

2nd Floor, Health Office Park
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MMABATHO
2735**HUMAN RESOURCE MANAGEMENT**Mr P.W Kepadisa
Tel: +27 (18) 391 4279
www.health.nwpg.gov.za**DEPARTMENT OF HEALTH - NORTH WEST PROVINCE****VACANCY CIRCULAR NO. 08 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**

25/09/2025

DATE

POST	SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1
REF	NWH 08/2025/01
LEVEL	12
SALARY	R1 647 630.00 p.a (All inclusive Package)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	<p>Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Practitioner (MBCHB). 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 Professional Council of South Africa as Medical Practitioner. Postgraduate management qualification will be an added advantage Computer literacy. A valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to cope with high workload and be willing to manage the hospital after hours.</p>
DUTIES	<p>Manage the KRA of subordinates. Allocate the Doctors and Allied Health Professional to the different Department and rotate them as planned. Be responsible for Doctors orientation and Clinical Department training plan. Responsible for the morality and ethics reviews. Handle the complaints of the medical institute. Develop multi-disciplinary teams. Implement Management decisions. Implement the National, Provincial Health development goals and objectives. Oversee the monthly call roster and accounts for the accumulated overtime of the Doctors. Compile the monthly statistics. Ensure that the NTSG and other grants business plans are met. Chair and Co-ordinate the committee e.g the Patient Safety</p>

	Groups, clinical health meetings. Report to the Office of the Chief Executive Officer. Perform any other duties delegated by the supervisor. Ability to work with people.
ENQUIRIES	MS M MAIKEPA, TEL 018 383 6700

POST	MEDICAL REGISTRAR : RADIOLOGY
REF	NWH 08/2025/02
LEVEL	12
SALARY	R1 001 349.00 p.a (All inclusive Package)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registrar. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as Medical Practitioner in Independent Practice. Prior experience in Emergency Medicine and Diploma in PEC and FCEM Part 1 will be added advantage
DUTIES	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients, participate in all activities of the discipline in relation to teaching and research, departmental audit, preparing and writing of reports and community liaison. Supervise junior doctors (undergraduate students, interns and community service doctors) Attend relevant administrative meetings such as Morbidity and Mortality meetings and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participate in departmental meetings, journal clubs, case presentations, tutorials, lectures and ward rounds Render after hour duties (night, weekend and public holiday) to provide continuous uninterrupted care of patients. Conduct research in fulfilment of Master of Medicine (MMed) in the speciality NB: Registrars will be

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	appointed jointly between the North West Department of Health and the University of the Witwatersrand, and will rotate through Klerksdorp/Tshepong Hospital Complex and the training platforms in Gauteng.
ENQUIRIES	MR T MADONSELA, TEL 018 406 4600

POST	PHARMACY SUPERVISOR GRADE 1
REF	NWH 08/2025/03
LEVEL	12
SALARY	R1 001 349.00 p.a (All inclusive Package)
CENTRE	MOSES KOTANE HOSPITAL
REQUIREMENTS	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Shortlisted candidates will be required to submit current proof of registration with South African Pharmacy Council as a Pharmacist. 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. Computer literacy. A valid driver's licence.
DUTIES	Ensure quality provision of pharmaceutical care regarding the dispensing, re-packaging and identification of medicine (mixing dilution, drops, and powders). Dispense medicine as stock or on prescription to specific patients and supply the correct information regarding user instructions. Control medicine and usage thereof by the institution with regard to the following methods. Ordering of medicine, authorization of orders, safekeeping of medicine, keeping of registers according to the appropriate laws, inspection of stock and registers and destroying of unused and expired medication dispatched. Control prescriptions to prevent over dosage as well as incompatibility. Provide advice to patient's medical, dentist and

	nursing personnel and supply information with regard to new developments in the medicine field and other pharmaceutical matters.
ENQUIRIES	MR E MMUSI, TEL 014 5928906

POST	CHIEF OCCUPATIONAL THERAPIST
REF	NWH 08/2025/04
LEVEL	10
SALARY	R575 250.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Occupational Therapy. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as an Occupational Therapist. A minimum of 3 years appropriate experience in Occupational Therapy after registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. A valid drivers' license.
DUTIES	Provide quality Occupational therapy services in line with institutional, Provincial and National goals and standards. Management of human resource, finance, assets, inventory, risk and waste. Manage and monitor workflow, staff attendance and utilization. Mentor, supervise and conduct appraisals and skills development of staff and students. Ensure compliance with HPCSA Continuous Professional Development (CPD) requirements. Facilitate procurement, assessment, prescription and issuing of occupational therapy related assistive devices. Ensure appropriate record and data management, analysis and reporting. Ensure adherence and implementation of Batho Pele Principles, Patient Rights Charter and Core Standards. Promote a safe and healthy work environment in line with OHS Act. Manage complaints and enquiries. Develop strategies to improve service delivery. Maintain professional practices, ethics, standards and procedures. Participate and contribute in all relevant internal and external meetings and forums. Participate and contribute in research, policy development and other service and professional development initiatives at

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	Facility, Provincial and National level. Note: The candidate must be prepared to drive and travel throughout the North West Province.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	ULTRA-SOUND RADIOGRAPHER
REF	NWH 08/2025/05
LEVEL	10
SALARY	R491 256.00 – R727 350.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL

Final salary will be determined by the appropriate/ recognisable experience in Ultrasound Radiography after registration as an Ultrasound Radiographer with the Health Professions Council of South Africa (HPCSA)

REQUIREMENTS	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Shortlisted candidates will be required to submit current proof of registration with Health Professions Council South Africa as Ultrasound Radiographer. Appropriate/recognisable experience in Ultrasound Radiography after registration as Ultrasound Radiographer with the Health Professions Council of South Africa (HPCSA). Computer literacy. A valid driver's license.
DUTIES	Prepare patients for the Ultrasound examination. Select the appropriate equipment for the ultrasound examination. Perform ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Render effective patient ultra sound service for in- and out-patients in adherence to the scope of practice and health protocols. Work with colleagues, relieve as and when the need arises and work closely with the interdisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standards and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and



	regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	OPERATIONAL MANAGER: SPECIALITY
REF	NWH 08/2025/06
LEVEL	10
SALARY	R693 096 .00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL (THEATRE), JOE MOROLONG MEMORIAL HOSPITAL (TRAUMA AND EMERGENCY) & MOSES KOTANE HOSPITAL (PAEDIATRICS)
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 of at least 1-year accredited with the South African Nursing Council in terms of Government Notice No R 212 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. A minimum of 9 years appropriate/recognisable experience in nursing 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.

DUTIES	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.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700 (MAFIKENG PROVINCIAL HOSPITAL) MR M MONTSHIWAGAE, TEL 053 928 9000 (JOE MOROLONG MEMORIAL HOSPITAL) MR E MMUSI, TEL 014 592 8906 (MOSES KOTANE HOSPITAL)

POST	OPERATIONAL MANAGER NURSING: GENERAL
REF	NWH 08/2025/07
LEVEL	10
SALARY	R549 192.00 p.a. (plus benefits)
CENTRE	JOE MOROLONG MEMORIAL 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 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. Sound knowledge of Policies,

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	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

POST	CHIEF MEDICAL ORTHOTIST AND PROSTHETIST
REF	NWH 08/2025/08
LEVEL	10
SALARY	R575 250.00 p.a. (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Medical Orthotics and Prosthetics. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Medical Orthotist and Prosthetist. A minimum of 3 years appropriate experience in Medical Orthotics and Prosthetics after registration with the Health Professions Council of South Africa (HPCSA) as Medical Orthotist and Prosthetist. A valid drivers' license. Good communication, interpersonal, conflict management, time management, flexibility and operational planning skills. Ability to work independently in a group setting. Sound knowledge of Human resource management, training and development, labour relations, occupational health and safety and quality assurance. Sound knowledge of Health acts, policies and procedures. Computer literacy.



DUTIES	Provide quality Medical Orthotic and Prosthetic services in line with institutional, Provincial and National goals and standards. Management of human resource, finance, assets, inventory, risk and waste. Manage and monitor workflow, staff attendance and utilization. Mentor, supervise and conduct appraisals and skills development of staff and students. Ensure compliance with HPCSA Continuous Professional Development (CPD) requirements. Facilitate procurement, manufacturing and issuing of Orthotic and Prosthetic Devices. Facilitate outreach service at various Hospitals and Health Centre's across the Province. Ensure appropriate record and data management, analysis and reporting. Ensure adherence and implementation of Batho Pele Principles, Patient Rights Charter and Core Standards. Promote a safe and healthy work environment in line with OHS Act. Manage complaints and enquiries. Develop strategies to improve service delivery. Maintain professional practices, ethics, standards and procedures. Participate and contribute in all relevant internal and external meetings and forums. Participate and contribute in research, policy development and other service and professional development initiatives at Facility, Provincial and National level. Note: The candidate must be prepared to drive and travel throughout the North West Province.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	OPTOMETRIST
REF	NWH 08/2025/09
LEVEL	9
SALARY	R397 233.00 – R 657 507.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
Final salary will be determined by appropriate/recognizable experience in Optometry after registration as an Optometrist with the Health Professions Council of South Africa	
REQUIREMENTS	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Optometry. Shortlisted candidates will be required to submit current proof of registration with Health Professions Council South Africa as Optometrist. Appropriate/ recognisable experience in Optometry after registration as

	Optometrist with the Health Professions Council of South Africa (HPCSA). Computer literacy. A valid driver's license. Knowledge of relevant legislation. Good communication skills (verbal and written) compliance with budgeting, optometry Quality assurance, National Core Standards, Health and Safety and Infection Control Principles.
DUTIES	<p>Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment.</p> <p>Prescribe therapeutic drugs to treat specific eye conditions. Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma or color blindness.</p> <p>Analyse test results and develop a treatment plan. Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids. Prescribe medications to treat eye diseases if state laws permit. Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors. Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment is determined necessary. Remove foreign bodies from the eye. Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.</p>
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	ASSISTANT DIRECTOR: SPECIAL PROGRAMMES COORDINATOR (RE-ADVERTISEMENT)
REF	NWH 08/2025/10
LEVEL	9
SALARY	R468 459 .00 p.a (plus benefits)
CENTRE	DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE X1 & BOJANALA DISTRICT OFFICE X1
REQUIREMENTS	National Diploma/ Bachelor's Degree in Public Administration/Social Sciences/ Nursing/ Health Promotion. Five (5) years relevant experience in coordination of the Special Programmes including Gender, Disability, Youth (Adolescent Youth Friendly Services), Health Governance Structures and Traditional Health



