



DEPARTMENT OF
HEALTH

REF: S4/1/1
ENQ: NGOBENI TM
TO: ALL QUALIFYING APPLICANTS

DEPARTMENT OF HEALTH

REGISTRY PROVINCIAL OFFICE
RECEIVED

2026 – 10 - 13

PRIVATE BAG X9302
POLOKWANE 0700

LIMPOPO PROVINCE

DEPARTMENTAL CIRCULAR NO. 73 OF 2026

ADVERTISEMENT OF VACANT POSTS IN THE DEPARTMENT OF HEALTH

1. ***** NB: Ensure that you read the conditions and requirements of the post BEFORE you apply. Failure to comply with the instructions below will result in your application being disqualified.**
2. By applying, it is understood that you agree to the conditions and requirements of the post.
3. Applicants are hereby invited from suitably 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. **Completion of Z83 Application Form:**
 - 5.1 Online applications **MUST** include **ONLY** Curriculum vitae (CV) in PDF as attachment. Zipped, IMG and JPEG documents will not be accepted. 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),
 - 5.2 "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".
 - 5.3 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 for employment Z83, and applicants are accountable for the information that is provided therein. The questions related to the conditions that prevent re-appointment under Part F must be answered however applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment.
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] Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
9. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended:
 - All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
 - Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate.
 - The Office shall communicate the logistics for the psychometric assessment to the candidate.

NB: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment).

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.

The cost for Nyukela is at the applicant's own expense.

10. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. Suitable candidates will be subjected to a personnel suitability checks (criminal records, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law.
11. The successful candidate falling within the designated categories for disclosure of financial interests will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty.
12. Only the designated categories will disclose their financial interest in line with Regulation 16 (c), 17 (2) & 18 (3) of the Public Service Regulation, 2016 as amended
13. **The Department of Health is an equal opportunity Employment Equity and Affirmative Action Employer. Females are encouraged to apply for posts at senior management level in order to address the Employment Equity targets within the Department.**
14. **People with disabilities are encouraged to apply** and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to shortlisted 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.
15. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular.
16. **The Department reserves the right not to fill any advertised posts.**
17. **The closing date for applications is 06 NOVEMBER 2026**

NB 1: Note: The circular of advertised vacant posts will be posted on the following websites: <https://erecruitment.limpopo.gov.za/>, www.ldoh.gov.za, www.dpsa.gov.za and Provincial Department social media.

General enquiries about the advertised posts should be directed to Ms Hlokoa RE at 015 293 6406, Ms Mompei MM at 015 293 6126 / Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT at 015 293 6329 during office hours.



HEAD OF DEPARTMENT: HEALTH
DR NDWAMATO NN

13/10/2026

DATE

**POST 1: DEPUTY DIRECTOR GENERAL: TERTIARY, SPECIALISED AND HEALTH CARE SUPPORT SERVICES
[LEVEL 15] = 1 POST**

Salary Package: R1 885 710. 00 pa [All-inclusive remuneration package]

CENTRE: Head Office [Polokwane] [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

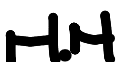
- A National Senior Certificate / Grade 12 / Matric plus an appropriate recognized postgraduate health related degree or equivalent qualification at NQF level 8 as recognised by SAQA
- Eight (8) years' experience in Senior Management.
- Proven experience of the health sector
- Good background in service delivery, turn-around and change management strategy
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license, except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Proven service delivery track record
- Interacting with policy makers and key players in Health Care
- Sound knowledge of the research methodology.
- Knowledge of all Health and related Acts and Regulations
- Strategic Capability and Leadership
- People Management and Empowerment
- Programme and Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service Delivery Innovation (SDI)
- Problem Solving and Analysis
- Client Orientation and Customer Focus
- Communication

C. PERSONAL ATTRIBUTES

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



D. KEY PERFORMANCE AREAS:

- Provide leadership and strategic direction and policy in the branch
- Manage the coordination of tertiary, specialised and health care support services
- Manage the provision of forensic medical services
- Manage the provision of specialised and private health services
- Manage and utilise human resources in accordance with relevant directives and legislation

POST 2: DISTRICT EXECUTIVE MANAGER [LEVEL 14] = 1 POST

Salary Package: R1 554 696.00 p.a. [All-inclusive remuneration package]

CENTRE: Vhembe District [1]

A. INHERENT REQUIREMENTS:

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an undergraduate qualification in any health-related field at NQF level 7 as recognized by South African Qualifications Authority [SAQA]
- A relevant postgraduate qualification in Public Health will be a strong recommendation.
- A minimum of 5 years' experience at senior management level.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms
- A valid driver's license, except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Sound in depth knowledge of Public Service Act, 1994 as amended, Public Service Regulation 2016, as amended, Public Finance Management Act, 1999, Employment Equity Act, 1998, Skills Development Act, 1998, Occupational Health and Safety Act, 85 of 1993.
- People management, problem solving, good communication, leadership, decision-making, change management, computer and conflict management skills.

C. KEY PERFORMANCE AREAS

- Provide leadership and strategic goals and objectives including managing the district in the following areas:
 - Primary Health Care
 - Hospital services
 - Financial management services
 - Corporate services
 - Corporate government and planning.
 - Information management and technology
- Develop, apply and execute policies & procedures related to the functioning of the district.
- Ensure effective and efficient service delivery within the district.
- Manage, monitor and evaluate the provision of health services within the district.
- Forge links and partnership with formal and informal sectors.
- Manage and utilize resources [human and financial] in accordance with relevant directives and legislation.



POST 3: HEAD OF CLINICAL UNIT: GRADE 1 = 2 POSTS

SALARY PACKAGE: R2 168 145.00 p.a plus Rural Allowance of 18% of basic salary PSCBC will apply.

Commuted Overtime in accordance with the provincial policy and service delivery requirements

CENTRE AND DISCIPLINES: Tshilidzini Hospital [1]; Mankweng Hospital [1]:-
[General Surgery, Pediatrics and Child Health]

This post is a joint appointment with the University of Limpopo, either as a senior lecturer or as an associate professor / professor if the requirements of the University of Limpopo are met.

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice or Public Service in the relevant medical specialty / sub-speciality
- Current registration with the HPCSA as a Medical Practitioner Independent practice / public service in a relevant specialty
- **Grade 1:** A minimum of 3 years as a Medical Specialist or Medical Sub-specialist.
- The following shall be added advantages:
 - Supervision of Registrar/s for MMed dissertation (attach cover page of dissertation/s as proof)
 - Peer reviewed publication/s.
 - PhD qualification or candidacy (attach proof of qualification or registration).
- A valid driver's license except people with disabilities.
- Willingness to work in a flexi and/or shift system.

