five (5) years related Supply Chain Management experience of which three (3) years must be supervisory level. A Valid driver's license. Vast knowledge and experience in Supply Chain Management prescripts and understanding of legislative framework of procedures within Supply Chain Management, Public Finance Management Act /Treasury regulations, Departmental policies. Public Management accounting principles. Problem Solving. Knowledge of financial system. Computer literacy.



DUTIES	Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filing all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor compliance and control in contract management, coordinate improved service delivery. Manage resources of Division. Supervise and render a contract administration service through the monitoring, reporting and execution of amendments, additions, adjustments, variations and addenda to contracts.
ENQUIRIES	MR D ANTONIO , TEL 018 391 4091

POST	ASSISTANT DIRECTOR : LABOUR RELATIONS
REF	NWH 04/2025/35
LEVEL	9
SALARY	R468 459 .00 p.a. (plus benefits)
CENTRE	WITRAND HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Labour Relations / Labour Law. Five (5) years relevant experience in Labour Relations of which three (3) years' experience must be at supervisory level. Valid driver's licence. Sound knowledge. Understanding and application of Labour Law. Legislation and relevant Legal Principles, Public Service Prescripts, Collective Agreements and other related Prescripts. Good verbal and written communication skills. Good people relations skills and ability to work under strict-time frames. Computer literacy.
DUTIES	Manage all the labour relations management matters. Ensure implementation of discipline. Manage grievances and disputes resolution in the institution. Participate in Labour Fora. Advise Management on issues related in labour relations. Compile the misconduct database. Act as employer representative during the Conciliation & Arbitration. Conduct investigations and compile reports. Preside in labour related cases.
ENQUIRIES	MS L MATSIPE, TEL 018 294 9100

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POST	SENIOR STATE ACCOUNTANT: BAS
REF	NWH 04/2025/36
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Accounting/ Financial Management. Five (5) years' relevant experience in Financial Management environment in the public service of which Three (3) years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge of Bas (Successfully completed General Principles of BAS Course). Good interpersonal skill, analytical, communication and report writing.
DUTIES	Provide access control to users in BAS system. Assist in ensure that interface between BAS and PERSAL takes place, and all exceptions are cleared. Ensure proper control of segregation of duties. Maintain departmental Charts of accounts. Maintain Departmental parameters and TPR's. Assist in providing user support and coordinating training for departmental users of the BAS, PERSAL and Walker system. Update training database and provide in-house training to new users on BAS. Ensure month and year end closure. Monitor performance of interlinked systems (PERSAL, Walker and Vulindlela and ensure that all exceptions are cleared. Report writing and attending to internal/ external audit queries and implementation of audit recommendations.
ENQUIRIES	MR V DISETLHE, TEL 018 391 4293

POST	SENIOR PROVISIONING ADMINISTRATION OFFICER (FACILITY MANAGEMENT)
REF	NWH 04/2025/37
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/Bachelors' Degree in Commerce/ Financial Management/ Supply Chain Management/ Logistics Management. Five (5) years' relevant



	<p>experience in Facilities Management of which Three (3) years should be at supervisory level. A Valid driver's license. Computer literacy. Vast knowledge and experience in Facility Management prescripts and understanding of legislative framework of procedures within Facility Management, Public Finance Management Act/ Treasury Regulations, Departmental Policies, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety (OHSA). Public Management accounting principles. Knowledge of financial system. Competencies: Financial management, Client orientation and customer focus and communication.</p>
DUTIES	<p>Procure and manage leased fixed properties to be utilised by internal clients. Keep track of the property market and its trends. View tendered or identified properties. Manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords' complaints in leased buildings. Ensure proper management of the departmental office automation. Facilitate and conduct physical verification throughout the province on leased office automation. Ensure compliance to GIAMA and the implementation of RT3-transversal contract for office automation. Prepare monthly reconciliations on monthly leased payments and utilities. Perform general administrative duties within the office.</p>
ENQUIRIES	MS M SHEKH, TEL 018 391 4091

POST	SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE X 2
REF	NWH 04/2025/38
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	<p>National Diploma/Bachelor's Degree in Financial Accounting/Financial Management. Five (5) years' relevant experience in Creditors Payments and Creditors Reconciliation of which Three (3) years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge of Walker and BAS system, PFMA, Treasury Regulation and Supply Chain Manual and Financial Prescripts. Good planning, organizational, communication,</p>

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	interpersonal relation, Accounting and Auditing skills. Ability to meet deadlines.
DUTIES	Verify the correctness of payment vouchers with the captured data. Authorize payment voucher, claims, advances and petty cash. Ensure reconciliation between supplier statements and Walker/ BAS payments report. Perform follow-ups on relevant outstanding creditors. Verify accruals and payables and consolidate its reports. Compile monthly progress reports and submit to the supervisor. Ensure safekeeping of all financial documents. Handle all relevant outstanding payment queries. Supervision of subordinates.
ENQUIRIES	MS K MATANE, TEL 018 391 4484