	Practitioners programmes of which 3 years must be at supervisory level. A valid driver's license. Knowledge and understanding of Budgeting processes in the Public Service, Supply Chain Management and other related prescripts. Leadership, analytical and innovative skills. Presentation and advanced report writing skills. Good communication and excellent interpersonal skills. Ability to work independently and meet tight deadlines. Computer literacy. Willingness to travel extensively.
DUTIES	Coordinate the development of the District Special Programmes Annual/ Operational Plan. Monitor the implementation of mainstreaming the Special Programmes (Gender, Disability, Youth, Traditional Health Practitioners and Health Governance Structures) in the department. Oversee the implementation of all related policies and other relevant prescripts governing the Special Programmes. Provide support and monitor the functionality of the various Forums and Structures within the District. Strengthen the relationship with the Departmental Partners and Stakeholders. Coordinate advocacy & awareness and capacity building programmes for various Forums and Structures of the department at the district level. Compile monthly, quarterly and annual reports on the district performance of the Special Programmes activities. Overall supervision and management of staff.
ENQUIRIES	MS M LERUMO, TEL 018 391 4183

POST	ASSISTANT DIRECTOR: YOUTH (RE-ADVERTISEMENT)
REF	NWH 08/2025/11
LEVEL	9
SALARY	R468 459 .00 p.a. (plus benefits)
CENTRE	PROVINCIAL OFFICE (MAHIKENG)
REQUIREMENTS	National Diploma/ Bachelor's Degree in Public Administration/ Social Sciences/ Nursing/ Health Promotion. Five (5) years of experience in coordination and monitoring of youth and Adolescent Youth Friendly Services of which 3 years must be at supervisory level. A valid driver's license. General administrative knowledge, planning, organizing, co-ordination and monitoring of projects. Innovation, networking, analytical thinking and problem-solving skills. Knowledge of Budgeting processes and Financial management. Leadership skills, analytical and innovative skills. Good communication (both written and verbal) and interpersonal skills.

	Ability to work independently and meet tight deadlines. Presentation and advanced report writing skills. Willingness to travel extensively. Computer literacy.
DUTIES	Coordinate the development of the Departmental Youth Annual Plan. Promote and monitor the mainstreaming of Youth and Adolescent Youth Friendly Services. Implement programmes, projects, strategies and policies related to Youth Programmes. Promote advocacy and awareness on health issues for Adolescent & Youth. Coordinate capacity building programmes for departmental employees. Establish and monitor Youth management systems and institutional mechanisms. Strengthen the relationship with the Departmental Partners and Stakeholders. Management of resources in the Youth Unit.
ENQUIRIES	MS L TLADI, TEL 018 391 4183

POST	ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
REF	NWH 08/2025/12
LEVEL	9
SALARY	R468 459 .00 p.a. (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Supply Chain Management/ Logistics Management/Public Administration/Management/Financial Management/ Business 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.

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	management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem solving.
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 M.V LEGOTE, TEL 018 383 6700

POST	ASSISTANT DIRECTOR: QUALITY ASSURANCE
REF	NWH 08/2025/13
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Health Sciences. Registered with relevant Health Professions. Five (5) years relevant experience of which 3 years should be at supervisory level in the Health Service Management. Knowledge of Public Health Sector will be an added advantage. Good communication and interpersonal skills. Computer literacy. A valid driver's license.
DUTIES	Responsible for administrative functions pertaining quality improvement activities in the Sub District/District and Hospital. Plan, manage, monitor and

	evaluate specific quality improvement activities in order to deliver the desired output, identify gaps and draw action. Organize and participate in quality assurance structure of the institution. Ensure that Sub District/ District/ Hospital get accredited.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	ASSISTANT DIRECTOR : INFORMATION MANAGEMENT
REF	NWH 08/2025/14
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
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 M.V LEGOTE, TEL 018 383 6700



POST	ASSISTANT DIRECTOR : GRANT MANAGEMENT
REF	NWH 08/2025/15
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	National Diploma/ Bachelor's Degree in Financial Management/ Commerce /Public Administration/Management. Five (5) years' relevant experience in Financial Management of which three (3) years' experience at supervisory level. Knowledge of Basic Accounting. A valid driver's license. Systems (BAS), Walker & Vulindlela. Computer literacy. Knowledge of Financial Management Prescripts (Preferential Procurement Policy Framework Act, (PPPFA), Division of Revenue Act (DORA), Treasury Regulations and Supply Chain Management.
DUTIES	Prepare the Conditional grants (NTSG, HIV, NHI, HR & TG) business plans and supporting documentation on an annual basis. Ensure budget is loaded per business plan. Ensure procurement, maintenance and replacement of grant related Health Technology. Participate in the Grants quarterly reviews. Participate in the development and reviews of Grant Framework. Monitor expenditure to ensure it is in terms of business plan. Co-ordinate, prepare and submit monthly, quarterly and annual financial and non-financial reports. Maintain portfolio of evidence as required by the Grant service level agreements. Monitor linking of the grant related Human Resources. Monitor and pay grant related service level agreement (SLA). Manage efficient and effective budget planning. Conduct budget reviews and expenditure trend analysis. Manage virements and shifting of funds. Confirm availability of funds. Monitor and report on budget IYM. Prepare weekly, monthly and yearly reports. Monitor procurement of Capital equipment and consumables in line with the business plans. Submit documents for roll-over request. Ensure linking of personnel employed through the conditional grants. Manage the performance of subordinate (PMDS). Develop and implement the Audit and Quality Improvement plans and respond to the request of information relating to the conditional grants. Develop the conditional grants strategic, Annual Performance and Operational Plans.
ENQUIRIES	MS L MOSIA, TEL 018 406 4635/ 4714