B. KNOWLEDGE AND SKILLS

- Sound knowledge, skill and experience in the relevant discipline.
- Evidence of leadership, innovation and managerial ability
- Evidence of ability to effectively train and teach at undergraduate and postgraduate level and experience in research and supervision
- Vision for the development of services in your discipline and appropriate knowledge of the health system.

C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results-oriented.
- Calm under pressure and adaptable to change.
- Committed to continuous learning and Batho Pele principles



D. KEY PERFORMANCE AREAS FOR CLINICAL DISCIPLINES

- Plan and render comprehensive effective health service for patients in the province, appropriate to the discipline and level of care including outreach and support services to other levels of care in the catchment area
- Lead clinical governance and quality improvement in your area of responsibility, including developing relevant guidelines and protocols and ensuring clinical and mortality audits
- Coordinate clinical responsibilities with and supervise specialists, registrars, medical officers, interns and other health care workers in your discipline
- Lead academic activities in both undergraduate and postgraduate levels
- Provide continuing medical education programmes for doctors in the relevant discipline
- Assist with the strategic and operational planning of services in the catchment area of the hospital

POST 4: SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 = 1 POST

SALARY PACKAGE: R1 713 534.00 [All-inclusive remuneration package] plus 22% of basic salary ISRDS Nodes Rural Allowance.

CENTRE: Philadelphia Hospital [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.
- Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner
- A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- Experience as head of clinical services will be an added advantage.
- All applicants must be South African citizens or permanent residents
- Willingness to do after-hours work and be on call including shift work.
- A valid driver's license except people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of current Health and Public Services Legislation, Regulations and Policies
- Sound clinical knowledge.
- Sound Medical Ethics with emphasis on budget control.
- Solid background of Epidemiology or demonstrative ability to use health information for planning.
- Sound knowledge of Human Resource Management and Quality Assurance Programmes



C. KEY PERFORMANCE AREAS

- Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral.
- Ensure clinical governance, clinical guidelines and adherence to clinical protocols.
- Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area.
- Ensure in-service training and supervision to all health care providers.
- Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed.
- Allocate and manage resources, both human and financial.
- Monitor key performance indicators and plan quality improvement strategies to address the gaps.

POST 5: CLINICAL MANAGER: MEDICAL: GRADE 1 [SHIFTS] = 1 POST

SALARY PACKAGE: Grade 1 = R 1 479 723.00 p.a. [All-inclusive remuneration package] plus 18% of basic salary PSCBC Rural Allowance or 22% ISRDS Nodes Rural Allowance

CENTRE: Groblersdal Hospital [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience

- An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.
- Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner.
- A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- Experience as head of clinical services will be an added advantage.
- All applicants must be South African citizens or permanent residents.
- 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; Literacy in virtual meeting platforms
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of current Health and Public Services Legislation, Regulations and Policies.
- Sound clinical knowledge.
- Sound Medical Ethics with emphasis on budget control.
- Solid background of Epidemiology or demonstrative ability to use health information for planning.
- Sound knowledge of Human Resource Management and Quality Assurance Programmes



C. KEY PERFORMANCE AREAS

- Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral.
- Ensure clinical governance, clinical guidelines and adherence to clinical protocols.
- Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area.
- Ensure in-service training and supervision to all health care providers.
- Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed.
- Allocate and manage resources, both human and financial.
- Monitor key performance indicators and plan quality improvement strategies to address the gaps.

POST 6: DIRECTOR: RECORDS MANAGEMENT [LEVEL 13] = 1 POST

SALARY PACKAGE: R1 317 384.00 p.a. [All-inclusive remuneration package]

CENTRE: Head Office [Polokwane] [1]

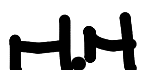
A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus an undergraduate qualification at NQF level 7 in Public Management/Public Administration/ Archive Studies/ Information Studies/Information Science or equivalent qualification as recognized by South African Qualifications Authority [SAQA].
- A minimum of 5 years' experience at middle/senior management.
- Relevant experience in records management and / or statistical analysis.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- SMS Pre-Entry Programme [Nyukela] Certificate https://www.thensg.gov.za/training-course/sms-pre-entry-programme/?utm_source=chatgpt.com upon appointment.
- A valid driver's license except people with disabilities.

B. KNOWLEDGE AND SKILLS

- A good understanding of Records Management and National Archives.
- Knowledge of legislation and related regulations and policies in the public service as a whole relevant to the management of the directorate.
- Ability to manage multiple projects, excellent interpersonal & communication skills (written & verbal).
- Report writing and presentation skills.
- The incumbent must be assertive and self-driven, innovative, and creative, client focused, and solution-oriented
- Problem Solving, Good Communication, Facilitation, Analytical, Listening, Innovative, Report Writing, Conflict Resolution, Negotiation, Technical, Quantitative, Presentation and Co-ordination Skills.
- Be able to work under stressful situations as well as the ability to maintain high levels of professionalism.



C. PERSONAL ATTRIBUTES

- Honesty, Integrity, Flexibility.
- Responsiveness, Professionalism, Accuracy, Supportive, Team Player, Co-operative, Confidentiality, Pro-activeness.

D. KEY PERFORMANCE AREAS

- Provide leadership and strategic direction in the division.
- Ensure implementation and maintenance of sound Records Management Practices.
- Ensure proper provisioning and maintenance of General Records Services.
- Ensure proper provisioning and maintenance of Personnel Record Services in the Department.
- Ensure proper provisioning and maintenance of Medical Record Services in the Department.
- Manage records, knowledge and related projects
- Formulate and manage the component's budget against its strategic objectives.
- Manage resources (Physical, Human and Financial)

POST 7: DIRECTOR: CORPORATE SERVICES [LEVEL 13] = 1 POST

SALARY PACKAGE: R1 317 384.00 p.a. [All-inclusive remuneration package].

CENTRE: Vhembe District Office [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus appropriate undergraduate qualification at NQF level 7 as recognized by SAQA.
- Five (5) years' experience at middle/senior management level within Corporate Services
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- SMS Pre-Entry Programme [Nyukela] Certificate [https://www.thensg.gov.za/training-course/sms-pre-entry-programme/?utm_source=chatgpt.com] upon appointment.
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of Public Finance Management Act (PFMA) and related regulations and policies, e.g. Public Service Act, 1994, Public Service Regulations, 2016, Employment Equity Act, Basic Conditions of Employment Act, Code of Remuneration [CORE] and Bargaining Council Resolutions related to Human Resource Administration Services.
- Sound and in-depth knowledge of relevant prescripts, application of Corporate Services as well as understanding of legislative framework governing the public service.
- Knowledge of policies and procedures.
- People management, problem solving, planning and organizing, time management, strategic planning, policy analysis and development, change and knowledge management skills.
- Good communication and report writing skills.

C. PERSONAL ATTRIBUTES

- Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility. Independent, Cooperative, Team Player, Supportive.
- Willingness to work under changing and difficult circumstances.
- Client focused HR Strategist.