POST	SENIOR STATE ACCOUNTANT : BANKING
REF	NWH 04/2025/39
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Financial Accounting and Financial Management. Five (5) years' relevant experience in Bank Reconciliation and clearing of suspense accounts in a public sector environment of which Three (3) years should be at supervisory level. A valid driver's license. Computer Literacy. Knowledge: A clear understanding of PFMA and Treasury Regulations. Knowledge of BAS and its interface process with other systems such as PERSAL and Walker; Knowledge and application of Batho Pele Principles. Skills: Use of Spreadsheet and word Processing skills. Good presentation skills and ability to interact with other stake holders, ability in meeting deadlines. The candidate will be expected to work extended working hours when required. Ability to relate well with other employees.
DUTIES	Prepare monthly requisition of cash flow. Compile schedule of cash position of the Department. Resolving of bank exceptions to relevant accounts on a daily basis. Compile and capture journals. Liaise with Provincial Treasury and Departmental Banking Institutions. Reconcile ledger accounts and all suspense accounts on a monthly basis. Preparation for Month end closure

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	procedure and financial year end closure. Prepare/Compile the online payment for suppliers and third party. Monitor the performance of the subordinates. Attend to audit queries.
ENQUIRIES	MS B PHAGE, TEL 018 391 4249

POST	SENIOR STATE ACCOUNTANT : INTERNAL CONTROL X 3
REF	NWH 04/2025/40
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Accounting/ Auditing/ Risk Management. Five (5) years relevant experience in Internal Control, Compliance, Investigation or Auditing environment of which Three (3) years should be at supervisory level. A valid driver's licence. Computer literacy. Knowledge and understanding of the Public Finance Management Act, SCM Regulations, Treasury Regulations, Irregular Expenditure Framework, Fruitless and Wasteful Expenditure Framework, Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis. Good interpersonal, analytical, communication, investigation and report writing skills. Competencies: Ability to work independently and within a team. Ability to meet deadlines. Financial Management.
DUTIES	Coordinate assurance processes (e.g. response to external and internal auditor's queries and requests for information, etc.). Determination of Fruitless and Wasteful Expenditure. Facilitate the development and monitor the implementation of the departmental audit action plans to address identified control deficiencies. Identify potential risks and recommend actions/controls to mitigate the identified risks. Review of Internal Controls. Pre and post audit of procurement and payment vouchers.
ENQUIRIES	MR T RASODI, TEL 018 391 4340

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POST	SENIOR STATE ACCOUNTANT : PERSONNEL DEBT MANAGEMENT
REF	NWH 04/2025/41
LEVEL	8
SALARY	R 397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	<p>National Diploma/ Bachelor's Degree in Accounting /Financial Management. Five (5) years working experience in Finance of which Three (3) years should be at supervisory level in debt management. A valid driver's licence. Computer literacy. Knowledge of PERSAL and BAS. Good interpersonal, analytical, communication, investigation and report writing skills.</p> <p>Competencies: Ability to work independently and within a team. Ability to meet deadlines. Financial Management. Knowledge of PFMA and Treasury Regulations including other Financial Prescripts.</p>
DUTIES	<p>Ensure proper record keeping and processing of debts. Authorise all debt BAS transactions before accounting month closure. Perform and maintain optimum levels of debt recovery. Request reports to monitor the clearance of debt related Suspense and Control accounts and ensure effective and efficient clearance of the accounts. Monitor the PERSAL deduction reports for analysis of debt recovery. Allocate credits received for debt recovery - Pension payments, PERSAL deductions and direct deposits. Compiling and issuing debt statements to debtors. Compile monthly, quarterly and annual personnel debts and related Suspense and Control Accounts reconciliations. Monthly reporting on debt related Assets and Liability Accounts. Ensure compliance with requirements of PFMA, Treasury Regulations, Provincial and Departmental debt recovery procedure and policy.</p>
ENQUIRIES	MR S MOHLAKOANA, TEL (018) 391 4269

