



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**HEALTH**

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DEPARTMENT OF HEALTH
REGISTRY OFFICE RECEIVED
2021 -07- 22
PRIVATE BAG X9302 POLOKWANE 0700
LIMPOPO PROVINCE

TO: ALL GOVERNMENT DEPARTMENTS

DEPARTMENTAL CIRCULAR NO. 45 OF 2021

**OPEN ADVERTISEMENT OF HEALTH PROFESSIONALS AND SUPPORT STAFF ON A SIX (6) MONTHS CONTRACT IN RESPONSE TO COVID-19 PANDEMIC AS WELL AS POSTS OF PROFESSIONAL NURSES AND DATA CAPTURERS FOR HPV CAMPAIGN FOR A PERIOD OF TWO (2) AND THREE (3) MONTHS RESPECTIVELY**

1. The Covid-19 contract appointments are for a period of six (6) months renewable thereafter depending on need while Professional Nurses and Data Capturers for HPV Campaign are for a period of two (2) and three (3) months respectively.
2. Applicants should be willing to be deployed to another site as and when the need arises.
3. Applications should be emailed to the relevant email address indicated next to each post category on the advert.
4. Applicants should include a fully completed new Z83 form, highest qualification certificate and current registration with the relevant statutory body.
5. Short listed candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, registration with the relevant statutory body and copy of ID must be submitted.
6. The Department reserves the right to not to fill the posts
7. Advertisement of these posts is open subject to the need for additional staff for the COVID-19 Surge response.
8. The advert is open until 28 February 2022
9. The closing date for the following posts is 06 August 2021: Project Manager, Epidemiologist, Senior Admin Officer, State Accountant, Professional Nurses: HPV, Admin Clerks, Forensic Pathology Officers, Data Capturers (HPV) and Nursing Assistants.

General enquires about advertised posts should be directed to Mr Ngobeni TM at 015 293 6423 / Ms Mampane NR at 015 293 6426 / Ms Mompei MM / Ms Sebake RL at 015 293 6126 during office hours.

  
HEAD OF DEPARTMENT: HEALTH

22 July, 2021  
DATE

**POST 1: MEDICAL OFFICER: GRADE 1 -2 = 10 POSTS**

[MedicalOfficer2021@dhsd.limpopo.gov.za](mailto:MedicalOfficer2021@dhsd.limpopo.gov.za)

**Salary Package:** Grade 1: R821 205.00 p.a., Grade 2: R938 964 p.a. plus 18 % of basic salary PSCBC or 22 % of basic salary ISRDS Nodes rural allowance.

**CENTRES:** Various hospitals

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- Current registration with the health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- **Experience:** Grade 1: No experience required Grade 2: A minimum of five (5) years after registration with the HPCSA as an Independent Medical Practitioner.

**B) Knowledge and skills**

- Sound clinical Knowledge and skills
- Sound medical ethics
- Ability to work under pressure, according to strict infection control protocols
- Ability to work shifts and after hours
- Computer literacy, including collection and analysis of data
- Rational use of resources

**KEY PERFORMANCE AREAS:**

- Provide clinical care in the designated clinical areas including outreach.
- Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed.
- Participate in continuing medical education as required by the HPCSA.
- Ensure that clinical protocols are followed and developed for the clinical area in which you work.

**POST 2: PROJECT MANAGER [LEVEL 11] = 1 POST**

[ProjectManager2021@dhsd.limpopo.gov.za](mailto:ProjectManager2021@dhsd.limpopo.gov.za)

**Salary Package:** R733 257 p.a. [Inclusive Remuneration Package]

**CENTRE:** Provincial Office [Polokwane]

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- An undergraduate qualification in the Health Field [NQF Level 7] as recognized by South African Qualification Authority [SAQA].
- A post graduate qualification in a health field will be an added advantage.
- A minimum of 5 years' experience in strategic planning at middle/senior management level.
- A minimum of 5 years' experience in health programme management, funding, proposals, business planning and report writing.
- Valid driver's licence (attach copy).



## **B) Knowledge and Skills**

- Competent in financial management including budgeting, expenditure and financial risk analysis.
- Knowledge of legislative framework governing public service.
- Knowledge of the APP, PIP, DIPs, Business Planning for HAST Grant Data analysis and report writing (APP, PIP, DIPs, Inter-governmental & Stakeholder, DoRA and Social Cluster reports).
- Knowledge of management of Conditional Grants.
- Computer literacy with knowledge of Ms outlook, excel, word and PowerPoint.
- Good understanding of BAS and FINEST systems.
- Well-developed communication, analysis, planning, report writing and presentation skills.
- Understanding of public sector procurement prescripts and processes.