D. KEY PERFORMANCE AREAS

- Provide strategic leadership, direction, monitoring and evaluation.
- Provide effective and efficient Human Resource Management and Development
- Provide Government Information and Communication Technology Services
- Manage the provision of Employee Relations and People Management Services.
- Manage security and work environment services.
- Manage records management.
- Manage the provision of Employee Health and Wellness Program
- Manage resources (Physical, Human and Financial)

POST 8: DIRECTOR: INFRASTRUCTURE MAINTENANCE AND TECHNICAL SUPPORT (LEVEL 13) = 1 POST

Commencing Salary Package: = R1 317 384.00 p.a. (All-inclusive remuneration package)

CENTRE: Provincial Office [Polokwane] [1]

A. INHERENT REQUIREMENTS:

Qualifications and Competencies

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Civil/Structural or Mechanical / Electrical Engineering. At least 6 years' post qualification experience.
- Five (5) years' middle management experience in infrastructure maintenance
- Training programmes undertaken and successfully completed in Project Management or Health Facilities Management; or Maintenance Management
- PLUS experience in health engineering and or health infrastructure maintenance or a similar complex environment will be an added advantage
- Computer literacy with proficiency in MS Office Software
- Valid driver's license except for people with disabilities. The successful applicant must be prepared to travel extensively throughout the province and work longer hours.
- **Main Role:** The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Support Services and will be responsible for the provision of the effective and efficient management of the maintenance of the entire spectrum of Health Facilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost-effective manner

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes.
- The ability to understand the health services plan of the Department and specifically the requirements for maintenance, engineering and related support services and provide support to the chief directorate and health facilities.
- The ability to understand and apply international and national engineering, municipal waste management the occupational health and safety standards.

- The ability to understand and interpret specifications for engineering & technical services and application of the knowledge for procurement processes.
- The ability to plan and manage a diverse portfolio of projects and programmes.
- The ability to undertake a risk analysis and undertake a risk mitigation strategy.
- The ability to prepare reports, submissions and presentations the ability to motivate staff, develop competencies and promote a culture of excellence.
- The ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings.
- Manage people.
- Manage finances.

C. KEY PERFORMANCE AREAS

- Plan, implement and manage the maintenance and technical support services component of all health facilities and infrastructure. Manage the provision of professional engineering services and provide support to the chief directorate and health facilities.
- Provide oversight management of maintenance and technical services provided at all health facilities.
- Manage the acquisition and deployment of maintenance resources Co-operate and work collaboratively with the directors, middle managers, professionals, technical and administrative support staff in the chief directorate in terms of infrastructure and maintenance planning and delivery, the health care services community at large in the provincial, district and facility maintenance teams.
- Manage healthcare infrastructure risk and quality improvement programmes.
- Manage compliance with the provisions of the Occupational Health and Safety Act [OHS] related to equipment and effective municipal waste management.
- Set the visionary and strategic direction of the directorate, support and compliance to the health care service delivery imperative and legal prescripts.
- Manage the human, physical and financial resources of the directorate.

POST 9: CHIEF ENGINEER: MECHANICAL: ENGINEERING SERVICES [GRADE A-B] = 1 POST [RE-ADVERT]

**Salary Package: Grade A= R1 317 108.00 p.a., Grade B= R1 593 765.00 p.a. (All-inclusive remuneration package)
(The Department will determine the salary package based on years of experience post professional registration)**

CENTRE: Provincial Office (Polokwane) [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience:

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Mechanical Engineering.
- Registered as a Professional Engineer with ECSA.
- Six [6] years' experience. Experience in a health care environment or an environment of similar complex will be an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- The successful applicant must be prepared to travel extensively throughout the province and work longer hours.
- A valid driver's license except for people with disabilities.
- **Main Role:** To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process.
- The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbents of these posts will be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process.
- The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System [IDMS].
- Ability to understand the health services plan of the Department and specifically the requirements for engineering services.
- Ability to undertake engineering design and analyze knowledge.
- Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes.
- Ability to plan and manage a diverse portfolio of projects and programmes.
- Ability to apply Computer-aided engineering applications.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to prepare technical reports, submissions and presentations.
- Ability to understand how to prepare budgets, extract and interpret information from related information systems.

C. KEY PERFORMANCE AREAS

- Undertake engineering designs.
- Perform final review and approvals of audits on new engineering designs according to design principles or theory.
- Manage the execution of maintenance strategies through the provision of appropriate structures, systems and resources.
- Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability.
- Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives.
- Provide effective engineering and project management services.
- Load project documents and update information on the data management system. Manage compliance with OHS and related legislation.
- Undertake research.
- Manage people and budgets.

**POST 10: CHIEF ENGINEER: ELECTRICAL: ENGINEERING SERVICES [GRADE A-B] = 1 POST
[RE-ADVERT]**

Commencing Salary Package: Grade A= R1 317 108.00 p.a., Grade B= R1 593 765.00 p.a. (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)

CENTRE: Provincial Office (Polokwane) [1]



A. INHERENT REQUIREMENTS:

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Electrical Engineering.
- Registered as a Professional Engineer with ECSA.
- Six [6] years' experience.
- Experience in a health care environment or an environment of similar complex will be an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- The successful applicants must be prepared to travel extensively throughout the province and work longer hours.
- A valid driver's license except for people with disabilities.
- **Main Role:** To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
- The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbents of these posts will be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process.
- The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System [IDMS].
- Ability to understand the health services plan of the Department and specifically the requirements for engineering services.
- Ability to undertake engineering design and analyze knowledge.
- Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes.
- Ability to plan and manage a diverse portfolio of projects and programmes.
- Ability to apply Computer-aided engineering applications.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to prepare technical reports, submissions and presentations.
- Ability to understand how to prepare budgets, extract and interpret information from related information systems.

C. KEY PERFORMANCE AREAS

- Undertake electrical engineering designs.
- Perform final review and manage the approval of audits on new electrical engineering designs according to design principles or theory.
- Manage the execution of maintenance strategies through the provision of appropriate structures, systems and resources.
- Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability.
- Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives.
- Provide effective engineering and project management services.
- Manage compliance with OHS and related legislation.
- Load project documents and update information on the data management system.
- Undertake research.
- Manage people and budgets.



