



DEPARTMENT OF

HEALTH

DEPARTMENT OF HEALTH

REGISTRY PROVINCIAL OFFICE
RECEIVED

2024 - 10- 17

PRIVATE BAG X9302
POLOKWANE 0700

LIMPOPO PROVINCE

REF: S4/1/1
ENQ: MASELESELE LM

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO-----³⁷-----OF 2024

ADVERTISEMENT OF A VACANT POSTS IN THE DEPARTMENT OF HEALTH

1. Ensure that you read the conditions and requirement of the post **BEFORE** you apply.
2. By applying it is taken that you agree to the conditions and requirements of the post.
3. Applicants are hereby invited from suitable qualified candidates for vacant posts in the Department of Health.
4. Applications should include a fully completed **new** Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV].
5. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant 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? then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.
6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.
7. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted.
8. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
9. Shortlisted candidates for the SMS post will be required to submit SMS pre-entry certificate obtainable from National School of Government [<https://thensg.gov.za/training-course/sms-pre-entryprogramme/>] on the date of interview.

10. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
11. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000.
12. Applicants responding to this circular should quote on the Z83 form, the circular number and reference number on the application link of the post they are applying for.
13. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular.
14. **The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.**
15. **The closing date for applications is 08 November 2024**

**NB 1: Note: The circular of advertised vacant posts will be posted on the following websites:
www.ldoh.gov.za, www.dpsa.gov.za and www.limpopo.gov.za**

NB 2: Applicants can also apply through the following website <https://erecruitment.limpopo.gov.za>.

General enquiries about the advertised posts should be directed to Mr Maselesele LM at 015 293 6666 / Mr Ngobeni TM at 015 293 6423 and Ms Sebola MF at 015 293 6002 during office hours.



ACTING HEAD OF DEPARTMENT
DR NDWAMATO NN

15/10/2024
DATE

POST 1: DIRECTOR: CORPORATE SERVICES = 1 POST

Salary Package: R1 216 824.00 p.a. [All-inclusive remuneration package]

CENTRE: Mankweng Hospital

REQUIREMENTS: A) Qualifications and Competencies

- An Undergraduate qualification in Human Resource Management / Public Administration / Public Management or equivalent qualification at NQF level 7 as recognized by SAQA.
- A minimum of five [5] years' experience at middle/senior managerial level in HR
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- A valid driver's license [attach copy]

B) Knowledge and skills

- In-depth knowledge of relevant prescripts and application of human resources.
- Understanding of the legislative framework governing the Public Service.
- People management, Time management, Change and knowledge management.
- Planning and organizing, Facilitation, Problem solving, Strategic Planning, Good communication, Co-ordination, Leadership skills.
- Thorough understanding of policy formulation and coordination.
- Good background in turn around and change management strategy.

C) Personal Attributes

- Responsiveness, Pro-activeness, Professionalism.
- Accuracy, Flexibility, Independent, Co-operative, Team Player, Supportive.
- Willing to work under changing and difficult circumstances.

KEY PERFORMANCE AREAS:

- Provide leadership and strategic direction in the division.
- Develop and maintain Human Resource Planning and Information Management.
- Effective planning and co-ordination of Records Management.
- Provide Operation Services.
- Provide Security Management Services.
- Manage Information Management and Technology
- Provide effective and efficient Human Resource Management and Development
- Manage and utilize human resource in accordance with relevant directives and legislation.

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POST 2: DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES: GRADE 1 = 1 POST

Salary Package: R990 945.00 p.a. plus 12% of basis salary PSCBC rural allowance.

CENTRE: Mokopane Hospital

REQUIREMENTS: A) Qualifications and Competencies

- An appropriate recognized degree in any field classified under Allied.
- Master's Qualification will be an added advantage.
- Current registration with the Health Professions Council of South Africa [HPCSA] in any field classified under Allied.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- A valid driver's license.