## **KEY PERFORMANCE AREAS:**

- Provide end-to-end project management.
- Develop and manage a detailed project schedule and work plan using project management tools, methodologies and softwares.
- Prepare a costed project plan and implement the project within allocated budget.
- Ensure timely, professional administration and delivery of covid-19 projects of sufficient quality.
- Apply change and risk management.
- Apply financial and resource management.
- Preparation of weekly/ monthly/quarterly/annual / project close-out reports

**POST 3: PHARMACIST: GRADE 1 (VACCINE COLD CHAIN AND COVID19 RESPONSE SUPPORT) = 41 POSTS**

[Pharmacist2021@dhsd.limpopo.gov.za](mailto:Pharmacist2021@dhsd.limpopo.gov.za)

**Salary Package:** R693 372.00 p.a. [Inclusive Remuneration Package] plus 12% of basic salary PSCBC rural allowance.

**NB:** Rural allowance not applicable for Provincial Pharmaceutical Depot.

**CENTRES:** Provincial Pharmaceutical Depot (4), Vhembe District (7), Sekhukhune district (7), Waterberg District (8), Mopani District (7), Capricorn District (8)

## **REQUIREMENTS:**

### **A) Qualifications and Competencies**

- Basic qualification accredited with the South African Pharmacy Council (SAPC) as a Pharmacist.
- Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist
- Ability to travel within the district/ province.

### **B) Knowledge and Skills**

- Relevant Pharmacy Legislation, Medicines Control Act and as amended, Public Finance Management Act and Performance Management System.
- Computer literacy, Report Writing, Planning, Communication Skills and Interpersonal Relations.
- General Management Skills and ability to work under pressure.
- Experience in cold chain management is an added benefit.
- Pharmacy operations in line with GPP and SOP's.



## KEY PERFORMANCE AREAS:

- Manage storage of thermo labile products at the specified storage areas and ensure proper record-keeping of relevant documents
- Participate in a multidisciplinary geographical pharmacovigilance structures.
- Manage the procurement and receiving of thermo labile products especially vaccines and related products.
- Monitor the distribution of thermo labile products from one facility to other and ensure cold chain maintenance.
- Supply the Department of Health and other stakeholders with estimates for vaccines and other related products through the Warehouse
- Daily, weekly and monthly reporting using departmental systems such as SVS.
- Attend meetings related to cold chain management e.g. quantification meetings
- Training and supervision of staff and support of peripheral sites (including community outreach services).
- Management and implementation of cold chain policies
- Advise the Department when necessary on issues related to cold chain management e.g. procurement and maintenance of refrigerators or cold room
- Provide contingency backup support in managing pharmacy during disease outbreaks.
- Assist department manage stock outside normal working hours in times of cold chain failure.
- Ensure the efficient usage of vaccines by monitoring, evaluating and minimizing vaccine wastage.

POST4: EPIDEMIOLOGIST (LEVEL 9) = 1 POST [Epidemiologist2021@dhsd.limpopo.gov.za](mailto:Epidemiologist2021@dhsd.limpopo.gov.za)

Salary Notch: R376 596.00 plus 37% in lieu of benefits.

CENTRE: Provincial Office (Polokwane)

## REQUIREMENTS:

### A) Qualifications and Competencies

- Bachelor's degree in Epidemiology or equivalent qualification at NQF level 7 as recognized by SAQA.
- A minimum of one (1) year experience in disease surveillance.
- A valid driver's license (**Attach Copy**)

### B) Knowledge and Skills

- Analytical skill: Ability to collect, analyze, and interpret data when assessing a public health issue
- Statistical skill: Proficiency in the use of statistical tools and techniques when carrying out surveys and Studies.
- Communication skill: Ability to relay research information to appropriate authorities using proper language and expression.
- Computer skills: Ability to use a computer

## KEY PERFORMANCE AREAS:

- Develop, implement and monitor norms and standards and policies pertaining to Epidemiology services.
- Oversee the planning for the study of public health problems such as disease outbreak.
- Collect and analyze data obtained from interview, surveys, and sample tests to determine the cause of a health problem.