**POST 11: CHIEF QUANTITY SURVEYOR: ENGINEERING SERVICES [GRADE A-B] = 1 POST
[RE-ADVERT]**

Commencing Salary Package: Grade A= R1 143 468.00 p.a., Grade B= R1 376 199.00 p.a. (All-inclusive remuneration package). (The Department will determine the salary package based on years of experience post professional registration)

CENTRE: Provincial Office (Polokwane) [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Quantity Surveying. Registration as a Professional Quantity Surveyor with SACQSP.
- Six [6] years' experience post qualification.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- The successful applicant must be prepared to travel extensively throughout the province and work longer hours.
- A valid driver's license except for people with disabilities.
- **Main Role:** To manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Framework [IDMS].
- The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbents of the post will be responsible for providing quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of health projects.
- Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to interpret existing and develop new Functional and Technical Norms and Standards.
- Ability to identify the required information fields and documents for use by Health.
- Ability to prepare reports, submissions and presentations.
- Ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings.
- Ability to understand how to prepare budgets, extract and interpret information from related information systems.
- Ability to understand how to apply the IDMS.
- Ability to understand how to identify the required information fields and documents for use by health.

C. KEY PERFORMANCE AREAS

- Prepare the construction procurement strategy and the Infrastructure Programme Management Plan.
- Contribute from a quantity surveying perspective project brief, costing models and operational narratives.
- Prepare quantity surveyor inputs for the User Asset Management Plan, the project list and Infrastructure Programme Management Plan.
- Prepare and/or manage the approval of packages/individual project briefs.
- Develop and maintain quantity survey planning and cost norms & standards.
- Participate in the procurement of professional service providers and contractors.



- Prepare policies, strategies, plans, procedures and criteria for all infrastructure projects from a quantity surveying perspective.
- Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan.
- Monitor the implementation of Programmes/Projects.
- Load project documents and update information on the data management system.
- Manage the approval of project stage reports & designs.
- Manage the interface between the end-user/community structures and Implementing Agent[s].
- Undertake research.
- Mentor and support a candidate quantity surveyor.
- Manage human, physical and financial resources.

POST 12: CHIEF ARCHITECT: ENGINEERING SERVICES [GRADE A-B] = 1 POST [RE-ADVERT]

Commencing Salary Package: Grade A= R1 143 468.00 p.a., Grade B= R1 376 199.00 p.a. (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)

CENTRE: Provincial Office (Polokwane) [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Architecture.
- Registration with the SACAP as a Professional Architect.
- Six [6] years' experience post qualification.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- The successful applicant must be prepared to travel extensively throughout the province and work longer hours.
- A valid driver's license except for people with disabilities.
- **Main Role:** To manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].
- The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbent of this post will be responsible to provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework [IDMS].
- The ideal candidates must have the ability to understand how to apply the IDMS.
- Ability to understand how to prepare budgets, extract and interpret information from related information systems.
- Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure.
- Ability to understand how to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to specify low maintenance building options.
- Ability to understand how to interpret existing/ customize functional and technical norms and standards.
- Ability to understand how to identify the required fields of information and documents for use by Health.
- Ability to understand how to prepare reports, submissions and presentations.
- Possess management experience in design and delivery of infrastructure programmes for Health.



C. KEY PERFORMANCE AREAS

- Prepare the construction procurement strategy and the Infrastructure Programme Management Plan.
- Prepare and/or manage approval of packages/individual project briefs.
- Participate in the procurement of professional service providers and contractors.
- Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan.
- Monitor the implementation of Programmes/Projects.
- Load project documents and update information on the data management system.
- Manage the approval of project briefs, project stage reports and designs.
- Manage the interface between the end-user/community structures and Implementing Agent[s].
- Mentor and support a Candidate Architect.
- Undertake research.
- Manage human, physical and financial resources.

POST 13: MECHANICAL ENGINEER: ENGINEERING SERVICES [GRADE A-C] = 1 POST [RE-ADVERT]

Commencing Salary Package: Grade A= R914 517.00 p.a., Grade B= R1 030 296.00 p.a., Grade C= R1 172 184 .00 p.a. (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)

CENTRE: Provincial Office (Polokwane) [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Mechanical Engineering.
- Registered as a Professional Engineer with ECSA.
- Three [3] years' experience post qualification.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- A valid driver's license except for people with disabilities.
- **Main Role:** To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.
- The ideal candidate must have the ability to work in line with the Provincial Infrastructure Delivery Framework [IDMS], guide and operate within all applicable legislation, policies, frameworks and instruction notes. The successful applicant must be prepared to travel extensively throughout the province and work longer hours.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbent will be responsible to provide all mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS].
- The ideal candidate must have ability to apply the Provincial Infrastructure Delivery Management System [IDMS].
- Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure.
- Ability to understand how acquisitions and disposals are managed in Government.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to understand Provincial and Departmental policies on leases and property management.
- Ability to understand the infrastructure information fields required for updating health infrastructure information management systems.



- Ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings.
- Ability to understand how to prepare budgets, extract and interpret information from related information systems.

C. KEY PERFORMANCE AREAS

- Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory.
- Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability.
- Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives.
- Provide effective engineering and project management services.
- Load project documents and update information on the data management system. Undertake research.
- Manage human, physical and financial resources.

POST 14: ARCHITECT: ENGINEERING SERVICES [GRADE A-C] = 1 POST [RE-ADVERT]

Commencing Salary Package: Grade A= R791 604.00 p.a., Grade B= R900 957.00 p.a., Grade C=R1 015 071.00 p.a. (All-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)

CENTRE: Provincial Office (Polokwane)

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate Degree in Architecture. Registration with the SACAP as a Professional Architect.
- Three [3] years' experience post qualification.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- The successful applicant must be prepared to travel extensively throughout the province and work longer hours.
- A valid driver's license except for people with disabilities.
- **Main Role:** To assist in managing the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS].
- The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbent of this post will be responsible to provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework [IDMS].
- The ideal candidates must have the ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings.
- Ability to deal with stressful, pressurized and emergency working conditions.
- Ability to find innovative solutions to overcome planning problems.
- Ability to negotiate effectively with service providers/enforce conditions to ensure compliance with service level agreements, contracts, prescripts and Departmental norms and standards.
- Possess high levels of integrity to ensure that service providers are not “cutting corners” to improve profit.

- Ability to understand how to prepare budgets, extract and interpret information from related information systems.
- Ability to understand how to apply the IDMS.
- Ability to understand how to identify the required fields of information and documents for use by Health.

C. KEY PERFORMANCE AREAS

- Prepare the construction procurement strategy and the Infrastructure Programme Management Plan.
- Prepare and/or approve Packages/Individual Project Briefs.
- Participate in the procurement of Professional Service Providers and Contractors.
- Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan.
- Monitor the implementation of Programmes/Projects.
- Load project documents and update information on the data management system.
- Approve Project Stage reports & designs.
- Manage the interface between the end-user/community structures and Implementing Agent[s]. Research.
- Manage human, physical and financial resources.