B) Knowledge and Skills

- Thorough Knowledge of PFMA, Patient right charter, Batho Pele principles, Disciplinary procedures, practices and policies.
- Ability to work in a highly pressured environment.
- Sound and in-depth knowledge of all Clinical support Services, as well as understanding of the legislative framework governing the Public Service, Knowledge about current policies and organizational structures.
- Knowledge of assistive devices, Knowledge of PFMA.
- Negotiation, People Management, Problem Solving, Planning & organizing, Time Management, Policy analysis, Facilitation, Co-ordination, Leadership, Change and knowledge management, Good Communication, Group dynamics, Diversity management, Project Management and Financial Management skills.

C) Personal Attributes

- Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Independent, Co-operative, Team player, Supportive, Flexible.
- Willing to work under changing and difficult circumstances

KEY PERFORMANCE AREAS:

- Manage Clinical Support Services
- Manage Clinical Support Staff and ensure sound workplace relationships
- Train and develop clinical support staff
- Ensure proper Asset, Assistive Devices and Consumables Management

POST 3: DEPUTY DIRECTOR: ICT INFRASTRUCTURE [GITO] [LEVEL 11] = 1 POST

Salary Package: R849 702.00 p.a. [All Inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- An appropriate National Diploma / Bachelor's Degree or equivalent qualification in Computer sciences, Information Systems or Information Technology at NQF level 6 as recognized by SAQA.
- A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Infrastructure.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- A valid driver's license.

B) Knowledge and Skills

- Corporate Governance of ICT Policy Framework.
- Excellent knowledge of current protocols and standards, including Active Directory, Group Policies, MS Exchange, Core Switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery.
- Experience in installing network cabling and telephony systems.
- Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

KEY PERFORMANCE AREAS:

- Design and implement short- and long-term strategic plans to make certain network capacity meets existing and future requirements.
- Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use.
- Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation.
- Provides ownership of problem through final resolution.
- Plan, acquire, and coordinate installation of in-house and remote hardware and software across the department's network.
- Assess, approve, and administer all equipment, hardware, and software upgrades.
- Manage and ensure effectiveness of servers, including e-mail, print, and backup servers, and their associated operating systems and software.
- Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs, and so on.
- Test network and server performance and provide network performance statistics and reports; develop strategies for maintaining network and server infrastructure.

- Oversee the administration of user accounts, permissions, and access rights in Active Directory.

POST 4: ASSISTANT DIRECTOR: OFFICE MANAGEMENT [HOD SUPPORT] [LEVEL 9] = 1 POST

Salary Notch: R444 036.00 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS:

A) Qualification and Competencies

- A minimum of an appropriate recognized qualification at NQF level 6 recognized by the South African Qualification Authority (SAQA).
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- A valid driver's license.

B) Knowledge and skills

- Understanding of the legislative framework governing the public service i.e. Public Service Act, Public Service Regulations.
- Policy analysis and development.
- Financial Management Skills.
- Management various office projects and activities.
- Project management skills.
- Good Communication (written and verbal).
- Ability to draft complex documentation.
- Report writing skills.
- Advanced computer skills in MS Word, PowerPoint, Microsoft Outlook and Excel.

KEY PERFORMANCE AREAS:

- Render secretarial duties to the Head of Department.
- Scrutinize submissions\reports and make notes and \or recommendations for the HOD or return to the compiler.
- Administer the record keeping of expenditure commitments, monitoring the expenditure.
- Respond to written, email or verbal enquiries from internal and external stakeholders.
- Draft documents as required. Devise and maintain office system.
- Provide office management to the Head of Department.
- Provide support to the office with regard to meetings.
- Remain up to date with regard to the applicable prescripts\policies and procedures applicable to the HOD's work terrain to ensure efficient and effective support to the HOD.
- Maintain good relations with the relevant stakeholders.