- Conduct public health surveillance.
- Provide information for the burden of disease.
- Collaborate with physicians and other public health experts to identify the cause and treatment for disease.
- Proffer recommendations useful in the design, management and assessment of study protocols and sample analysis.
- Carry out research to develop instrumentation and methodologies for analyzing data and presenting findings.
- Advise government health officials, physicians and researchers on epidemiology topics.
- Analyze public health issues as a result of foodborne microbes to produce information useful in making public policies.
- Organize programs to educate the public on ways to prevent disease contamination and spread.
- Analyze and interpret epidemiological statistics and data to produce results useful in developing cure for diseases.
- Assess the impact of industrial chemicals and toxic wastes on the environment.
- Propose preventive or corrective solutions to address public health problems based on research results.
- Utilize specialized statistical computer software in analyzing and interpreting epidemiological data.
- Prepare and present reports of findings to appropriate public health authority
- Maintain up-to-date knowledge of techniques for research and disease analysis.

**POST 5: PHYSIOTHERAPIST = 4 POSTS**

[Physiotherapist2021@dhsd.limpopo.gov.za](mailto:Physiotherapist2021@dhsd.limpopo.gov.za)

**Salary Notch:** R317 976 p.a. plus 37% in lieu of benefits and 12% of basic salary PSCBC or 17% of basic salary ISRDS Nodes rural allowance.

**CENTRES:** Various Hospitals

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- Appropriate qualification that allows a registration with the HPCSA as a Physiotherapist
- Current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist
- All applicants must be South African citizens or permanent residents

**B) Inherent requirement of the job**

- Manage and coordinate physiotherapy services in critical care units and wards
- Willingness to work night shifts, weekends and public holidays

**C) Knowledge and skills**

- Thorough knowledge of physiotherapy
- Ability to work independently
- Ability to work under pressure and in an intensive care environment
- Ability to work in an infectious area and practice infection control to protect the patients, other health workers and oneself from infection
- An understanding of public service procedures.
- Report writing skills.
- Good interpersonal relations.
- Computer literacy.





**KEY PERFORMANCE AREAS:**

- Responsible for professional services to patients.
- General care of patients and safety of patients.

**POST 6: SENIOR ADMINISTRATION OFFICER [LEVEL 8] = 1 POST**

Senior Admin Officer2021@dhsd.limpopo.gov.za

**Salary Notch:** R316 791 p.a. plus 37% in lieu of benefits.

**CENTRE:** Head Office [Polokwane]

**REQUIREMENTS: A) Qualifications and Competencies**

- A minimum of National Diploma at NQF level 6 in Office Administration.
- Qualification in Financial Management / Accounting or Project Management will be an added advantage

**B) Knowledge and Skills**

- Good communication skills.
- Good Interpersonal Skills.
- Good in verbal and writing communication skills.
- Knowledge of the Public Finance Management Act.
- Knowledge of Treasury regulations.
- Advanced Computed Skills (MS Office).
- Experience on Project Management

**KEY PERFORMANCE AREAS:**

- Render administrative support for the COVID-19 Surge committee
- Prepare and compile reports to summarise implementation of COVID-19 Surge plan
- Monitor implementation of COVID-19 surge plan and the Covid-19 budget allocation
- Maintain records pertaining to COVID-19 surge plan
- Generate/Prepare, Compile and Submit monthly, quarterly and annual COVID-19 final reports
- Render any other general office support to COVID-19 surge committee s as required

**POST 7: STATE ACCOUNTANT (BUDGET AND EXPENDITURE MANAGEMENT) (LEVEL 7) = 1 POST**

StateAccount2021@dhsd.limpopo.gov.za

**Commencing Salary Notch:** R257 508 p.a. plus 37% in lieu of benefits.

**CENTRES:** Provincial Office (Polokwane)

**REQUIREMENTS: A) Qualifications and Competencies**

- An appropriate Bachelor's degree / National Diploma in Financial Management or equivalent qualification at NQF level 6.