POST 15: CONTROL ENGINEERING TECHNICIAN-MECHANICAL: INFRASTRUCTURE MAINTENANCE & TECHNICAL SUPPORT [GRADE A-B] = 1 POST [RE-ADVERT]

Commencing Salary Notch: Grade A= R573_ 552.00 p.a., Grade B= R970 731.00 p.a. (The Department will determine the salary notch based on years of experience post professional registration)

CENTRE: Provincial Office (Polokwane)

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 in Mechanical Engineering or equivalent relevant qualification.
- Registration with ECSA as a Professional Engineering Technician Mechanical.
- Six [6] years' post qualification technical experience. Training programme undertaken and successfully completed in Project Management will serve as an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- The successful applicant must be prepared to travel extensively throughout the province and work longer hours.
- A valid driver's license except for people with disabilities.
- **Main Role:** To render technical services and support in terms of management of service providers responsible for the maintenance of lifts, laundry machines, refrigeration and boilers and manage information on the use of utilities.
- The ideal candidate must have the ability to work in line with the Provincial Infrastructure Delivery Framework [IDMS], guide and operate within all applicable legislation, policies, frameworks and instruction notes.

B. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- The incumbent of this post will be responsible to provide all electrical/mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS].
- The ideal candidate must have the ability to apply the Provincial Infrastructure Delivery Management System [IDMS]. •Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure.

- Ability to understand how acquisitions and disposals are managed in Government.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to understand the infrastructure information fields required for updating health infrastructure information management systems.
- Ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings.
- Ability to understand how to prepare budgets, extract and interpret information from related information systems.

C. KEY PERFORMANCE AREAS

- Develop/determine and maintain technical and functional norms and standards for mechanical/electrical installations and systems.
- Assist with the investigation proposals for innovative service delivery mechanisms and undertake feasibility studies.
- Compile mechanical/electrical briefing documentation and specifications.
- Provide inputs to the determination of the Construction Procurement Strategy and the Infrastructure Programme Management Plan.
- Validate quality of performance of service providers in terms of norms, standards and maintenance contracts.
- Compile reports with recommendations related to non-performance in terms of maintenance mechanical/electrical installations and systems.
- Investigate mechanical/electrical engineering installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act.
- Load project documents and update information on the data management system.
- Implement [construction], training and commissioning of mechanical/electrical engineering installations.
- Undertake research.
- Manage human, physical and financial resources.

POST 16: DEPUTY DIRECTOR: FINANCIAL BUDGETING, REVENUE AND DEBT MANAGEMENT [LEVEL 11] = 2 POSTS

SALARY PACKAGE: R932 292.00 p.a. [All-inclusive remuneration package]

CENTRE: Sekhukhune District Office [1] , Mopani District Office [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- Senior Certificate [Grade 12] plus NQF level 6 qualification in Financial Management/Accounting/Economics or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five [5] years' experience within Financial Management, of which three [3] years must be at junior management level or Assistant Director level.
- CA(SA)/IIA membership, eligibility to register as a CA(SA) or Institute of internal auditors (IIA) will be an added advantage
- Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license, except for people with disabilities.



B. KNOWLEDGE AND SKILLS

- An understanding of Public Sector Financial Administration and the prescription /provision of PFMA and Treasury Regulations.
- Good understanding of BAS, LOGIS and other financial systems.
- Ability to manage multiple projects, excellent interpersonal & communication skills (written & verbal).
- Report writing and presentation skills.
- The incumbent must be assertive and self-driven, Innovative, and creative, client focused, and solution-oriented.
- Be able to work under stressful situations as well as the ability to maintain high levels of professionalism.
- Understanding of the government Standards Chart of Accounts.
- Applied Strategic Thinking
- Budgeting and Financial Management
- Project Management
- Communication and Information Management
- Continuous Improvement
- Customer Focus and Responsiveness
- Developing Others
- Diversity Management
- Managing Interpersonal Conflict and Resolving Problems

C. PERSONAL ATTRIBUTES

- Honesty
- Integrity
- Flexibility
- Responsiveness
- Professionalism
- Accuracy
- Supportive
- Team player
- Co-operative
- Confidentiality
- Pro-activeness

D. KEY PERFORMANCE AREAS

- Develop and ensure the implementation of policies, guidelines and procedures.
- Revenue management.
- Debt management
- Manage financial budgeting and reporting
- Manage resources (physical, human and financial)



POST 17: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT [LEVEL 11] = 1 POST

SALARY PACKAGE: R932 292.00 [All-inclusive remuneration package]

CENTRE: Elim Hospital

A. INHERENT REQUIREMENTS

Qualifications and Experience

- Senior Certificate [Grade 12] plus an appropriate national diploma / bachelor's degree or equivalent qualification in Financial Management/Accounting/Economics at NQF level 6 or above as recognized by the South African Qualifications Authority (SAQA).
- A minimum of five [5] years' experience in Financial Management and related processes, of which three [3] years must be at junior management level equivalent to an Assistant Director level.
- CA(SA)/IIA membership, eligibility to register as a CA(SA) or Institute of internal auditors (IIA) will be an added advantage
- **Inherent requirements of the job:** Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- **Inherent requirement:** A valid driver's license [attach a copy]

B. KNOWLEDGE AND SKILLS

- An understanding of Public Sector Financial Administration and the prescription /provision of PFMA and Treasury Regulations.
- Good understanding of BAS, LOGIS and other financial systems.
- Ability to manage multiple projects, excellent interpersonal & communication skills (written & verbal).
- Report writing and presentation skills.
- The incumbent must be assertive and self-driven, Innovative, and creative, client focused, and solution-oriented.
- Be able to work under stressful situations as well as the ability to maintain high levels of professionalism.
- Understanding of the government Standards Chart of Accounts

C. KEY PERFORMANCE AREAS:

- Manage payments processes for the institution.
- Ensure that invoices are processed within 30 days of receipt.
- Manage revenue collection and debt recovery.
- Manage billing of services.
- Manage salary administration services.
- Manage budget planning and control.
- Manage asset and inventory processes of the institution.
- Manage supply chain management processes.
- Manage transport services.
- Ensure high level of compliance with applicable prescripts and procedures.
- Provide ad hoc, monthly, quarterly and annual reports relating to all the above functions.