POST	ASSISTANT DIRECTOR : LAUNDRY SERVICES
REF	NWH 08/2025/16
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	TSHEPONG HOSPITAL (PROVINCIAL LAUNDRY)
REQUIREMENTS	National Diploma/Bachelor's Degree in Public Administration/Management. Five (5) years relevant experience of which (three) 3 years should be at supervisory level. Laundry management capability. A valid driver's license. Leadership ability. Communication and administration skills. Report writing. Budget control and planning skills. Preferential Procurement Policy Framework Act, (PPPFA) Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Treasury Regulations and Supply Chain Management Prescripts. Computer literacy.
DUTIES	Manage provincial laundry service. Monitor programme as well as procedures and compliance with applicable laundry standards. Provide advice to senior management. Ensure adequate availability of linen in institutions. Provide guidance In relations to maintenance of laundry equipment. Manage outsourced contract with external parties in relation to laundry service. Render administrative support. Provide support with regard to budget and financial control within the unit and compile expenditure reports. Ensure compliance with Occupational Health and Safety (OHS) Act 1993 Machinery and Occupational Safety Act 1983 and South African National Standard (SANS) Manage key performance of your subordinate. Ensure compliance to Office of Health Standard Compliance
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

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POST	ASSISTANT DIRECTOR : MONITORING AND EVALUATION
REF	NWH 08/2025/17
LEVEL	9
SALARY	R468 459.00 p.a (plus benefits)
CENTRE	NGAKA MODIRI MOLEMA DISTRICT OFFICE
REQUIREMENTS	National Diploma/Bachelor's Degree in Public Administration/Management/ Monitoring and Evaluation/Statistics/Social Science/Development Studies. A postgraduate qualification in Monitoring, Evaluation and Research will serve as an added advantage. Five (5) years' relevant experience in the field of HIV/AIDS, STIs and HAST Programme of which 3 years' experience should be at supervisory level in program management. A valid driver's license. An understanding of the Health Department mandate with specific reference to the HAST Programme. Strong planning, monitoring and evaluation skills. Decision making skills. Willingness to work extended hours of operation. Data analysis skills. Interpretation skills. Report writing and presentation skills. General knowledge of management. Ability to work independently.
DUTIES	Manage, mentor and evaluate performance of the HAST Programme against the Business Plan. Annual Performance Plan and Strategic Plan. Oversee the alignment of HAST programme performance reports in the departmental strategic and operational plans. Coordinate the HAST programme performance review process. Oversee research initiatives and research submissions and approvals within the district. Initiate impact assessment and programme evaluation and propose appropriate interventions. Strengthen research in the Department. Manage and implement service delivery improvement plans. Support the implementation of the Performance Management and Development System (PMDS). Develop databases as and when required, ie HBC, HTA programmes. Assist with the compilation of project documentation to support project processes. Coordinate and support the district HAST summit/ conferences. Support HAST programme managers. Follow-up data management issues.
ENQUIRIES	MS N MOTLHABANE, TEL 018 384 0240



POST	SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT
REF	NWH 08/2025/18
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL 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. 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 Provincial Office. 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 M.V LEGOTE, TEL 018 383 6700



POST	SENIOR EMPLOYMENT RELATIONS OFFICER
REF	NWH 08/2025/19
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor`s Degree in Labour Relations Management/ Labour Law. Five (5) years relevant experience in Labour Relations of which (three) 3 years should be at supervisory level. A valid driver`s license. Knowledge of relevant Government Legislation and policies. An in-depth understanding of Labour Relations Act, Collective Agreements etc. Extensive experience in handling Labour Relations matters and formulation of charges. Computer literacy.
DUTIES	Render an advisory service to Human Resource Management on Labour Relations issues. Give advice regarding grievances, discipline and misconduct. Facilitate and co-ordinate disputes in accordance with reconciliation and arbitration process. Provide statistics and keep record of grievances and misconduct cases. Administer disciplinary cases, disputes and appeals. Develop and implement actions for the promotion of sound Labour Relations Policies, disciplinary and grievance procedures. Negotiate with recognized Labour Unions in the Hospital. Provide training on new disciplinary code and procedures. Perform any other duties as delegated by the supervisor from time to time.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	SENIOR ADMINISTRATION OFFICER: MAINTENANCE
REF	NWH 08/2025/20
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor`s Degree in Building Science/ Civil Engineering/ Electrical Engineering/ Mechanical Engineering. Successful completion of a Trade Test Certificate. Five (5) years` of relevant working experience of which 3 years