## **B) Knowledge and Skills**

- Good knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics.
- Ability to compile reports
- Computer literacy(Excel, Ms Word, Ms Outlook)
- Planning and organisation
- Interpersonal relations
- Language Flexibility
- Good verbal and written communication skills
- Teamwork
- Good Numeracy skills
- Accuracy
- Ability to perform routine tasks
- Aptitude of figures

## **KEY PERFORMANCE AREAS:**

- Coordinate, review, analyse and quality assure the financial supporting information for planning purposes.
- Consolidate the inputs from branches
- Facilitate and compile COVID-19 Implementation plan
- Render a budget support service.
- Render financial accounting services.
- Coordinate, review, analyse and quality assure the management accounting reporting processes.
- Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary.
- Compile information for the interim and annual performance reports.
- Support for budget and expenditure for COVID-19 related grants/ funds.
- Preparation of financial reports, analysis and tracking of expenditure including projections, etc.
- Compile weekly, monthly, quarterly, annual and adhoc reports.

## **POST 8: PROFESSIONAL NURSE [GENERAL]: [HUMAN PAPILOMA VIRUS VACCINATION CAMPAIGN] [2 MONTHS CONTRACT] = 25 POSTS**

[ProfessionalNurseHPV2021@dhsd.limpopo.gov.za](mailto:ProfessionalNurseHPV2021@dhsd.limpopo.gov.za)

**Salary Notch: Grade 1:** R256 905 p.a. **Grade 2:** R315 963 p.a. **Grade 3:** R383 226 p.a.

**CENTRES:** Capricorn District [5], Sekhukhune District [5], Vhembe District [5], Waterberg District [5], Mopani [5]

## **REQUIREMENTS:**

### **A) Qualifications and Competencies**

- Basic R425 Qualification (Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse.
- Current registration with the South African Nursing Council (SANC) as a Professional Nurse. **Experience: Grade 1:** None after registration with the South African Nursing Council (SANC) as a Professional Nurse. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in registration as Professional Nurse with the SANC in General Nursing, **Grade 3:** A minimum of 20 years appropriate/recognizable



experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

- South African Citizen.
- Valid driver's licence (**Attach Copy**)

#### **B) Knowledge and Skills**

- Good understanding of the Human Papilloma Virus Vaccination Campaign.
- Good understanding of the delivery platforms of the HPV Vaccination.
- Good communication skills and Interpersonal Skills.
- Knowledge of reporting procedure of Adverse Events Following Immunization (AEFI).
- Ability to communicate with learners in schools.
- Knowledge of the Public Finance Management Act

#### **KEY PERFORMANCE AREAS:**

- Dispatch /Delivery of HPV Vaccination consent forms in Public and Special Schools.
- Ensure good quality vaccine cold-chain is maintained.
- Conduct vaccination of the girl learners in public and special schools.
- Assist the Team leader in monitoring the HPV vaccine stock levels.
- Ensure proper handling and management of medical waste generated during the vaccination.
- Assist Team Leader in generating an accurate and credible vaccine stock audit after every vaccination session and round.
- Management of HPV Campaign Information, Education and Communication (IEC) Materials.
- Conduct information sessions on HPV Vaccination to all stakeholders.
- Ensure proper keeping and handling of HPV vaccination Records (Registers/Learner Passports and Summary Sheets).
- Reporting of all Adverse Events Following Immunization (AEFI)

#### **POST 9: PROFESSIONAL NURSE [GENERAL] GRADE 1 = 41 POSTS**

[ProfessionalNurse2021@dhsd.limpopo.gov.za](mailto:ProfessionalNurse2021@dhsd.limpopo.gov.za)

**Salary Notch:** R256 905 p.a. plus 37% in lieu of benefits and 8 % of basic salary PSCBC or 12 % of basic salary  
ISRDS Nodes rural allowance

**CENTRES:** Various Hospitals

#### **REQUIREMENTS:**

##### **A) Qualifications and Competencies**

- Basic R425 Qualification (Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse.
- Current registration with the South African Nursing Council (SANC) as a Professional Nurse.
- South African Citizen or permanent resident

##### **B) Knowledge and Skills**

- Knowledge of nursing care processes, procedures and legal frameworks





- Good clinical skills
- Ability to work under pressure and apply stringent infection control principles
- Good communication skills
- Computer literacy

**KEY PERFORMANCE AREAS:**

- Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care.
- Maintain constructive working relationship with all members of the team
- Utilize human, material and physical resources efficiently and effectively.