POST 18: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT [LEVEL 11] = 1 POST

SALARY PACKAGE: R932 292.00 p.a. [All-inclusive remuneration package]

CENTRE: Sekhukhune District Office

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Human Resource Management / Development, Public Management/ Administration or equivalent qualification at NQF level 6 as recognized by SAQA.
- A minimum of five [5] years relevant experience in Human Resource Management / Development of which three [3] should be at Junior Management/ Assistant Director level.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Public Service Act, 1994.
- Public Service Regulations, 2016, Labour Relations Act 1995 Public Finance Management Act 1999.
- Basic Conditions of Employment Act 1998
- Employment Equity Act 1997 Skills Development Act 1998 Occupational Health and Safety Act 1993
- Performance Management Systems. HR Provisioning Administration.
- Public Service Administration. Human Resource Policies.
- Problem solving
- Good Communication
- Facilitation skills
- Problem-solving skills
- Leadership and analytical skills
- Listening skills Innovative.
- Report writing skills
- Conflict resolution
- Negotiation Technical skills
- Quantitative Presentation

C. PERSONAL ATTRIBUTES

- Honesty
- Integrity
- Flexibility
- Responsiveness
- Professionalism
- Accuracy
- Supportive Team player
- Co-operative
- Confidentiality
- Pro-activeness



D. KEY PERFORMANCE AREAS

- Develop and ensure the implementation of policies, guidelines and procedures
- Manage human resource practice and administration services
- Manage human resource development and information management
- Manage resources (physical and human)

**POST 19: DEPUTY DIRECTOR: BRANCH COORDINATOR: OFFICE OF THE CHIEF FINANCIAL OFFICER
[LEVEL 11] = 1 POST**

SALARY PACKAGE: R932 292.00 p.a. [All-inclusive remuneration package]

CENTRE: Head Office: Polokwane

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Office Management / Public Administration / Public Management or equivalent qualification as recognised by SAQA.
- A minimum of five [5] years' experience of which three [3] years should be at junior management/ASD level within Administration / Office Management.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Sound and in – depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.
- Strategic alignment and leadership, Planning and Organizing, Programme and Project Coordination, Governance and Compliance, Financial Management, Change Management, People Management, Problem Solving and decision making, Communication and Stakeholder Management, Conflict resolution, Diversity Management, Report writing and presentation skills.
- Ability to work in a highly pressured environment.

C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results orientated.
- Calm under pressure and adaptable to change.
- Respectful and diplomatic with stakeholders.
- Team player and supportive leader.
- Committed to continuous learning and Batho Pele principles



D. KEY PERFORMANCE AREAS

- Manage and Coordinate reports within the Office of Deputy Director- General
- Coordinate the compilation and submission of branch compliance reports, budget and plans
- Coordinate compliance reporting and other related activities in the branch, etc.
- Ensure proper management of documents
- Develop and maintain systems that will contribute towards improving efficiency in the office
- Quality assure all submissions/memos prior to approval by the DDG
- Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office, etc.
- Management of queries and correspondence within the Office
- Provide support to the office with regard to meetings and engagements
- Manage Resources (Physical, Human and Finance)

POST 20: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT [LEVEL 11] = 1 POST

SALARY PACKAGE: R932 292.00 p.a. [All-inclusive remuneration package]

CENTRES: Pietersburg Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- National Senior Certificate /Grade 12/ Matric plus NQF Level 6 qualification in Supply Chain Management/ Financial Management/Logistics/Cost and Accounting Management or equivalent qualification at NQF level 6 as recognised by SAQA
- A minimum of five (5) years relevant experience in Demand and Acquisition Management of which three (3) years must be at Junior Management or Assistant Director Level.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- A valid driver's license [Attach copy]

B. KNOWLEDGE AND SKILLS

- Hands-on approach on tenders, acquisition administration, asset management and contract management.
- Knowledge, understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPFPA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and Related Legislation. Good leadership and communication (verbal and written) skills, presentation skills, budgeting skills, computer literacy and knowledge of legal aspects in Supply Chain Management.

C. KEY PERFORMANCE AREAS

- Management of SCM bid committees; disposal committees; and contract negotiation committees.
- Management of commitments; Monitor compliance with Supply Chain Management Legislations, policies, procedures and related subscripts.
- Asset and Inventory Management as well as Contract administration.
- Prepare and submit monthly and quarterly reports in line with the reporting requirements.
- Management of staff.
- Management of audit action plan.

POST 21: DEPUTY MANAGER: NURSING SERVICES [PN A-8] [SHIFTS] = 3 POSTS

SALARY PACKAGE: R1 069 215.00 p.a. [Inclusive remuneration Package] plus 8% of basic salary PSCBC Rural Allowance

CENTRES: Donald Frazer Hospital [1], Musina Hospital [1], Seshego hospital [1]

A. INHERENT REQUIREMENTS

Qualifications and Experience

- A National Senior Certificate / Grade 12 / Matric plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification as recognized by SAQA.
- Current registration with the South African Nursing Council [SANC] as a Professional Nurse.
- A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing.
- At least 4 years of the period referred to above must be appropriate/recognizable experience at Management level.
- Willingness to do after-hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession.
- Knowledge of Performance Management and Development System.
- Knowledge of strategic planning.
- Knowledge of PFMA and Treasury Regulations.
- Knowledge of the application of Batho Pele principles, Patients' Rights Charter and quality assurance system.
- Knowledge of managing workplace discipline.
- Well-developed communication, presentation, negotiation and research skills.
- Knowledge of hospital performance indicators.

C. KEY PERFORMANCE AREAS

- Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialized nursing care within set standards and a professional and legal framework.
- Ensure that prescribed policies and procedures are adhered to.
- Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development.
- Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure delivery of cost-effective quality health care.
- Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation.
- Effective utilization of information technology and information systems to ensure accurate statistical data collection and capturing.
- Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.
- Participate in the analysis formulation and implementation of nursing guidelines, practices, standards and procedures.



POST 22: ASSISTANT MANAGER: NURSING [AREA] [PN – A7] = 1 POST

SALARY NOTCH: R720 819.00 p.a.

CENTRE: Pietersburg Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a Professional Nurse.
- Post basic qualification with duration of at least 1 year accredited with the SANC.
- Current registration with the South African Nursing Council as a Professional Nurse.
- A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing.
- At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
- At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
- Willingness to do after-hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession.
- Knowledge of the Performance Management and Development System.
- Knowledge of the Public Finance Management Act [PFMA] and Treasury Regulations.
- Understanding the application of Batho – Pele principles, Patients' Rights charter and quality assurance system.
- Well-developed communication, presentation, negotiation and research skills.
- Ability to interact with diverse stakeholders and health users and givers.
- Computer literacy and report writing skills.
- Facilitation and coordination skills.
- Problem solving, planning and organizing skills.

C. KEY PERFORMANCE AREAS

- Provide nursing services for in-patient care, outpatient care, chronic inpatient, outpatient services, occupational services, occupational, infection and quality assurance services.
- Implementation of the nursing plan [Clinical, Practices/quality of practice].
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and relevant care.
- Maintain a constructive working relationship with nursing & other stakeholders.
- Utilize human material and physical resources effectively and effectively.
- Promote care for ethics and professionalism.



POST 23: PHARMACIST: GRADE 1 = 1 POST

SALARY PACKAGE: R882 816.00 p.a. [All-inclusive remuneration package] plus 17% of basic salary ISRDS Nodes Rural Allowance.