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POST 5: ASSISTANT DIRECTOR: RISK MANAGEMENT [LEVEL 9] = 1 POST

Salary Notch: R444 036.00 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus a minimum of undergraduate qualification at NQF level 6 in Risk management / Law / Financial stream as recognized by South African Qualifications Authority [SAQA].
- A minimum of two (2) years' experience in Risk Management, especially in Ethics and Integrity management.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- A valid driver's license.

B) Knowledge and Skills

- Compliance inspections, investigations and audit.
- A thorough understanding of the relevant legislation and policies such as Fraud Prevention Strategy, The Prevention and Combating of Corruption Activities Act (PCCA), Public Finance Management Act (PFMA), Procurement policies, Public Service Regulations, Treasury Regulations , Risk policy, Ethics policy and Whistleblowing Policy.
- Report writing skills
- Good interpersonal relations.
- Good communication (verbal and written) skills.
- Good planning and organising skills.
- An independent thinker and worker.
- Good presentation skills.
- Ability to work under pressure and to deliver within agreed time frames.

KEY PERFORMANCES AREAS:

- Ensure compliance with Ethical policies and procedures issued by the department.
- Developing and overseeing programs that reduce unethical activities in the organization
- Monitor and report on non-compliance with policies or procedures, pending or threatened violations of law or ethical values of the department.
- Promote the department's ethical culture and "Zero Tolerance Policy" within the organization.
- Conduct continuous ethics assessments.
- Management of resources within area of responsibility.
- Provide support services to the head of the Sub-directorate.

POST 6: ASSISTANT DIRECTOR: RECORDS MANAGEMENT [LEVEL 9] = 1 POST

Salary Notch: R444 036.00 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus a minimum of undergraduate qualification in Archival Studies / Records Management / Public administration / Public Management / Information Technology or equivalent qualification at NFQ level 6 as recognized by SAQA.
- A minimum of three [3] years experience in Medical Records Management.
- Certificates in Records Management obtained from National Archives and/or from any other accredited higher institutions of learning will be an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- A valid driver's license.

B) Knowledge and Skills

- Knowledge and understanding of legislative framework governing Records Management functions.
- Knowledge of Records Management classification systems.
- Knowledge of the Promotion of Access to Information Act [PAIA].
- Knowledge of disposal procedures and processes.
- Understanding of service delivery in a developmental milieu.
- Good communication, report writing and presentation skills
- Good interpersonal relations.
- Ability to function in a collaborative and collegial environment.
- Financial and people management as well as client orientation and customer service.
- Knowledge Management and Data Management governance implementation in the Public Service.
- Improved data quality: data accuracy, consistent with all requirements and business rules, and appropriate for usage

KEY PERFORMANCE AREAS:

- Formalise implementation Knowledge Processes.
- Implement KM-enabling technology platforms
- Develop and implement metadata standards.
- Develop and implement Data Security and privacy standard.
- Develop and monitor the implementation of control registers in hospitals.
- Render medical records management functions.
- To monitor medical records keeping in all institutions.
- To monitor the implementation of the records management policy.
- To monitor the implementation of PAIA process.

POST 7: EMS STATION MANAGER GRADE 3 [SHIFTS] = 1 POST

Salary Notch: R376 596.00 p.a.

CENTRE: Makhado EMS Station

REQUIREMENTS: A) Qualification and Competencies

- Grade 12 certificate.
- Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA).
- 3 Years' experience after registration with the HPCSA as an ILS, ECT, Paramedic or ECP.
- Copies of qualifications and current registration with the HPCSA to be attached.
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers.

B) Knowledge and skills

- Knowledge of ILS/ECT protocols.
- Understanding of EMS and its line of business.
- Proven managerial and interpersonal skills.
- Good verbal and written communication skills.
- Knowledge of Public Finance Management Act.