POST	SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT
REF	NWH 04/2025/42
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	BOPHELONG PSYCHIATRIC HOSPITAL X1, JOB SHIMANKANA TABANE HOSPITAL X 1, NGAKA MODIRI MOLEMA DISTRICT: RATLOU SUB-DISTRICT X 1
REQUIREMENTS	National Diploma/ Bachelor's Degree in Public Administration/Public Management/ Logistics Management. Five (5) year's relevant experience in Supply Chain Management of which three (3) years' should be at Supervisory level. A valid driver's licence. Computer literacy. Good communication skills and interpersonal relations. Extensive knowledge of Supply Chain Management, Procedures, Policies, Legislation and Processes.
DUTIES	Overall Supervision of Supply Chain Management Unit. Ensure confidentiality and records Management. Handle all Supply Chain Management audit queries and ensure that all Supply Chain Management related reports are accurate, signed, submitted within time frames and retained on file. Ensure Demand & Acquisition Management compliance by maintaining the Demand Management Plan and Contract register. Compilation/ verification of specifications and prepare documents for the Institutional Committee meetings. Compile the Operational and procurement plan for the unit. Control and monitor support services budget. Ensure that the budget is spent according to the Operational and Procurement plan. Identify risk and formulate remedial action. Management of staff in line with department policy on performance management. Implement sufficient administrative measures to ensure efficient functioning of the office.
ENQUIRIES	MS K TAU, TEL 018 383 6700 (BOPHELONG PSYCHIATRIC HOSPITAL) MS K TILODI, TEL 014 590 5100 (JOB SHIMANKANA TABANE HOSPITAL) MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)



POST	SENIOR STATE ACCOUNTANT
REF	NWH 04/2025/43
LEVEL	8
SALARY	R 397 116.00 p.a. (Plus benefits)
CENTRE	JOE MOROLONG MEMORIAL HOSPITAL, JOB SHIMANKANA TABANE HOSPITAL & DR RUTH SEGOMOTSI MOMPATI DISTRICT: CHRISTIANA HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Accounting/ Financial Management. Five (5) years relevant experience in finance environment of which three (3) years should be at Supervisory level in Finance. A valid driver's licence. Computer literacy. Knowledge of basic accounting systems, Revenue Management processes, financial prescripts, Public Service Management Act and Treasury Regulations. Practical knowledge of Walker/ BAS System, Supply Chain Management.
DUTIES	Management of the financial procedures of the organisational units including accounts, financial planning and budget. Ensure that all financial aspects are in place. Monitor and coordinate the budget for conditional grants. Report of the budget deviations, cost control and cost analysis programmes. Control all account payable with relevant supporting documents, including reconciliation and confirmation of Walker/BAS payments reports. Monitor the financial transactions and pass the necessary journals. Audit expenditure of the institution. Compile MTEF inputs for conditional grant. Enforce compliance with PFMA and Division of Revenue Act. Manage KPA's of the subordinates. Respond to all the audit queries.
ENQUIRIES	MR M MONTSHIWAGAE, TEL 053 928 9000 (JOE MOROLONG MEMORIAL HOSPITAL) MS K TILODI, TEL 014 590 5100 (JOB SHIMANKANA TABANE HOSPITAL) MR G.N MAIBI, TEL 053 928 0500 (DR RUTH SEGOMOTSI MOMPATI DISTRICT)



POST	SENIOR STATE ACCOUNTANT : ICAR
REF	NWH 04/2025/44
LEVEL	8
SALARY	R 397 116.00 p.a (plus benefits)
CENTRE	BOJANALA DISTRICT OFFICE & DR KENNETH KAUNDA DISTRICT OFFICE
REQUIREMENTS	National Diploma/Bachelor's Degree in Financial Management /Auditing /Cost & Management Accounting. Five (5) years' experience in Finance & Internal Control & Risk Management environment of which three (3) years must be at supervisory level. A valid driver's license. Computer literacy. Knowledge: Extensive knowledge of Financial Management prescripts (BBBEE, PPPFA), PFMA and Treasury Regulations, Basic Accounting System, Public Service Act, Performance Management and Development System. Skills: Good communication skills, Interpersonal relations and creativity and innovation, Presentation Skills and give guidance on the implementation of Audit Action Plans. Ability to meet deadline. Walker/ BAS.
DUTIES	Pre- Post audit of payment vouchers, board members, subsistence & traveling claims for completeness and accuracy, to ensure compliance with PFMA, Treasury Regulations. Ensure compliance to 30 days' payment period as required by legislation. Monitoring the audit process and minimize risks to ensure accuracy of records, promote operational efficiency, ensure adherence to Policies, Rules, Regulations and Laws. Implement and monitor recommendations of auditors. Prepare irregular and fruitless expenditure reports.
ENQUIRIES	MR E MMUSI, TEL 014 592 8906 (BOJANALA DISTRICT) MR S JAMA, TEL 018 462 5744 (DR KENNETH KAUNDA DISTRICT)