CENTRE: Groblersdal Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus basic qualification accredited with the South African Pharmacy Council [SAPC] that allows registration as a Pharmacist with the SAPC.
- Current registration with the South African Pharmacy Council (SAPC) as a pharmacist.
- Experience: Less than 5 years' experience after registration as a Pharmacist with the SAPC.
- 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.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Pharmacy Act and Regulations, Medicines and Related Substances Control Act as amended.
- Good Pharmacy Practice (GPP).
- Computer literacy.
- Good Communication Skills.
- Public Finance Management Act.
- Labour Relations Act, 1995

C. KEY PERFORMANCE AREAS

- Ensure the availability of medicines and supplies (provide alternative treatment, provide continuous medicines availability feedback to healthcare professionals).
- Provide support to the clinics and perform ward rounds.
- Manage pharmaceutical services by promoting rational medicines use, pharmacovigilance, antimicrobial stewardship through their local Pharmaceutical and Therapeutics Committees, Stock management and reporting on stock reporting systems.
- Manage stock at all levels and elimination of pharmaceutical waste
- Ensure the use of hospital formulary and update of code list as and when there are changes made to the Standard Treatment Guidelines.



POST 24: OPERATIONAL MANAGER NURSING [PHC] [PN-B3] [SHIFTS] = 128 POSTS [RE-ADVERT]

COMMENCING SALARY NOTCH: R720 819.00 p.a. plus 8% of basic salary PSCBC Rural Allowance or 12% ISRDS Nodes rural allowance

CENTRES:

Capricorn District [24]

Mathabatha Clinic [1], Roosenkrantz Clinic [1], Towerfontein Clinic [1], Uitkyk Clinic [1], Helen Franz Gateway Clinic [1], Smugglers Union Clinic [1], Zebediela Clinic [1], Lebowakgomo Gateway Clinic [1], Unit R Clinic [1], Malemati Clinic [1], Botlokwa Gateway Clinic [1], Mushubaba Clinic [1], Seshego Zone 2 Clinic [1], Molepo Clinic [1], Sehlale Clinic [1], Dikgale Clinic [1], Sebayeng Clinic [1], Matlala Clinic [1], Goedgevonden Clinic [1], Naledi Clinic [1], WF Knobel Gateway Clinic [1], Block 14 Clinic [1], Moletji Clinic [1], Botlokwa gateway [1]

Mopani District [31]

Bismark Clinic [1], Sekororo Gateway Clinic [1], Sekororo Clinic [1], The Oaks Clinic [1], Lorraine Clinic [1], Matshwi Clinic [1], Medingeni Clinic [1], Lulekani CHC [1], Grace Mugodeni CHC [1], Msengi Clinic [1], Nkhensani Gateway Clinic [1], Rotterdam Clinic [1], Middlewater Clinic [1], Zangoma Clinic [1], Julesburg CHC [1], Letsitele Clinic [1], Maake Clinic [1], Nkowankowa CHC [1], Ooghoek Clinic [1], Shiluvani CHC [1], Hugo Clinic [1], Duiwelskloof CHC [1], Dzumeri Clinic [1], Namakgale B Clinic [1], Pheeha Clinic [1], Humulani Clinic [1], Kgapanne Clinic [1], Namakgale Clinic [1], Nyabane Clinic [1], Bellevue Clinic [1], Mariveni Clinic [1]

Vhembe District [35]

Folovhodwe Clinic [1], Vyeboom Clinic [1], Malamulele Clinic [1], Helderwater Clinic [1], Tiyani CHC [1], Louis Trichardt Clinic [1], Mulala Clinic [1], Davhani Clinic [1], Masisi Clinic [1], Matiyani Clinic [1], Ntlhaveni Clinic [1], Nghezimani Clinic [1], Kurhuleni Clinic [1], Midoroni Clinic [1], Kulani Clinic [1], Mbokota Clinic [1], Nkhensani Clinic [1], Sereni Clinic [1], Riverplaats Clinic [1], Manyima Clinic [1], Mukuya Clinic [1], Mudimeli Clinic [1], Matsa Clinic [1], Straigthardt Clinic [1], Rabali Clinic [1], Khomele Clinic [1], Madala Clinic [1], Rumanu Gateway Clinic [1], Khakhu Clinic [1], Vuvha Clinic [1], Vhambelani Maelula Clinic [1], Mukula Clinic [1], Pfanani Clinic [1], Lambani Clinic [1], Muwaweni Clinic [1]

Waterberg District [14]

Thabaleshoba CHC [1], Jakkalskui Clinic [1], George Masebe Gateway Clinic [1], Makgobe Clinic [1], Pholotji Clinic [1], Vaalkop Clinic [1], Voortrekker Gateway Clinic [1], Pienaarsriver Clinic [1], Chromite Block Clinic [1], Thabazimbi Clinic [1], Thabazimbi Gateway Clinic [1], Roetan Clinic [1], Mankuwe Clinic [1], Segole Clinic [1]

Sekhukhune District [24]

Motshana Clinic [1], Makofane Clinic [1], Riba Clinic [1], Motsepe Clinic [1], Phasha Clinic [1], Mankotsana Clinic [1], Nchabeleng Clinic [1], Paulos Masha Clinic [1], Mohlaetsi Clinic [1], Selepe Clinic [1], Phahlamanoge Clinic [1], Seroka Clinic [1], Schonoord Clinic [1], Mamone Clinic [1], Marishane Clinic [1], Magalies Clinic [1], Vlakplaas Clinic [1], Moutse West Clinic [1], Van Der Merweskraal Clinic [1], Elandsdorin Clinic [1], Moutse East Clinic [1], Selala Clinic [1], Rammupudu Clinic [1], Hlogotlou Clinic [1]



A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus a minimum of Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse.
- A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in one of the specialities relevant to PHC.
- A minimum of nine (9) years' appropriate/recognisable experience in nursing after registration as professional nurse with the SANC 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 specialty.
- Willingness to work shifts, day-night duty, weekends and public holidays and to work extra hours on short notice.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of primary health care package of services and management of diseases.
- Good written and verbal communication and good interpersonal relations.
- Experience in linking patient information and project management activities.
- Ability to work independently.
- Sound understanding of PMDS.
- Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector.
- Good organizational, interpersonal, leadership, decision-making and conflict resolution skills.
- Basic computer skills (MS word/power point/excel).
- Basic understanding of HR and financial policies and practices.

C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results orientated.
- Calm under pressure and adaptable to change.
- Team player.
- Committed to continuous learning and Batho Pele principles.

D. KEY PERFORMANCE AREAS

- Effective and efficient coordination of required nursing care, which is compliant with the standards set by the service and professional framework.
- Participate in management and utilize physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies.
- Manage stock and equipment in accordance with legislation and policies.
- Participate in health promotion and illness prevention initiatives and contribute to their evaluation.
- Maintain and promote ethical standards and core values of the department.



POST 25: ASSISTANT DIRECTOR: CORPORATE SERVICES [LEVEL 09] = 2 POSTS

SALARY NOTCH: R487 197.00 p.a.