	should be at a Supervisory level. A valid drivers' license. Good understanding on administration of Maintenance. Project Management certificate will be an advantage. Attributes: Ability to work extra hours. Ability to adhere to response time and deadlines. Computer literacy.
DUTIES	Maintenance of the physical buildings. Drawing the maintenance specifications. Maintenance of fork lifts, electrical stackers and Laundry machines. Formulating and updating of maintenance policies and procedures. Management of daily maintenance risks through TW 84 system. Risk Management. Supervision of Maintenance Personnel. Conduct physical inspection of buildings. Assist with compliance of ideal Pharmaceutical services realization and maintenance framework.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	CHIEF NETWORK CONTROLLER : INFORMATION TECHNOLOGY
REF	NWH 08/2025/21
LEVEL	8
SALARY	R397 116.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	National Diploma/Bachelor's Degree in Information Technology/ Data Base Development. MCSE, A+ and N+ qualification will be an added advantage. Three (3) - Five (5) years relevant experience in Information Technology Environment of which 3 years should be at supervisory level will be an added advantage. A valid driver's license. Good communication skills and interpersonal skills. Knowledge of various operating systems e.g. BAS, WALKER, PAAB, PERSAL, HPRS, Linux, Windows, Mac OS as well as a basic understanding of Office Productivity software's such as Microsoft Office Package and Novell applications.
DUTIES	Ensure cabling and network connectivity of the Complex. Configuration and set up of network equipment. Participate in information systems security and disaster recovery management. Ensure maintenance of servers and network related infrastructure systems. Support VoIP. Provide onsite and remote Technical IT support and maintain records of daily tasks. Install, configure, upgrade, maintain and support Desktop and Network systems based on requests. Perform repairs and replacements of software and hardware

	peripherals. Plan, coordinate and support major software/applications and hardware deployment. Participate in implementation, maintenance and support of departmental systems. Troubleshoot Network (LAN and WAN) related problems. Daily monitoring of Network connectivity to ensure maximum uptime.
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

POST	PRINCIPAL PERSONNEL OFFICER : HUMAN RESOURCE MANAGEMENT
REF	NWH 08/2025/22
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management/ Administration. Three (3) years relevant experience in Human Resource Management/ Development. A valid driver's license. PERSAL Certificates: Salary Administration/ Leave Administration/ Personnel Administration. Extensive knowledge in recruitment and selection, conditions of services and all other human resource management related duties. Ability to interpret policies and legislations. Knowledge of Public Service Regulation, Basic Conditions of employment Act, Employment Equity Act, Skills Development Act Government employee medical scheme, policy on Incapacity Leave and ill Health Retirement, Housing Allowance, Compensation of Occupational Injuries and Diseases Act, Pension and Performance Management. Skills: Good communication (written and verbal). Policy implementation. Negotiation skills. Excellent interpersonal relations. Good interpersonal relation, presentation, Computer Literacy.
DUTIES	Administer compensation for employees, salary progression, leave and condition of service benefits and allowances. Ensure compliance with policies. Compile work plans in terms of Performance Management and Development System in the unit. Assist in career in career planning and utilization of personnel. Supervise and draw up an annual Human Resource plan. Provide management with information pertaining to establishment. Recruitment and selection of staff. Supply management with information pertaining to establishment. Manage KRAs of supervisees. Administer the implementation of PILLIR policy. Administer the

	processing of pension claim forms on PCM system online. Respond to Audit. Approves PERSAL Transactions.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	PRINCIPAL PERSONNEL OFFICER : HUMAN RESOURCE DEVELOPMENT
REF	NWH 08/2025/23
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/Bachelor's Degree in Human Resource Management/Development. Three (3) years relevant experience in Human Resource Development. A valid driver's license. Knowledge of skills Development Act, Public Service Act, Skills Levy Act and AET policy. Knowledge of statutory framework in Public Service (Labour Legislation, Public Service Regulations) and other Human Resource Prescripts. Sound verbal and written communication including report writing skills. Computer literacy.
DUTIES	Conduct orientation and induction of all new employees. Coordination of full time and part time studies. Conduct skill needs assessments. Develop and circulate internal notices. Implementation and monitoring of Learnership and Internship programme of personnel. Develop training plan including In-service training and Induction. Compile Work Skills Development plan. Submit monthly training and development reports. Prepare VA2 and ensure that invoices are submitted with the prescribed period. Compile submission for approval of training interventions. Keep HRD records of attendance register, approved memos and order forms of coordinate training programme. Establish training committee and attend meetings. Adherence to training and development policies.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700