KEY PERFORMANCE AREAS:

- Management of EMS vehicles, equipment and staff at station level.
- Treat patients in accordance with relevant protocols.
- Maintain best clinical practices in accordance with quality standards.
- Abide by standing operational procedures.

POST 8: DIAGNOSTIC RADIOGRAPHER: GRADE 1-2 [SHIFT] = 1 POST

Salary Notch: Grade 1: R376 524.00 p.a., Grade 2: R439 755.00 p.a. plus 12% of basic salary PSCBC rural allowance.

CENTRES: Tshilidzini Hospital

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate qualification that allows a registration with the HPCSA as a Diagnostic Radiographer.
- Current registration with HPCSA as a Diagnostic Radiographer.
- **Experience for Grade 1:** Less than 10 years' appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Diagnostic Radiographer.
- **Experience for Grade 2:** Minimum of 10 years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Diagnostic Radiographer.

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- **Inherent requirements of the job:** Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice.

B) Knowledge and skills

- Thorough knowledge of Diagnostic Radiography techniques and protocols.
- Ability to work independently and in a team.
- Comprehensive knowledge of radiation protection, quality assurance and equipment safety.
- An understanding of public service procedures.
- Report writing skills.
- Good interpersonal relations.
- Computer literacy.
- Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems in Regional and tertiary hospitals.
- An independent thinker and worker.
- Ability to work under pressure.

KEY PERFORMANCE AREAS:

- Responsible for the smooth running of the department and professional services to patients.
- General care of patients and safety of patients.
- Produce images of high standards.

POST 9: SENIOR PERSONNEL PRACTITIONER: HRP [LEVEL 8] = 1 POST

Salary Notch: R376 413.00 p.a.

CENTRE: Nkhensani Hospital

REQUIREMENTS:

A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus undergraduate qualification in Human Resource Management / Public Management / Public Administration or equivalent qualification at NQF level 6 as recognized by SAQA plus competencies in Human Resource Planning.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- A valid driver's license.

B) Knowledge and Skills

- Knowledge of Public Service Act, Public Service Regulation, and other related legislation.
- Problem solving skills.
- Time management.
- Understanding of procurement process.
- Planning and organizing skills.

KEY PERFORMANCE AREAS:

- Manage Human Resource Planning.

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- Develop Employment Equity Plan and implement.

POST 10: EMS SHIFT LEADER: GRADES 3 [SHIFTS] = 1 POST

Salary Notch: R317 751.00 p.a.

CENTRE: Polokwane

REQUIREMENTS:

A) Qualifications and Competencies

- Grade 12 Certificate plus AEA Certificate or ILS Certificate.
- Current registration with Health Professional Council of South Africa (HPCSA) as an AEA/ILS.
- 3 years' experience after Registration as AEA/ILS
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers.
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.

B) Knowledge and Skills

- Broad knowledge and understanding of EMS regulations and other related policies.
- Knowledge of health-related Acts, Regulations and Guidelines.
- Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act.
- Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills.

C) PERSONAL ATTRIBUTES

- Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Independent, Co-operative, Team Player.

KEY PERFORMANCE AREAS:

- Provide an on-going supervisory function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon.
- Implementation of Operational plans, at shift level.
- Manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies.
- Facilitate on-going administration and Human resources management supervisory functions.
- Responsible for Performance Management and Development System assessment.
- Respond to mass casualty and disaster scenes and provide advice and leadership in such situations.
- Manage complaints from internal and external sources.
- Compile reports, conduct investigations when required to do so.
- Ensure compliance with standard operating procedures & protocols.

POST 11: CHIEF REGISTRY CLERK: [LEVEL 7] = 1 POST

Salary Notch: R308 154.00 p.a.

CENTRE: Sekororo Hospital

REQUIREMENTS: A) Qualification and Competencies

- A Senior Certificate [Grade 12] plus undergraduate qualification in Archives and Record Management at NQF level 6 as recognized by SAQA.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- A valid driver's license.