**POST 10: PHARMACIST ASSISTANT: POST – BASIC [GRADE 1] = 105 POSTS**

PharmacistAssistant 2021@dhsd.limpopo.gov.za

**Salary Notch:** R208 776 p.a. plus 37% in lieu of benefits.

**CENTRES:** Various Health Facilities

**REQUIREMENTS: A) Qualifications and Competencies**

- Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant Post Basic

**B) Knowledge and Skills**

- Pharmacy Act and Regulations, Medicines and Related Substances Control Act
- Computer literacy
- Good Communication Skills

**KEY PERFORMANCE AREAS:**

- Order pharmaceutical items as authorized by the Nursing Manager.
- Receive stock from depot/hospitals.
- Provide cold chain information to all staff involved in the cold chain.
- Issuing stock to cubicles, vaccination outreach teams and patients.
- Assist in maintaining a pharmaceutical stock control system that complies with good pharmacy practice and legal requirement.
- Control and distribution of stock to facilities with particular reference to the dispatching of such products to facilities within the legal requirements and according to good distribution practices.

**POST11: ARTISAN [ELECTRICIAN]: GRADE A = 20 POSTS** ArtisanElectrician2021@dhsd.limpopo.gov.za

**Salary Notch:** R190 653.00 p.a. plus 37% in lieu of benefits

**CENTRES:** Various Hospitals

**REQUIREMENTS: A) Qualifications and Competencies**

- Appropriate Trade Test Certificate



- **Inherent requirements of the job:** Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
- Valid driver's license [Attach Copy].

#### **B) Knowledge and Skills**

- Technical analysis knowledge
- Technical report writing skills.
- Computer-aided technical applications
- Good communication and computer literacy skills. (Word, Excel, Outlook).
- Knowledge of legal compliance
- Production, process knowledge and skills
- Able to read and interpret manufacturing and architectural drawings.
- Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential.
- Budgeting and Financial Management
- Good Communication, Problem solving and analysis, Decision making, Planning and organizing skills
- Mentoring and coaching
- Teamwork
- Analytical skills
- Self -management
- Customer focus and responsiveness

#### **KEY PERFORMANCE AREAS:**

- Perform scheduled and preventative electrical maintenance including grounds, plants, buildings and equipment at allocated hospital and drainage PHC facilities.
- Perform electrical repairs of building, equipment, plants, reticulations and services to client satisfaction and provide necessary feedback on completion.
- Actively assess the electrical compliance of Physical Facility environment including electro-mechanical installations.
- Manage and supervise Human Resources

**POST 12: ARTISAN [CARPENTER]: GRADE A = 20 POSTS** [ArtisanCarpenter2021@dhsd.limpopo.gov.za](mailto:ArtisanCarpenter2021@dhsd.limpopo.gov.za)

**Salary Notch:** R190 653.00 p.a. plus 37% in lieu of benefits

**CENTRES:** Various Hospitals

#### **REQUIREMENTS:**

##### **A) Qualifications and Competencies**

- Appropriate Trade Test Certificate
- **Inherent requirements of the job:** Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
- Valid driver's license [Attach Copy].

##### **B) Knowledge and Skills**

- Technical analysis knowledge
- Technical report writing skills.
- Computer-aided technical applications
- Good communication and computer literacy skills. (Word, Excel, Outlook).
- Knowledge of legal compliance
- Production, process knowledge and skills



- Able to read and interpret manufacturing and architectural drawings.
- Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential.
- Budgeting and Financial Management
- Good Communication, Problem solving and analysis, Decision making, Planning and organising skills
- Mentoring and coaching
- Teamwork
- Analytical skills
- Self -management
- Customer focus and responsiveness

#### **KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to carpentry
- Test repair equipment and /or facilities against specifications.
- Service equipment and / or facilities.
- Keep and maintain job record / register of maintained and repaired faults.
- Manage and supervise Human Resources

**POST 13: ARTISAN [PLUMBER]: GRADE A = 20 POSTS**     [ArtisanPlumber2021@dhsd.limpopo.gov.za](mailto:ArtisanPlumber2021@dhsd.limpopo.gov.za)

**Salary Notch:** R190 653.00 p.a. plus 37% in lieu of benefits

**CENTRES:** Various Hospitals

#### **REQUIREMENTS:**

##### **A) Qualifications and Competencies**

- Appropriate Trade Test Certificate
- **Inherent requirements of the job:** Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
- Valid driver's license [Attach Copy].