POST	CHIEF ADMINISTRATION OFFICER: TRANSPORT
REF	NWH 08/2025/24
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Logistics Management. Three (3) years' experience Government Motor Transport. A valid driver's license. Quality driven, ability to work independently and willing to work extensive hours. General knowledge in government pool vehicles, transport policies, office Administration and filing systems. Planning skills, Organizing skills, time management, good communication and interpersonal relations. Report writing skills and computer skills.
DUTIES	Ensure administration of government white and red fleet log sheet submission. Ensure analysis, reconciliation of transport expenditure reports (Vehicle Management System VMS, Interface report, early warning reports and Transaction reports). Manage fleet operations budget. Assist to organize and participate in Sectional meetings, Operational plan reporting meetings, Risk register update meetings, and Transport Officer's Forums. Conduct district support visits and technical expertise, training of the transport officers, drivers and users of Government Motor Transport. Ensure proper district asset and inventory management as well as records management.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	PERSONAL ASSISTANT
REF	NWH 08/2025/25
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
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 Chief Executive Officer. Provide secretarial services and administrative support to the Office of the Chief Executive Officer. Organize and manage the Chief Executive Officer's daily and weekly schedules. Receive, analyse and interpret correspondence for channelling to appropriate Offices as required by the Chief Executive Officer. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement procedures within the Office of the Chief Executive Officer. Organize meetings, workshops and travelling for the Chief Executive Officer. Assist in the compilation of the written reports and power point presentations. Serve as the official link between the Chief Executive Officer's. Office and other Stakeholders.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	SENIOR COMMUNICATION OFFICER
REF	NWH 08/2025/26
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	National Diploma/ Bachelor's Degree in Communications/ Public Relations. Three (3) years relevant experience. Knowledge of Hospital/ Sub-district activities. A valid driver's license. Extensive practical and relevant experience in internal & External. Communication more in 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 and Patient's rights Charter, Code of Conduct and National Core Standards. Team

	building and diversity Management skills. Good Organizational skills. Knowledge of the history of Hospital complex. Computer Literacy and skill.
DUTIES	Ensure effective and efficiency in 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. Production and circulation of monthly and quarterly internal newsletters, calendar diaries, programmes, posters, prints advertisement etc. Update the website on regular basis and present monthly reports. Monitor and update notice boards in the complex.
ENQUIRIES	MS M. MOTSHABI, TEL 018 406 4635

POST	ADMINISTRATION OFFICER
REF	NWH 08/2025/27
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	NGAKA MODIRI MOLEMA DISTRICT OFFICE
REQUIREMENTS	National Diploma/Bachelor's Degree in Office Administration and Technology/Public Administration/Management. Three (3) years' relevant experience in auxiliary services, transport, registry and switchboard operation. Good communication skills and interpersonal relation. Knowledge of relevant acts and policies. A valid driver's license. Computer literacy

DUTIES	Overall supervision of office administration sections in the District office. Compile reports. Implement sufficient administration measures to ensure efficient function of auxiliary services. Identify risk and formulate remedial actions. Ensure confidentiality and records management. Ensure that material and equipment are available timeously. Manage transport, switchboard, reception and registry) Manage KRA of subordinates, Compile monthly statistics, assist in handling other matters delegated by the supervisor and ensure provision of facilities support service.
ENQUIRIES	MS N MOTLHABANE, TEL 018 384 0240

POST	ADMINISTRATION OFFICER: MISS
REF	NWH 08/2025/28
LEVEL	7
SALARY	R325 101.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	National Diploma/Bachelor's Degree in Security Management/Technology. Three (3) years' experience in Security Management within Public Service. A valid driver's license. Knowledge of Policy Development and Implementation. Knowledge of organisational and government structures. Understanding of Government legislation. Knowledge of MISS Regulation, Circulars and Policy Frameworks. Understanding of Regulations governing security sector. Understanding sector information management models and processes. Knowledge of techniques and procedures for the planning and execution of operations. Excellent relationship management Knowledge. Good client orientation, customer focus and communication skills.
DUTIES	Implement an effective and efficient information security management system inclusive of document and ICT Security for the Department of Health. Development and implementation training for security committees in information Security. Development and implementation of Document and ICT Security strategy for the Department. Management of stakeholder relationship. Provide guidance on Information security and performance related issues. Implement controls to mitigate shortcomings as identified by the internal and external audits. Manage and report on Information Security performance, at facility level, identifying of non-compliance risks and means to address these

	risks. Supervise team members. Provide advice and support to line managers in relation to physical and Information Security.
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

POST	SENIOR PERSONNEL OFFICER GRADE II
REF	NWH 08/2025/29
LEVEL	5
SALARY	R 228 321.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Senior Certificate/National Certificate (Vocational). Knowledge of applicable Acts related to Human Resource Management. Hard working person with the ability to maintain high level of confidentiality. Good interpersonal relation and communication skills. Computer literacy.
DUTIES	Handle all Human Resources related matters. Process all Personnel function eg. recruitment and Selection, appointments ,termination of services, leave matters, medical and injury on duty, relocation, Pensions, state guarantees and Housing allowances ,performance management ,transfer ,verification of qualifications ,secretarial during interviews, probation reports, Long service recognition. Handle application of incapacity leave and Ill Health Retirements. Filing of correspondence. Compile statistics on Human Resource function. Assist in interpretation of Policies and Legislation. Acknowledge applications and prepare profile for advertised posts.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	SENIOR TELKOM OPERATOR GRADE II X3
REF	NWH 08/2025/30
LEVEL	5
SALARY	R 228 321.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Senior Certificate/National Certificate (Vocational). Knowledge of the switchboard operations. Knowledge of filing system and record keeping. Skills needed: customer care, good listening; written and verbal communication. Ability to operate an Electronic Switchboard. Excellent listening skills and telephone etiquette. Computer literacy.