B) Knowledge and skills

- Knowledge, understanding and application of procedures and directives for the effective and safe management, storage and archiving of administrative and patient records.
- Knowledge, understanding and application of Understanding of various filing and cataloging systems.
- Knowledge, understanding and application of relevant legislations applicable to records management.
- Planning and organizing skills.
- Postal system.

KEY PERFORMANCE AREAS:

- Management of records (filing, retrieval, storage, safe keeping and access).
- Registry services including filing, postage of mail, management of incoming and outgoing internal and external correspondence.
- Maintain control registers.
- Ensure proper control to access to records storage rooms.
- Ensure confidentiality of information.
- Implement effective and efficient disposal program for Records Management.
- Preparation of records required for audit purposes.
- Ensure records storage rooms are well maintained in line with required standards.
- Supervision of subordinates.

POST 12: PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT [LEVEL 7] = 1 POST

Salary Notch: R308 154.00 p.a.

CENTRE: WF Knobel Hospital

REQUIREMENTS: A) Qualifications and Competencies

- A Senior certificate [Grade 12] plus undergraduate qualification in Human Resource Management / Public Management / Public Administration or equivalent qualification at NQF level 6 as recognized by SAQA plus competencies in Human Resource Management.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.

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B) Knowledge and Skills

- Knowledge of Public Service Act, Public Service Regulation, and other related legislation.
- Knowledge of personal will be an added advantage.
- Understanding of recruitment and selection processes.
- Problem solving skills.
- Time management.
- Understanding of procurement processes.
- Planning and organizing skills.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.

KEY PERFORMANCE AREAS:

- Handle recruitment processes.
- Handle transfers, service terminations and leave matters.
- Handle employees benefits and allowances.
- Co-ordinate the management and implementation of remuneration work outside public service.
- Handle the compensation of occupational injuries and disease Act.
- Handle state guarantees and housing allowance matters.
- Handle leave of absence and Policy on incapacity leave and ill-health Retirement [PILIR].

POST 13: FOOD SERVICE MANAGER: SHIFT [LEVEL 6] = 1 POST

Salary Notch: R255 450.00 p.a.

CENTRE: Thabamopo Hospital

REQUIREMENTS:

A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus an undergraduate qualification in Food Services Management/ Food and Beverage Management at NQF level 6 as recognized by SAQA.
- **Inherent requirement:** Willingness to perform shifts hours, weekend, public holidays and standby duties. Must be physically able to perform Food Service unit duties when required.
- A valid driver's license.

B) Knowledge and skills

- Knowledge and understanding of PFMA, PPPFA and other relevant legislation.
- Leadership, managerial, financial, good human relations and problem solving skills.
- Sound verbal and written communication skills.
- Knowledge, understanding and application of food service systems.
- Must be self-motivated.
- Good record keeping skills.
- Ability to work under pressure, write reports and be able to meet deadlines.
- Ability to handle tasks of multi-disciplinary nature
- Knowledge of occupational health and safety.

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KEY PERFORMANCE AREAS:

- Manage and supervise hospital kitchen, patients' food services and catering.
- Compile standardized recipes.
- Ensure all meals are prepared and available on time per applicable schedules.
- Monitor and ensure compliance to safety and hygiene applicable standards in the kitchen.
- Manage receipts issuing and storage of stock.
- Keep record of daily meal statistics.
- Monitoring, servicing and controlling of equipment and stock and all other relevant assets in the kitchen.
- Management of human and financial resources.

POST 14: PERSONNEL OFFICER: [LEVEL 5] = 1 POST

Salary Notch: R216 417.00 p.a.

CENTRE: Donald Frazer Hospital

REQUIREMENTS: A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus an undergraduate qualification at NQF level 6 as recognized by SAQA.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.

B) Knowledge and skills

- Good verbal and writing communication skills.
- Good interpersonal skills.

KEY PERFORMANCE AREAS:

- Provide human resource provisioning and utilization services.
- Compile statistics.