POST	SENIOR ADMINISTRATION OFFICER : AUXILIARY SUPPORT SERVICES
REF	NWH 04/2025/45
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	KOSTER HOSPITAL & SCHWEIZER RENEKE DISTRICT HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Public Administration/ Management. Five (5) years relevant experience in Auxiliary Services of which three (3) years should be supervisory level. A valid driver's license. Computer literacy. Skills: Communication, interpersonal relations, planning, organising, people management, report writing and problem solving. Knowledge of relevant Acts, Government policies and Regulations.
DUTIES	Overall supervision of Auxiliary Sections. Compile reports where necessary. Implement sufficient administration measures to ensure efficient functioning of the auxiliary services. Identify risks and formulate remedial action. Ensure confidentiality and record management in the Auxiliary Services. Ensure that materials and equipment's are available timeously. Manage kitchen, laundry, cleaning services, residence, grounds and security. Compilation of monthly statistics. Assist in handling accommodation related matters. Ensure the provision of facilities of support services. Management of transport services. Manage key performance areas of subordinates.
ENQUIRIES	MR MR E MMUSI, TEL 014 592 8906 (BOJANALA DISTRICT) MR G.N MAIBI, TEL 053 928 0500 (DR RUTH SEGOMOTSI MOMPATI DISTRICT)

POST	SENIOR ADMINISTRATION OFFICER : HUMAN RESOURCE MANAGEMENT
REF	NWH 04/2025/46
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	NGAKA MODIRI MOLEMA DISTRICT : TSWAING SUB-DISTRICT X 1, RATLOU SUB-DISTRICT X 1, DR RUTH SEGOMOTSI MOMPATI DISTRICT : CHRISTIANA HOSPITAL X 1

REQUIREMENTS	National Diploma/Bachelor's Degree in Human Resource Management /Public Administration/ Management. Five (5) years' relevant experience in Human Resource Management of which three (3) years should be at supervisory level. A valid driver's license. PERSAL Certificates: Personnel Administration/ Leave Administration/ 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	MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT) MR G.N MAIBI, TEL 053 928 0500 (DR RUTH SEGOMOTSI MOMPATI DISTRICT)



POST	SENIOR PERSONNEL PRACTITIONER : RECRUITMENT
REF	NWH 04/2025/47
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE
REQUIREMENTS	National Diploma/Bachelor's Degree in Human Resource Management / Public Administration/Management Five (5) years' relevant experience in Recruitment and Selection of which three (3) years should be at Supervisory level. PERSAL Certificate: Personnel Administration. Good communications, interpersonal relations, planning, organising and writing skills. Computer literacy. Ability to interpret policies and legislation. Knowledge of Public Service Act and Regulations. Basic Conditions of Employment Act, Employment Equity Act.
DUTIES	Oversee the preparation of advertisements and placement in the media and internal circulars. Oversee the recruitment and selection process in the Department. Facilitate the preparation of appointment and regret letters, submissions for transfer, probations, relocations and remuneration outside the Public Service, renewal of contract appointment for foreign health professionals, Provide continuous advice to line managers with regard to human resource recruitment and selection matters. Respond to human resource management related queries. Manage a team of Personnel Practitioners and prepare reports. Make inputs into Policy Development and participate in various management support to the institutions. Perform other duties as delegated from time to time.
ENQUIRIES	MR P KEPADISA, TEL 018 391 4279



POST	STATE ACCOUNTANT
REF	NWH 04/2025/48
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	JOE MOROLONG MEMORIAL HOSPITAL
REQUIREMENTS	National Diploma/Bachelor's Degree in Accounting/Financial Management. Three (3) years relevant experience in Finance. Knowledge of Basic Accounting Systems (Walker and BAS), Revenue Management processes, Financial Prescripts, Public Finance Management Act and Treasury Regulations. Understanding of PMDS. Good communication, Interpersonal and Analytical Skills. Computer literacy. A valid driver's license.
DUTIES	Management of the financial procedures of the organisational units including accounts, financial planning and budget. Ensure that all financial aspects are in place. Monitor and coordinate the budget for conditional grants. Report of the budget deviations, cost control and cost analysis programmes. Control all account payable with relevant supporting documents, including reconciliation and confirmation of Walker/BAS payments reports. Monitor the financial transactions and pass the necessary journals. Audit expenditure of the institution. Compile MTEF inputs for conditional grant. Enforce compliance with PFMA and Division of Revenue Act. Manage KPA's of the subordinates. Respond to all the audit queries.
ENQUIRIES	MR M.S MONTSHIWAGAE, TEL 053 928 9000



POST	PERSONAL ASSISTANT
REF	NWH 04/2025/49
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG): SUPPLY CHAIN MANAGEMENT DIRECTORATE, RISK AND ETHICS MANAGEMENT SERVICES DIRECTORATE, PHARMACEUTICAL SERVICES DIRECTORATE, HUMAN RESOURCE MANAGEMENT DIRECTORATE, MOTHER, CHILD & WOMEN'S HEALTH, NUTRITION & YOUTH (MCWH/N/Y) DIRECTORATE & NORTH WEST COLLEGE OF NURSING: MAFIKENG CAMPUS
REQUIREMENTS	National Diploma/Bachelor's Degree in Office Management and Technology/Public Administration/Management/Management Assistant. Three (3) years relevant experience in Office Administration. Computer literacy. 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.
DUTIES	Serve as the Office Manager and assume full responsibility for the corporate image of the Office of the Director/Campus Head. Provide secretarial services and administrative support to the Office of the Director Campus Head. Organize and manage the Director/ Campus Head's daily and weekly schedules. Receive, analyse and interpret correspondence for channelling to appropriate Offices as required by the Director/ Campus Head. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement procedures within the Office of the Director/ Campus Head. Organize meetings, workshops and travelling for the Director/ Campus Head. Assist in the compilation of the written reports and power point presentations. Serve as the official link between the Director/ Campus Head's Office and other Stakeholders.

