



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
HEALTH



REF: S4/1/1
ENQ: MASELESELE LM

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO-----38-----OF 2024

RE-ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME [EPWP] POSITIONS IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2025

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 work opportunities for Expanded Public Works Programme [EPWP] work opportunities up to 31 March 2025.
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. Applicants should complete separate applications where more than one centre is applied for.
6. 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.
7. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted.

Handwritten signature/initials

Private Bag X9302, Polokwane

Fidel Castro Ruz House, 18 College Street, Polokwane 0700. Tel: 015-293 6000/12. Fax: 015 293 6211.

The heartland of Southern Africa – Development is about people!

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 as reference number.
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 positions.**
- 15. The closing date for applications is 29 October 2024**

**NB 1: Note: The circular of advertised positions will be posted on the following websites:
www.ldoh.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: HEALTH
DR NDWAMATO NN

15/10/2024

DATE

POSITION NO. 1: COMMUNITY HEALTH WORK ASSISTANTS = 01 POSITION

MONTHLY STIPEND: R3 850.00

CENTRES: Provincial Office

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- An undergraduate qualification at NQF Level 6 will be an added advantage.
- Computer literacy.

B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Ability to work at a fast pace but, with attention to detail and accuracy.
- Excellent administrative and organizational skills.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organize and managing all records and documents in prescribed formats i.e. soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases appropriate to the various records, reports and documents.
- Perform general Office Assistant work such as:
 - Appointments scheduling and preparations for meetings.
 - Taking minutes during meetings.
 - Data capturing and preparation of all databases and monthly reporting.
 - Preparation of schedules for applicants.
 - Prepare submissions for various offices to follow up.

POSITION NO. 2: GENERAL WORKERS: FOOD SERVICES = 04 POSITIONS

MONTHLY STIPEND: R3 850.00

CENTRES: Nkhensani Hospital [1], Letaba Hospital [3]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].
- Certificate in Hospitality Management from TVET.

B) Knowledge and Skills

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to read and write.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques and quality standards.

KEY PERFORMANCE AREAS:

- Comply with Hazard Analysis Critical Control Point [HACCP] on food handling and preparations to ensure food safety.
- Ensure that daily activities are in-line with the Hazard Analysis Critical Control Point [HACCP].
- Pre-preparation and cooking of food for normal diet as per standardized recipes.
- Pre-preparation and cooking food for therapeutic diet as per standardized recipes.
- Portion and serve (plating or bulk serving) and pack meal delivery carts according to the wards diet lists.
- Push meal delivery carts to wards to deliver food as per ward list.
- Collect meal delivery carts from the wards after serving of each meal.
- Place servings in blender to make foods for soft or liquid diets.
- Assist in packing of food into storerooms.
- Packaging and labelling of therapeutic diets as per ward diet list.
- Place items such as eating utensils and condiments on trays.
- Apportion and places food servings on plates and trays according to diet list.
- Examine filled tray for completeness and places on cart, dumbwaiter, or conveyor belt.
- Wash dishes and cleans work area, tables, cabinets and ovens.
- Collects and place garbage and trash in designated containers.
- Emptying of waste bins at all times.
- Clean, wash and maintain work areas including floors, facilities, pots, pans, service ware, utensils and equipment as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Handling of Dishwasher and cleaning of equipment and utensils before and after use.
- Supply clean cutlery and crockery during mealtimes.
- Report any faults, breakages and illness in the Food Service Unit (FSU)
- Cleaning of the FSU and food trolleys according to the cleaning schedule and after every meal preparation and serving

POSITION NO. 3: EPWP DATA CAPTURES [WEB BASED REPORTING] = 01 POSITION

MONTHLY STIPEND: R3 850.00

CENTRES: Mopani District Office

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 [Matric].

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- Computer literacy.

B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieving necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.