POST 15: REGISTRY CLERK [LEVEL 5] = 1 POST

Salary Notch: R216 417.00 p.a.

CENTRES: Jane Furse Hospital

REQUIREMENTS: A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus an undergraduate qualification at NQF level 6 as recognized by SAQA.
- A valid driver's licence.

B) Knowledge and Skills

- Good report writing skills
- Computer literacy with emphasis on MS Word, MS PowerPoint and MS Excel.

KEY PERFORMANCE AREAS:

- Perform office administration duties e.g maintain registers, filing and record keeping.
- Manage personal files.
- Manage archives.
- Retrieve and dispatch files.
- Perform registry services.

POST 16: REGISTRY CLERK: MEC SUPPORT (LEVEL 5) = 1 POST

Salary Notch: R216 417.00 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS:

A) Qualifications and Competencies

- A Senior Certificate [Grade 12] plus an undergraduate qualification at NQF level 6 as recognized by SAQA.
- Computer literacy in Ms Word, Excel, and PowerPoint, Virtual meeting platforms literacy.

B) Knowledge and skills

- Sound and in depth knowledge of relevant prescripts as well as understanding of the legislative framework governing the Public Service e.g. Records Management electronic filing system, Registry Management Achieves Act, Public Service Act, 1994 and Public Service Regulations, 2016
- Good Communication, report writing, problem solving, time management and customer care skills.

KEY PERFORMANCE AREAS:

- Ensure the effective and efficient maintenance of the approved filing system.
- Facilitate the distribution of incoming and outgoing mails, faxes, and correspondence.
- Developing and maintain a document tracking system.

POST 17: STAFF NURSE GRADE 1-3 [SHIFTS] = 4 POSTS

Salary Notch: **Grade 1:** R209 112.00 p.a., **Grade 2:** R248 613.00 p.a., **Grade 3:** R290 805.00 p.a.

CENTRES: Mankweng Hospital [2], Pietersburg Hospital [1], Thabamopo Hospital [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Qualification that allows registration with the SANC as Staff Nurse
- Current Registration with the SANC as Staff / Enrolled Nurse
- **Experience for Grade 1:** None after registration with the SANC as Staff / Enrolled Nurse.

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- **Experience for Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff / Enrolled Nurse.
- **Experience for Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff / Enrolled Nurse
- **Inherent requirements of the job:** Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Willingness and ability to perform overtime when the need arises.

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 18: NURSING ASSISTANT: GRADE 1-2 [SHIFTS] = 2 POSTS

Salary Notch: Grade 1: R165 177.00 p.a., **Grade 2:** R192 675.00 p.a.

CENTRES: Mokopane Hospital [1], Thabamopo Hospital [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Qualification that allows registration with the SANC as Nursing Assistant.
- Current Registration with the SANC as Nursing Assistant.
- **Experience for Grade 1:** Less than 3 years' appropriate/recognisable experience after registration with the SANC as Nursing.
- **Experience for Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant.
- **Inherent requirements of the job:** Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Willingness and ability to perform overtime when the need arises.

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.

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POST 19: EMERGENCY CARE OFFICER: GRADE 3 [SHIFTS] = 6 POSTS

Commencing Salary Notch: R206 619 p.a.

CENTRES: St Ritas EMS [1], W.F. Knobel EMS [1], Polokwane EMS [2], Rebone EMS [1], Witpoort EMS [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Successful completion of an appropriate Intermediate Life Support Course (ILS) [Attach copy] that allows registration with the Health Professions Council of South Africa [HPCSA] as an Ambulance Emergency Assistant (AEA)
- Current registration with the HPCSA as a Basic Ambulance Assistant or an Ambulance Emergency Assistant (AEA).
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers.

B) Knowledge and skills

- Understanding Emergency Medical Services and its line of business.
- Good communication and presentation skills.
- Understanding of Planned Patient Transport service
- Knowledge of clinical practice at ILS level.