ENQUIRIES	MS B.G GAUTA, TEL 018 391 4278 (PROVINCIAL OFFICE) MS M.O.E MANOTO, TEL 018 383 3664 (NORTH WEST COLLEGE OF NURSING: MAFIKENG CAMPUS)
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POST	PERSONNEL PRACTITIONER
REF	NWH 04/2025/50
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	NORTH WEST COLLEGE OF NURSING : MAFIKENG CAMPUS X 2, KLERKSDORP CAMPUS X 1, KLERKSDORP/TSHEPONG HOSPITAL X 1, BOJANALA DISTRICT : RUSTENBURG SUB-DISTRICT X 1, DR RUTH SEGOMOTSI MOMPATI DISTRICT: CHRISTIANA HOSPITAL X 1 & NGAKA MODIRI MOLEMA DISTRICT: RATLOU SUB-DISTRICT X 1 & GENERAL DE LA REY HOSPITAL X 1
REQUIREMENTS	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Administration. Three (3) years' experience in Human Resource Management. PERSAL Certificate in Personnel Administration/ Leave Administration/ Salary Administration. Good communication, interpersonal relations, planning organizing and writing skills. Computer literacy. Able to interpret Policies and Legislation. Knowledge of Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Compensation of Occupational.
DUTIES	Effective management of the Human Resource Management Office which includes: Management of Personnel Records, Human Resource Administration, Employees Health and Wellness Programme, Remuneration, and Conditions of Service. Ensure correct implementation of PMDS, Employment Equity of Occupational Specific Dispensation. Managing resources effectively, economically and in accordance with the principles of fairness, equity and transparency as required in the terms PFMA (act 29 of 1999). Assist with audit requests. Perform other duties as delegated from time to time.

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ENQUIRIES	<p>MS M.O.E MANOTO, TEL 018 383 3664 (NORTH WEST COLLEGE OF NURSING: MAFIKENG CAMPUS)</p> <p>MS K MOJAKI, TEL 018 406 8600 (NORTH WEST COLLEGE OF NURSING: KLERKSDORP CAMPUS)</p> <p>MR E MMUSI, TEL 014 590 8906 (BOJANALA DISTRICT)</p> <p>MR K MOGOIWA, TEL 018 406 4600 (KLERKSDORP/TSHEPONG HOSPITAL COMPLEX)</p> <p>MR G.N MAIBI, TEL 053 928 0500 (DR RUTH SEGOMOTSI MOMPATI DISTRICT)</p> <p>MR A BOGATSU, TEL 018 384 0240 (NGAKA MODIRI MOLEMA DISTRICT)</p>
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POST	CHIEF ACCOUNTING CLERK : REVENUE
REF	NWH 04/2025/51
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Commerce/ Financial Accounting/ Management/ Economics. Three (3) years relevant experience in Financial/ Revenue Management. A valid driver's license. Computer literacy. General knowledge in Finance. Good communication skills and interpersonal relations. Knowledge and understanding of the PFMA, Treasury Regulations and Financial policies Knowledge of BAS and LOGIS as operating system used in the Department, skills. Good Financial Management, report writing, presentation, planning and organizing skills.
DUTIES	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked store room. Account for surpluses and short-falls and keep abreast of financial development. Ensure that the collection and receipting of revenue in terms PFMA and Treasury Regulations. Ensure deposit slip bears, bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipt as may be required from time to time. Open files for debtor's records, write and send letters of notifications of debtors and follow up the cover

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	departmental debts. Capture entities, attend all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account. Collect financial statistics. Capture patient's details on PAAB.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	CHIEF ACCOUNTING CLERK :SALARIES
REF	NWH 04/2025/52
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG) X 2
REQUIREMENTS	National Diploma/Bachelor's Degree in Accounting/ Financial Management/ Internal Auditing. Three (3) years' relevant experience in Personnel/ Salary administration environment. A valid driver's licence. Computer literacy. Extensive knowledge of tax administration. PERSAL Salary Administration Certificate. Knowledge of BAS. A thorough knowledge of PFMA and National Treasury regulations. Competencies: Accounting, Management, Analytical, Statistical, Planning and Organizing, Reporting and Written Communication skills. Conflict resolution and interpersonal relationship skills. Presentation skills.
DUTIES	Process salary related payments and allowances. Process salary deductions and monitor 3 rd party payments. Administration of control pay roll sheets/certificates. Compile monthly age analysis in respect of Salary control/suspense accounts. Administration of employees' tax. Maintain registers of incoming correspondence. Provide inputs of Audit responses. Evaluate subordinates work performance. Provide in service training.
ENQUIRIES	MR M.P GOPANE, TEL 018 391 4296



