



health

Department:
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DEPARTMENT OF HEALTH - NORTH WEST PROVINCE

VACANCY CIRCULAR NO.04 OF 2025/26 FINANCIAL YEAR (ERRATA)

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 center 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
ERRATA



DATE

Kindly be advised that the correct job title and requirements for the post of Assistant Director: Administration, Ref No: NWH 04/2025/24 advertised in Vacancy Circular No: 04 of 2025/26 with the closing date of 19 September 2025 is **Assistant Director: Administration (Corporate Services)** and requirements are as follows:

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

Kindly be advised that the correct requirements for the following posts advertised in Vacancy Circular No: 04 of 2025/26 with the closing date of 19 September 2025 are as follows:

Deputy Director: Corporate Services: Ref No: NWH 04/2025/10

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 management level (Assistant Director Level). A valid driver's license. Computer literacy. Sound knowledge of Human Resources Management, Human Resource Development, 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 WPERSAL System.

**Senior Provisioning Administration Officer: Supply Chain Management,
Ref No: NWH 04/2025/42**

REQUIREMENTS: National Diploma/ Bachelor's Degree in Public Administration/Public Management/ Logistics Management/ Financial Management/ Business 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.

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Kindly be advised that the correct Speciality for the post of Professional Nurse: Nic Bodenstein Hospital, Ref No: NWH 04/2025/18 as advertised in Vacancy Circular No: 04 of 2025/26 with the closing date of 19 September 2025 is **Professional Nurse: Advanced Midwifery**

Kindly be advised that the following posts are hereby withdrawn as advertised in Vacancy Circular No: 04 of 2025/26 with the closing date of 19 September 2025:

1. Pharmacist: Grade 3 for **Moses Kotane Hospital** Ref. NWH 04/2025/08.
2. Operational Manager: General for **Moses Kotane Hospital** Ref. NWH 04/2025/16
3. Senior Administration Officer (Auxiliary Support Services) for **Schweizer-Reneke District Hospital** Ref. NWH 04/2025/45.

**VACANCY CIRCULAR NO.04 OF 2025/26 FINANCIAL YEAR IS HEREBY EXTENDED
UNTIL 26 SEPTEMBER 2025**