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DUTIES	Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order as well as reporting all telephone faults and switchboard errors to the Supervisor. Monitor, place and record all cellular, national and international calls made. Scheduling appointments, render tasks to ensure smooth operations at the reception area. Effectively sending of bulk SMS's. Co-ordinate the administration duties in the Paging office. Update speed dials and manage speed dial directory. Support the office of the Assistant Director: Administration. Provide customer service and support to the visitors, clients or callers who interact with the institutions.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	ACCOUNTING CLERK
REF	NWH 08/2025/31
LEVEL	5
SALARY	R 228 321.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Senior Certificate/National Certificate (Vocational).General knowledge in financial administration, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, WALKER-BAS, LOGIS etc). Computer literacy.
DUTIES	Receive invoices from suppliers. Capture payment on electronic system. Process subsistence and travel claims. Handle petty cash. Handle payment queries and/or enquiries. Allocation of expenditure according to SCOA. Capture Journals. Render internal control support services.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700



POST	RADIOGRAPHY ASSISTANT
REF	NWH 08/2025/32
LEVEL	5
SALARY	R 217 092 .00 – R 294 249 .00 p.a (plus benefits)
Final salary will be determined by appropriate/recognizable experience in Radiography Assistant after registration with the Health Professions Council of South Africa as a Radiography Assistant.	
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography Assistant. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa (HPCSA) as Radiography Assistant. Appropriate/recognizable experience in Radiography Assistant after registration with the Health Professions Council of South Africa (HPCSA) as Radiography Assistant. Strong understanding of radiologic technology, procedures, and safety protocols. Ability to accurately position patients and equipment to ensure high-quality imaging results. Communication skills to interact with patients, addressing their concerns and explaining procedures.
DUTIES	Prepare patients for radiological procedures by explaining the process, ensuring their comfort and positioning them correctly for imaging. Assist radiologists during imaging procedures including administering contrast media under supervision and monitoring patient's conditions. Operate radiographic equipment and perform radiologic procedures. Monitor patient's conditions and reactions during procedures, reporting any abnormal signs to the physician. Maintain accurate records of procedures performed.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700



POST	PHYSIOTHERAPY ASSISTANT
REF	NWH 08/2025/33
LEVEL	5
SALARY	R 217 092 .00 – R 294 249 .00 p.a (plus benefits)
Final salary will be determined by appropriate/ recognizable experience in Physiotherapy Assistant after registration with the Health Professions Council of South Africa as Physiotherapy Assistant.	
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Physiotherapy Assistant. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapy Assistant. Appropriate/recognizable experience in Physiotherapy Assistant after registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist Assistant.
DUTIES	Administer health education, massage and therapeutic exercises for children and adults. Promote health, prevent disability, rehabilitate patients, motivate and safeguard patients. Modify and coordinate treatment. Monitor and record patient`s progress during treatment. Fitting patients for orthopaedic braces and other supportive devices.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	PRINCIPAL FOOD SERVICE SUPERVISOR
REF	NWH 08/2025/34
LEVEL	5
SALARY	R 228 321.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX
REQUIREMENTS	Senior Certificate/National Certificate (Vocational). Sound Knowledge of Food Service Management and general supervision. Good communication skills and interpersonal relations. Computer literacy.
DUTIES	Menu planning. Responsible for costing and stock control within the unit. Oversee the functioning of the unit. Ensure skills development within the unit. Ensure compliance with relevant prescripts and perform administrative functions of the unit. Ensure effective quality management. Supervise staff, monitor complaints and feedback mechanism. Ensure that palatable adequate

	and nutritional food is supplied/prepared for patients. Conduct plate waste survey. Compile PMDS reports for Food Service Aids/Supervisors (Quarterly and annually). Compile checklists relevant for food services Unit. Ensure regular update of attendance register (Z8). Compile broadsheets for normal and special diets. Monitor adherence to Infection Prevention and Control and Occupational Health and Safety in the unit. Oversee food preparation, serving and distribution. Monitor compliance to service level agreement of the provisioning catering services. Risk management of Food Service Unit. Compliance to food stuff, cosmetics and disinfected Act (R638).
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

POST	ADMINISTRATION CLERK : LABOUR RELATIONS
REF	NWH 05/2025/35
LEVEL	5
SALARY	R 228 321.00 p.a (plus benefits)
CENTRE	NGAKA MODIRI MOLEMA DISTRICT OFFICE
REQUIREMENTS	Senior Certificate/ National Certificate (Vocational). Knowledge in Labour relations matters will serve as an added advantage. Computer literacy. A valid driver's license will be an added advantage.
DUTIES	Perform general administrative duties which include filing, typing, and handling of correspondence. Compile the statistics of the Unit. Compile VA2 for the administration process. Provide general administrative support services. Perform any other duties as may be delegated by the supervisor from time to time.
ENQUIRIES	MS N MOTLHABANE, TEL 018 384 0240

POST	ADMINISTRATION CLERK
REF	NWH 05/2025/36
LEVEL	5
SALARY	R 228 321.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX (GOVERNANCE STRUCTURE SECRETERIAT) X 1 & TSHEPONG HOSPITAL (PROVINCIAL LAUNDRY) X1
REQUIREMENTS	Senior Certificate/ National Certificate (Vocational). Computer literacy. National Diploma Management Assistant will be added advantage. A valid driver's license will be an added advantage. Ability to work as Frontline Office.
DUTIES	Perform general administrative duties which include filing, typing, and handling of correspondence. Compile the statistics of the Unit. Compile VA2 for the administration process. Provide general administrative support services to the Provincial Laundry/Hospital Board/ Sub-district Health Governance Structure, workshops and training. Perform secretariat duties for Provincial Laundry/Sub-district Health Governance Structure. Perform any other duties as may be delegated by the supervisor from time to time including supporting office of the CEO on administrative duties.
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