POST	CHIEF ACCOUNTING CLERK : FINANCE
REF	NWH 04/2025/53
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	MAFIKENG SUB DISTRICT OFFICE
REQUIREMENTS	National Diploma/ Bachelor's Degree in Commerce/ Financial Accounting/ Management/ Economics. Three (3) years relevant experience in Financial/ Revenue Management. A valid driver's license. Computer literacy. General knowledge in Finance. Good communication skills and interpersonal relations. Knowledge and understanding of the PFMA, Treasury Regulations and Financial policies Knowledge of BAS and LOGIS as operating system used in the Department, skills. Good Financial Management, report writing, presentation, planning and organizing skills.
DUTIES	Ensure safe keeping of records of all transactions for accounting purpose. Reconciliation of accounts. Payment of entities/releasing of orders. Verification of amounts on invoices. Quotations and captured orders. Ensure complete attachments of necessary documents. Management of petty-cash. Follow up on submitted claims at Head Office and internal control unit at District Office. Develop job description of the supervisee.
ENQUIRIES	MR A BOGATSU, TEL 018 384 0240

POST	COMMUNICATION OFFICER
REF	NWH 04/2025/54
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	LEKWA TEEMANE SUB-DISTRICT
REQUIREMENTS	National Diploma/ Bachelor's Degree in Communication/ Public Relations. Three (3) years relevant experience in Media Relations. A valid driver's license. Computer Literacy. Knowledge of Hospital activities. Extensive practical and relevant experience in Internal & External Communication in



	<p>Media relations. Good communication with stakeholders at all levels. (Verbal and written) Interpersonal, problem solving, conflict management and decision-making skills. Knowledge and experience in implementation of Batho Pele Principle's and Patient's Rights Charter, Code of Conduct and National Core Standards. Team building and diversity Management skills. Good Organizational skills.</p>
<p>DUTIES</p>	<p>Ensure effective and efficient Public Relations and Communications which aims at creating good relations between External Public/Clients and Internal Clients in the Hospital complex through communication activities in the line with the National Core Standards and Batho Pele Principles. Develop, coordinate, manage and implement Hospital Complex Communication strategy and plans within the Hospital complex especially on improvement of community perceptions. Develop media engagement plan that will strengthen media relations and assist in ensuring that daily media monitoring is done. Maximize community outreach programmes. Enhance corporate identity and image building of the Hospital Complex. Market the Hospital Complex Services, programmes and projects within & outside the Hospital Complex. Promote good relationship and communication with community. Responsible for formulation of internal releases to update staff on internal developments, i.e. news, transformation issues. Distribution of internal circular and memos through Hospital website, electronic, print channels and regular update the notice boards and monitor proper placement of notices. Assist with the production of internal newsletters, calendar, diaries, programmes, posters, print advertisement, etc. Update the website on regular basis and present monthly reports.</p>
<p>ENQUIRIES</p>	<p>MR G.N MAIBI, TEL 053 928 0500</p>

POST	CHIEF ADMINISTRATION CLERK : PATIENT ADMINISTRATION
REF	NWH 04/2025/55
LEVEL	7
SALARY	R 325 101.00 p.a. (plus benefits)
CENTRE	MOSES KOTANE HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Public Administration/ Management. Three (3) years relevant experience related to Patient Administration. A valid driver's license. Computer literacy. Knowledge Patient Administration and Billing system (PAAB). Good Communication skills and interpersonal relationship. Knowledge of relevant Acts, Regulations and Policies with regard to Public Finance Management Act.
DUTIES	Manage admissions and discharges of patient's manual and electronic registers and also through patients midnight census. Ensure that all categories of patients who are legible for paying patients fees or their files are processed to billing section for billing purpose. Manage reconciliation of patient's files. Manage patient records. Supervise Out-Patient personnel. Ensure that Performance Assessments for staff working under his/her supervision are assessed. Management of leave. Ensure that discipline is maintained in the section. Ensure that monthly reports are compiled and submitted to relevant authorities.
ENQUIRIES	MR E MMUSI, TEL 014 592 8906

All posts attached to **Provincial Office & Mmabatho Medical Stores** must be forwarded to: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Corner Sekame and First Street, Mafikeng, Attention to: Ms. K.L Monne. Applications submitted via email, applicants are requested to use **reference as the subject of the email.**



All posts attached to **Mafikeng Provincial Hospital** must be forwarded to: Private Bag X 2031, Mafikeng, 2735, or can be hand delivered to Mafikeng Provincial Hospital, Lichtenburg Road, Corner Danville, Mafikeng, 2745, Attention to : Ms J.K Saliwe.