##### **B) Knowledge and Skills**

- Technical analysis knowledge
- Technical report writing skills.
- Computer-aided technical applications
- Good communication and computer literacy skills. (Word, Excel, Outlook).
- Knowledge of legal compliance
- Production, process knowledge and skills
- Able to read and interpret manufacturing and architectural drawings.
- Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential.
- Budgeting and Financial Management
- Good Communication, Problem solving and analysis, Decision making, Planning and organizing skills
- Mentoring and coaching
- Teamwork
- Analytical skills
- Self -management
- Customer focus and responsiveness



**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to plumbing
- Test repair equipment and /or facilities against specifications.
- Service equipment and / or facilities.
- Keep and maintain job record / register of maintained and repaired faults.
- Manage and supervise Human Resources

**POST 14: ARTISAN [PAINTER]: GRADE A = 20 POSTS** [ArtisanPainter2021@dhsd.limpopo.gov.za](mailto:ArtisanPainter2021@dhsd.limpopo.gov.za)

**Salary Notch:** R190 653.00 p.a. plus 37% in lieu of benefits

**CENTRES:** Various Hospitals

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- Appropriate Trade Test Certificate
- **Inherent requirements of the job:** Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
- Valid driver's license [Attach Copy].

**B) Knowledge and Skills**

- Technical analysis knowledge
- Technical report writing skills.
- Computer-aided technical applications
- Good communication and computer literacy skills. (Word, Excel, Outlook).
- Knowledge of legal compliance
- Production, process knowledge and skills
- Able to read and interpret manufacturing and architectural drawings.
- Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential.
- Budgeting and Financial Management
- Good Communication, Problem solving and analysis, Decision making, Planning and organizing skills
- Mentoring and coaching
- Teamwork
- Analytical skills
- Self-management
- Customer focus and responsiveness

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to painting
- Test repair equipment and /or facilities against specifications.
- Service equipment and / or facilities.
- Keep and maintain job record / register of maintained and repaired faults.
- Manage and supervise Human Resources



**POST 15: ADMINISTRATION CLERK [LEVEL 5] = 18 POSTS** [AdminClerk2021@dhsd.limpopo.gov.za](mailto:AdminClerk2021@dhsd.limpopo.gov.za)

**Commencing Salary Notch: R173 703 p.a. plus 37% in lieu of benefits**

**CENTRES:** Varous Hospitals

**REQUIREMENTS:**      **A) Qualifications and Competencies**

- A minimum of Grade 12 or equivalent qualification at NQF level 4.

**B) Knowledge and skills**

- Computer literacy
- Report writing skills

**KEY PERFORMANCE AREAS:**

- Provide administrative support to each workstream in the vaccination TWG including taking minutes, tracking resolutions and progress in implementation thereof, invoicing etc as per grant imperatives.
- Preparation of IYMs and DORA reports and any other financial reporting as required.
- Maintaining and filing of documents related to workstream including minutes.

**POST16: STAFF NURSE GRADE 1 = 125 POSTS** [StaffNurse2021@dhsd.limpopo.gov.za](mailto:StaffNurse2021@dhsd.limpopo.gov.za)

**Salary Notch: R171 381 p.a. plus 37% in lieu of benefits.**

**CENTRES:** Various Hospitals

**REQUIREMENTS:**      **A) Qualifications and Competencies**

- Qualification that allows registration with the SANC as Staff Nurse
- Current Registration with the SANC as Enrolled Nurse

**B) Knowledge and skills**

- Basic Knowledge of laws that govern the profession
- Basic Nursing skills

**KEY PERFORMANCE AREAS:**

- Implement nursing care within the scope of practice for Enrolled Nurses

**POST 17: FORENSIC PATHOLOGY OFFICERS: GRADE 1 = 43 POSTS**

[ForensicPathologyOfficer2021@dhsd.limpopo.gov.za](mailto:ForensicPathologyOfficer2021@dhsd.limpopo.gov.za)

**Salary Notch: R168 429.00 p.a. plus 37% in lieu of benefits.**

**CENTRES:** Various Hospitals

**REQUIREMENTS:**      **A) Qualifications and Competencies**

- Matric (or equivalent) qualification with English, Life sciences and/or biology as passed subjects.





- Valid (code B/EB) driver's license [attach copy] candidate will be required to take a test driving.
- Computer and software literacy will be an added advantage.
- Appropriate in-service training will be an added advantage.
- Ability to lift and work with heavy corpses (mutilated, decomposed, infectious viruses etc.)
- Will be required to travel for long periods of time.