POST	LAUNDRY MANAGER
REF	NWH 08/2025/37
LEVEL	4
SALARY	R 193 359.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL X1 & TSHEPONG HOSPITAL (PROVINCIAL LAUNDRY) X 6
REQUIREMENTS	Senior Certificate/National Certificate (Vocational). One (1) year' experience in Laundry Environment. Knowledge of Laundry equipment. Good interpersonal relations skills. Certificate in Laundry Management will be an added advantage. Sound knowledge of conflict management and grievance procedure. Knowledge of Occupational Health and Safety (OHS). Computer literacy. Good planning and organizing, administration skills
DUTIES	Manage key Responsibility Areas of subordinates within Production Section. Conduct regular in-service training of subordinates with regard to OHS and the best practices in laundry management. Assist Chief Production Officer with

	the control and management of laundry budget, supplies and assets. Ensure that machines are in good working condition all the time. Conduct regular inspections to ensure that risks are reported timorously.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700 (MAFIKENG PROVINCIAL HOSPITAL) MS L MOSIA, TEL 018 406 4600 (TSHEPONG HOSPITAL- PROVINCIAL LAUNDRY)

POST	HOUSEKEEPING SUPERVISOR X2
REF	NWH 08/2025/38
LEVEL	4
SALARY	R193 359.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	Senior Certificate/National Certificate (Vocational). General knowledge of housekeeping. Good communication, planning and organisational skills.
DUTIES	Perform all duties related to the cleaning environment. Ensure general performance of the kitchen, storage linen room, restroom area and the facility as a whole. Supervise and manage KRAs of supervisees. Perform any other duties as delegated by the supervisor from time to time
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	DRIVER II X2
REF	NWH 08/2025/39
LEVEL	3
SALARY	R 163 680.00 p.a (plus benefits)
CENTRE	TSHEPONG HOSPITAL (PROVINCIAL LAUNDRY)
REQUIREMENTS	NQF level 3 (Grade 10 certificate or equivalent.) A valid driver's license (A minimum of Code EC) with Public Driving Permit. Five (5) years driving experience. Ability to read and write. Knowledge of the completion of log books and trip authority. Good communication and interpersonal relations.
DUTIES	Transfer patient between health institutions. Take vehicles for routine maintenance and repair. Transport goods and passengers as required and instructed by supervisor. Keep vehicles clean at all times. Report vehicles



	damages/loses to the supervisor. Ensure log- books are always up to date. Ensure vehicles are always in a roadworthy condition.
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

POST	FOOD SERVICE AID II X 4
REF	NWH 08/2025/40
LEVEL	2
SALARY	R 138 486.00 p.a. (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	NQF level 1&2 (Abet level Certificate or equivalent). Ability to read and write. Basic knowledge of food service management. Good interpersonal relations.
DUTIES	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Set-up and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
ENQUIRIES	MR M.V LEGOTE, TEL 018 383 6700

POST	CLEANER II
REF	NWH 08/2025/41
LEVEL	2
SALARY	R 138 486.00 p.a (plus benefits)
CENTRE	KLERKSDORP/TSHEPONG HOSPITAL COMPLEX X 5 & TSHEPONG HOSPITAL (PROVINCIAL LAUNDRY) X 1
REQUIREMENTS	NQF level 1 & 2 (Abet level 2 Certificate or equivalent). Ability to read and write. Knowledge of health and safety measures. Good interpersonal and communication skills.
DUTIES	Perform cleaning services on a routine nature by utilizing a variety e.g. dusters, Brooms, vacuum cleaners, scrubbing of floors using scrubbing machine, refuse removal and sweeping of corridors. Maintain a clean, healthy, Safety and hygienic environment. Perform any other duties as delegated by supervisor.
ENQUIRIES	MS L MOSIA, TEL 018 406 4600

POST	SEAMSTRESS I
REF	NWH 08/2025/43
LEVEL	2
SALARY	R 138 486.00 p.a (plus benefits)
CENTRE	MAFIKENG PROVINCIAL HOSPITAL
REQUIREMENTS	NQF level 1 & 2 (Abet level 2 Certificate or equivalent). Knowledge of dressmaking/tailoring or sewing. Ability to read and write. Knowledge of health and safety measures. Good interpersonal and communication skills.
DUTIES	Stock and quality control and items to be condemned. Risk management Adherence to Batho Pele Principle's. Ensure continuous capacity availability to optimize mending production flow. Ensure maintenance of torn linen Ensure replacements of buttons, zips and elastics and make adjustments according to requests. Ensure good functioning of Sewing Machines. Maintain a safe and clean environment in the work place. Sort unserviceable linen. Adhere to Occupational Health and Safety policies. Ensure proper handling of machinery. Any other duties as delegated to by the supervisor.
ENQUIRIES	MS M.V LEGOETE, TEL 018 383 6700

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

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

CLOSING DATE: 18 OCTOBER 2025