All posts attached to **Potchefstroom Hospital** must be forwarded to: Private Bag X938, Potchefstroom, 2731, or can be hand delivered Potchefstroom Hospital, Corner Chris Hani & Kruis Street, Potchefstroom, 2520 Attention to : Ms P Modimokoane.

All posts attached to **Joe Morolong Memorial Hospital** must be forwarded to: Private Bag X4, Vryburg, 8600, or can be hand delivered Joe Morolong Memorial Hospital, 506 South Street, Vryburg, 8600. Attention to: Mr M Tsikang.

All posts attached to **Bophelong Psychiatric Hospital** must be forwarded to: Private Bag X2031, Mafikeng, 2745, or can be hand delivered to Bophelong Psychiatric Hospital, Lichtenburg Road, Corner Danville, Mafikeng, 2745, Attention to : Ms K Tau.

All posts attached to **Witransdorp Hospital** must be forwarded to: Private Bag X253, Potchefstroom, 2520, or can be hand delivered to Witransdorp Hospital, 2 Deppe Street, Dassierand Potchefstroom 2531. Attention to: Ms H Brower.

All posts attached to **Klerksdorp/ Tshepong Hospital Complex** must be forwarded to Private Bag A14 Klerksdorp, 2570 or can be hand delivered to Corner John Orr & Archbishop Desmond Tutu Street, Attention to: Ms M Mabokela.

All posts attached to **Job Shimankana Tabane Hospital** must be forwarded to: Private Bag X 82079, Rustenburg 0300 or can be hand delivered to: Job Shimankana Tabane Hospital, Corner Heystek & Bosch Street, Rustenburg, 0300, Attention to: Ms K Tilodi.

All posts attached to **North West College of Nursing: Klerksdorp Campus** must be forwarded to: Private Bag X A 19, Klerksdorp, 2570 or can be hand delivered to North West College of Nursing: Klerksdorp Campus Office, West End Building, 4thFloor, 52 Leask Street, Klerksdorp, 2571. Attention to: Ms K Mojaki.



All posts attached to **North West College of Nursing: Mafikeng Campus** must be forwarded to: Private Bag X 2178, Mafikeng, 2745 or can be hand delivered to North West College of Nursing: Mafikeng Campus, Dr Albert Luthuli Driver, Mafikeng, 2745, Attention to: Ms O Manoto.

All posts attached to **Bojanala District Office** must be forwarded to: Private Bag X 82090, Rustenburg, 0300, or can be hand delivered to Bojanala District Office, No 44 Boom Street, Rustenburg, 0300, Attention to: Ms K Magodiela.

All posts attached to **Moses Kotane Hospital** must be forwarded to: Private Bag X2, Sun City 0316 or can be hand delivered to Moses Kotane Hospital, Stand No 00004, Lekwadi Section, Phatsima Road, Ledig, 0316, Attention to: Ms G Tabane.

All posts attached to **Moses Kotane Sub-District** must be forwarded to Private Bag X 1045, Mogwase, 0314 or can be hand delivered to Moses Kotane Sub-District, 1494 Pidipidi Drive, Mogwase, 0314, Attention to: Ms G Keetile.

All posts attached to **Kgetleng Sub-District** must be forwarded to: Private Bag X 1017, Swartruggens, 2835 or can be hand delivered to Kgetleng Sub-District, Corner Nelson Mandela & Lindleyspoort Road, Swartruggens, 2835, Attention to: Ms R Sekgobela.

All posts attached to **Moretele Sub-District** must be forwarded to: Private Bag X 454, Hammanskraal, 0400 or can be hand delivered to Moretele Sub-District, The Carousel, R101 Road Warmbaths, Hammanskraal, 0407, Attention to: Mr A Moremi.

All posts attached to **Rustenburg Sub- District** must be forwarded to: Private Bag X 82055, Rustenburg, 0300 or can be hand delivered to No 44 Boom Street, Rustenburg, 0300, Attention to: Mr M Themeli

All posts attached to **Madibeng Sub-District** must be forwarded to: Private Bag X 5084, Brits, 0250 or can be hand delivered to Madibeng Sub-District 127 Crocodile Street, Brits 0250, Attention to: Ms D Teme.

All posts attached to **Koster Hospital** must be forwarded to: Koster Hospital, Private Bag X1002, Swartruggens, 2835 or can be hand delivered to Koster Hospital, 1 Noord Street, Koster, 0348, Attention to: Ms K Setogang.