#### **B) Knowledge and Skills**

- Effective and efficient recovery, storage and processing of bodies.
- Safe keeping of the deceased, document, evidence, information, exhibits and property from incident scenes.
- Carry out pre and post mortem preparation of dead bodies; perform standby duties afterhours or 12 hour shift duties.
- Assist with in rendering an efficient forensic autopsy process (which includes dissection, evisceration of organs, scribing and typing) in accordance with set standard and guidelines by assisting Forensic Pathologist in autopsies.
- Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety requirement.
- Management of exhibits, specimens, statement and reports including completion and administration of statement including completion and administration of statement and documentation during and after forensic pathology process.
- Maintain of mortuary, vehicles and equipment hygiene in terms of occupational health and safety
- Caring and kind interaction with the bereaved families

#### **KEY PERFORMANCE AREAS:**

- Ensure the rendering of an effective, efficient and caring service within the forensic pathology laboratory.
- Render efficient support service to manager with regard top management of forensic pathology services.
- Effective compliance of occupational health and safety, and medical waste disposal regarding efficient and effective mass/mini disaster plans.
- Attendance at court and scene as and when required.
- Successful candidate will be required to work overtime or shift duties.
- Successful candidate will be comply with Covid 19 prescripts
- Successful candidate will be required to work in both Forensic and Hospital mortuary (collection, issuing and full administration)

**POST 18: DATA CAPTURERS [COVID-19 VACCINATION ROLL-OUT] [LEVEL 4] = 125 POSTS**

[DataCapturer2021@dhsd.limpopo.gov.za](mailto:DataCapturer2021@dhsd.limpopo.gov.za)

**Salary Notch:** R145 281.00 p.a. plus 37% in lieu of benefits

**CENTRES:** Various Hospitals

#### **REQUIREMENTS:**

##### **A) Qualifications and Competencies**

- Matric / Grade 12 or equivalent at NQF level 4.



## **B) Knowledge and Skills**

- Ability to analyse and interpret data
- Computer Literacy (Ms Word & Excel)
- Experience of health care programmes data capturing will be an added advantage.

### **KEY PERFORMANCE AREAS:**

- Collect vaccination data daily
- Capturing on the Electronic Vaccination Data System (EVDS)
- Retrieve and analyse captured information daily
- Ensure that daily reports are verified and validated
- Capture information on other data collection tools as and when required.
- Compile and submit daily vaccination site reports using relevant reporting tools
- Safekeeping of information
- Render general administrative functions
- Perform any other duties as directed from time to time

**POST 19: DATA CAPTURERS: HPV CAMPAIGN [LEVEL 4] [3 MONTHS CONTRACT] = 74 POSTS**  
[DataCapturerHPV2021@dhsd.limpopo.gov.za](mailto:DataCapturerHPV2021@dhsd.limpopo.gov.za)

**Salary Notch:** R145 281 p.a.

**CENTRES:** Capricorn District [15], Mopani District [17], Sekhukhune District [14], Vhembe District [18], Waterberg District [10]

### **REQUIREMENTS:**

#### **A) Qualifications and Competencies**

- Matric / Grade 12 or equivalent qualification at NQF level 4.
- Ability to analyses and interpret data.

#### **B) Knowledge and Skills**

- Computer literacy (Ms Word & Excel)

### **KEY PERFORMANCE AREAS:**

- Field visits to schools with school health teams
- Interact with nurses to obtain information
- Collect information daily and capture on a data base
- Collect and analyse HPV data daily
- Data capturing using a computer or a tablet
- Update the system daily
- Verify data to provide quality of information
- Render general administration functions
- Assist with typing of HPV work
- Collect documents for capturing
- Compile and submit reports
- Safekeeping of received data
- Perform any other duties as directed from time to time



**POST 20: NURSING ASSISTANT GRADE 1 = 18 POSTS**

**NursingAssistant2021@dhsd.limpopo.gov.za**

**Salary Notch:** R132 525 p.a. plus 37% in lieu of benefits

**CENTRES:** Various Hospitals

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- Qualification that allows registration with the SANC as Nursing Assistant
- Current Registration with the SANC as Nursing Assistant

**B) Knowledge and skills**

- Basic Knowledge of laws that govern the profession
- Basic Nursing skills

**KEY PERFORMANCE AREAS:**

- Implement nursing care within the scope of practice for Nursing Assistants.