KEY PERFORMANCE AREAS:

- Treat and transport primary patients to Health Facility from scene and in-between Health Facilities in accordance with relevant protocols.
- Conduct Planned Patient Transfers (PPT).
- Change and replenish surgical sundries and medicals gases and ensured items are disposed of timeously and are exchanged for fresh stock.
- Assist in maintaining a clean and tidy base and vehicles.
- Maintain best clinical practices in accordance with quality standards.
- Perform shift work in accordance with Emergency medical services policy
- Participate in in-service training and refresher courses

POST 20: TELECOM OPERATOR [LEVEL 4] = 1 POST

Salary Notch: R183 279.00 p.a.

CENTRE: Siloam Hospital

REQUIREMENTS:

A) Qualifications and Competencies

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

B) Knowledge and Skills

- Knowledge or understanding Batho Pele Principles.
- Telephone etiquette.
- Good communication, presentation, interpersonal relations and report writing skills.
- Computer Literacy.

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KEY PERFORMANCE AREAS:

- Receive and direct telephone calls
- Make calls and keep records
- Note down and transmit messages.
- Report faulty lines for repairs.

POST 21: WARD ATTENDANT [LEVEL 3] = 4 POSTS

Salary Notch: R155 148.00 p.a.

CENTRES: Mankweng Hospital [1], Pietersburg Hospital [1], Thabamopo Hospital [1], Tshilidzini Hospital [1]

REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Abet.
- Appropriate competencies in cleaning services.
- Experience in hospital environment and patient care will be an added advantage.
- **Inherent requirements of job:** Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice.

B) Knowledge and Skills

- Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993
- Waste Management
- Good Communication and customer care skills

KEY PERFORMANCE AREAS:

- Perform household activities within the ward.
- Perform cleaning services.
- Render sluice functions.

POST 22: FOOD SERVICE AID [LEVEL 2] = 2 POSTS

Salary Notch: R131 265.00 p.a.

CENTRE: Letaba Hospital

REQUIREMENTS:

A) Qualifications and Competencies

- A minimum of Grade 12 and or ABET NQF level 4
- Certificate/National Vocational certificate in Hospitality Management from TVET will be an added advantage.
- **Experience: Appropriate experience in a Food service unit.**
- **Inherent requirements of the job:** Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays.

B) Knowledge and Skills

- Ability to prepare meals according to standardised recipes and menus, as well as safely and correctly handle industrial equipment.
- Basic knowledge of the food service hygiene and safety principles.
- Handle conflict management.

KEY PERFORMANCE AREAS:

- Perform all tasks emanating from the preparation and serving of food.
- Maintain safety and hygiene standards.
- Assist in the receiving and safe storage of food and other products.
- Assist with the informal in-service training of new employees.
- Clean and purify the kitchen, canteen and equipment's.
- Deliver and Collect food warmers & trolleys from the wards according to the number of patients.
- Promote and maintain safety in the kitchen.

POST 23: CLEANER [LEVEL 2] = 2 POSTS

Salary Notch: R131 265.00 p.a.

CENTRES: Mokopane Hospital [1], Pietersburg Hospital [1]

REQUIREMENTS: A) Qualification and Competencies

- A minimum of ABET.

B) Knowledge and skills

- Good communication and customer care skills.

KEY PERFORMANCE AREAS:

- Provide cleaning services.
- Keep and maintain cleaning equipment and materials safe.

POST 24: LAUNDRY AID [LEVEL 2] = 3 POSTS

Salary Notch: R131 265.00 p.a.

CENTRE: St Ritas Hospital [2], Philadelphia Hospital [1]

REQUIREMENTS: A) Qualification and Competencies

- Ability to read and write

KEY PERFORMANCE AREAS:

- Cleaning of linen clothing and textiles for the institution.

THE END

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