All posts attached to **Dr Kenneth Kaunda District Office** must be forwarded to: Private Bag A 2, Klerksdorp, 2570, or can be hand delivered to West End Building, 4thFloor, 52 Leask Street, Klerksdorp, 2571. Attention to: Ms B Moliانا

All posts attached to **Maquassi Hills Sub-District** must be forwarded to: Private Bag X16, Wolmaransstad, 2630 or can be hand delivered to Maquassi Hills Sub-District Office, 28 Kruger Street, Wolmaransstad, 2630, Attention to: Mr M.B Tatsi.

All posts attached to **Nic Bodenstein Hospital** must be forwarded to: Private Bag X 7, Wolmaransstad 2630 or can be hand delivered to Nic Bodenstein Hospital, Corner Van Rensburg and Van Riebeeck Street, Wolmaransstad, 2630, Attention to: Mr S Marake.

All posts attached to **Matlosana Sub-District** must be forwarded to Private Bag A2, Klerksdorp 2570 or can be hand delivered to Matlosana Sub-District, West End Building, 4TH Floor, 52 Leask Street, Klerksdorp, 2571, Attention to: Ms J Olivier.

All posts attached to **JB Marks Sub-District** must be forwarded to: Private Bag X 1253, Potchefstroom, 2531 or can be hand delivered to JB Marks Sub-District Office, No.2 Corner Gerrit Maritz & Chief Albert Lithuli Drive, Potchefstroom, 2531, Attention to: Ms K Mosegedi.

All posts attached to **Kagisano Molopo Sub-District** must be forwarded to: The Sub-District Manager, Private Bag X533, Ganyesa 8613 or can be hand delivered to Stand No.30252, Tlaskgameng Road, Ganyesa, 8613, 053 998 9300. Attention to: Ms. B Moletsane.

All posts attached to **Lekwa Teemane Sub-District** must be forwarded to: Private Bag X07, Bloemhof, 2660 or can be hand delivered to: No. 20 Bloem Street, Bloemhof, 2660. Attention to: Ms. P Mmokwa.

All applications attached to **Naledi Sub-District** must be forwarded to: Private Bag X14, Vryburg, 8601 or can be hand delivered to 18 Warren Road, Old Hospital, Vryburg, 8600, Attention to: Ms. T.H Ntsompe.



All applications attached to **Greater Taung Sub-District** must be forwarded to: Private Bag X 1052, Taung Station, 8580 or can be hand delivered to Old Mutual Building, Taung, 8580, 066 470 9581, Attention to: Ms. M.J Benade.

All posts attached to **Christiana District Hospital** must be forwarded to: Private Bag X509, Christiana, 2680, or can be hand delivered to No. 1 Pretorious Street, Christiana, 2680, Attention to: Ms I Mongale.

All posts attached to **Schweizer-Reneke District Hospital** must be forwarded to: Private Bag X01, Schweizer-Reneke, 2780, or can be hand delivered to: No. 1 Hospital Street, Schweizer Reneke, 2780, Attention to: Mr. C Van Niekerk.

All posts attached to **Mamusa Sub-District** must be forwarded to: Private Bag X 01, Schweizer-Reneke, 2780 or can be hand delivered to Shop No. 7 & 8 Roshunville Complex, Schweizer Reneke, 2780, 066 470 9614. Attention to: Ms. K. Kgampe.

All posts attached to **Ngaka Modiri Molema District Office** must be forwarded to: Private Bag X 116, Mmabatho, 2735, or can be hand delivered to Ngaka Modiri Molema District Office, SABC Building, Dr Albert Luthuli Drive, University Road, Mmabatho, 2735, Attention to : Mr D Ntlatseng.

All posts attached to **Mahikeng Sub-District** must be forwarded to: Private Bag X 116, Mmabatho, 2735 or can be hand delivered to Mahikeng Sub-District, Corner Sekame Road & First Street, New Office Park, Mahikeng, 2745, Attention to :Attention to: Ms K Manyapelo.

All posts attached to **Ratlou Sub District** must be forwarded to: Private Bag X 116, Mmabatho, 2735 or can be hand delivered to Ratlou Sub-District, Corner Sekame Road & First Street, New Office Park, Mahikeng, 2745, Attention to : Ms N Seeco.

All posts attached to **Ramotshere Moiloa Sub-District** must be forwarded to: Private Bag X 6338, Zeerust, 2865 or can be hand delivered to Ramotshere Moiloa Sub-District , 60 Queen Street, Zeerust, 2865, Attention to: Ms. C. Mogoshane.



All posts attached to **Gelukspan District Hospital** must be forwarded to Private Bag X 116, Mmabatho, 2735 or can be hand delivered to Gelukspan District Hospital, R375 Road, Radithuso, 2738, Attention to: Ms D Botha

All posts attached to **Tswaing Sub- District** must be forwarded to: Private Bag X 116, Mmabatho, 2735, or can be hand delivered to Tswaing Sub-District, 34 Pancroft Street, Nokrobys Building, Delareyville, 2770, Attention to Mr M Moremane



CLOSING DATE: 19 SEPTEMBER 2025