CENTRES: Musina Hospital [1], Mecklenburg Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus appropriate qualification at NQF level 6 as recognised by SAQA.
- A minimum of three [3] years' experience at supervisory level within Corporate Services.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Sound and in – depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service.
- Strategic alignment and leadership, Planning and Organizing, Programme and Project Coordination, Governance and Compliance, Financial Management, Change Management, People Management, Problem Solving and decision making, Communication and Stakeholder Management, Conflict resolution, Diversity Management, Report writing and presentation skills

C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results-oriented.
- Calm under pressure and adaptable to change.
- Respectful and diplomatic with stakeholders.
- Team player and supportive leader.
- Committed to continuous learning and Batho Pele principles

D. KEY PERFORMANCE AREAS

- Develop and ensure the implementation of policies, guidelines and procedures.
- Manage Human Resource Services.
- Manage Human Resource Development.
- Facilitate and co-ordinate operation services.
- Manage security services.
- Manage records management.
- Manage resources [Physical and Human]



POST 26: ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE AND ADMINISTRATION [LEVEL 09] = 3 POSTS

SALARY NOTCH: R487 197.00 p.a.

CENTRES: Elim Hospital [1], St Ritas Hospital [1], Evuxakeni Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Human Resource Management /Public Administration/ Management or equivalent qualification at NQF Level 6 as recognized by SAQA.
- A minimum of three [3] years relevant experience at supervisory level in Human Resources Practices or Administration.
- PERSAL training/certificate must be attached and knowledge of government HR systems essential.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Knowledge of the Public Service Act, 1994, Basic Conditions of Employment Act, Labour Relations Act, and related HR prescripts.
- Understanding of recruitment, selection, appointment, termination, transfer and secondment procedures in the public sector.
- Knowledge of PERSAL system functionalities and HR data management.
- Ongoing professional development in HR legislation
- Knowledge of employee benefits, housing, allowances, leave and overtime management policies.
- Knowledge of grievance, disciplinary, and labour relations procedures.
- Understanding of audit and compliance requirements in HR.
- Familiarity with HR planning, records management, and reporting protocols.

C. KEY PERFORMANCE AREA

- Implement the business plan in line with strategic objectives.
- Manage appointments, termination, transfers and secondments.
- Manage leave of absence and employee benefits [Allowance, overtime, Housing].
- Provide Human Resource Administration Support and compliance.
- Manage employee relations.
- Manage resources [Physical and Human]

POST 27: LECTURER [PND-1] [GRADE 1-2] = 3 POSTS

SALARY NOTCH: R495 423.00 p.a. Grade 2 = R607 350.00 p.a.

CENTRES: Waterberg Campus [1], Sekhukhune Campus [1], Thohoyandou Campus [1]



A. INHERENT REQUIREMENTS

Qualification and Experience

- National Senior Certificate / Grade 12 / Matric plus Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a Professional Nurse.
- Post basic qualification in Nursing Education registered with the SANC.
- Current registration with SANC as a Professional Nurse in Nursing Education.
- Experience for Grade 1: A minimum of four [4] years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing.
- Experience for Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing and at least 10 years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

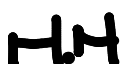
- Knowledge of procedures and processes related to nursing.
- Good Communication, leadership, management, problem solving, presentation, research, basic financial and human resource management skills. Good interpersonal relations.

C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results-oriented.
- Calm under pressure and adaptable to change.
- Respectful and diplomatic with stakeholders.
- Team player.
- Committed to continuous learning and Batho Pele principles

D. KEY PERFORMANCE AREAS

- Provide education and training for student nurses.
- Facilitate learning of students.
- Accompany students in clinical areas.



POST 28: PROFESSIONAL NURSING [SPECIALTY] [VARIOUS] GRADE 1 - 2 [PN - B1] [SHIFTS] = 17 POSTS

SALARY NOTCH = R495 423.00 p.a. Grade 2 = R607 350.00 p.a. plus 8% of basic salary PSCBC Rural Allowance

CENTRES: Mokopane Hospital [1] Letaba Hospital [4], Mankweng Hospital [4], Tshilidzini Hospital [1], St Ritas Hospital [1], Thabamopo Hospital [1], Helen Franz Hospital [1] = [Advanced Midwifery, Operating Theatre and Trauma], Hayani Hospital [1] = [Psychiatry]

SALARY NOTCH = R495 423.00 p.a. Grade 2 = R607 350.00 p.a.

CENTRE: Pietersburg Hospital [3]

Candidates applying for the above facilities should have the following specialities:

Advanced Midwifery, Child Nursing Science, Operating Theatre, Advanced Psychiatry, Oncology, Trauma, Intensive Care.

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus Basic R425 qualification [i.e. diploma/degree] in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse.
- A post basic nursing qualification in one of the above specialty nursing areas with duration of at least 1 year, accredited with the SANC in one of the specialties referred to.
- Current registration with the South African Nursing Council [SANC] as Professional Nurse.
- **Experience for Grade 1:** A minimum of 4 years appropriate /recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing.
- **Experience for Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing and at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification in Speciality.
- Must be able to work shifts [Including night duty and public holidays]. Willingness to work extra hours on short notice.

B. KNOWLEDGE AND SKILLS

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients' right charter, Batho Pele principles, public service regulations, 2016, Labour Relations Act, 1995, Disciplinary code and procedure, Grievance procedure etc.
- Good communication, Report writing, Facilitation, Liaison, Networking and Problem-Solving Skills.
- Information Management.
- Knowledge of Management, Planning and organising.



C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results-oriented.
- Calm under pressure and adaptable to change.
- Respectful and diplomatic with stakeholders.
- Team player.
- Committed to continuous learning and Batho Pele principles

D. KEY PERFORMANCE AREAS

- Provide direction and supervision for the implementation of the Nursing plan [Clinical practice/quality patient care].
- Implement standards, practices, criteria and indicators for quality Nursing [quality of practice].
- Practice nursing & health care in accordance with the laws and regulations relevant to nursing and health care.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Utilize human, material and physical resources efficiently and effectively.

POST 29: PROFESSIONAL NURSE [WITH MIDWIFERY] [PN -A2]: GRADE 1 – 2 [SHIFTS] = 42 POSTS

SALARY NOTCH: Grade 1: R337 359.00 p. a, Grade 2: R411 978.00 p. a, plus 8 % of basic salary PSCBC Rural Allowance

CENTRES: Mankweng Hospital [4], Tshilidzini Hospital [3], Thabamoopo Hospital [4], Philadelphia Hospital [1], Witpoort Hospital [1], Malamulele Hospital [1], Maphutha Malatji Hospital [1], Siloam Hospital [2], Sekororo Hospital [1], Mecklenburg Hospital [1], Seshego Hospital [1], George Masebe Hospital [1], Jane Furse Hospital [1], Donald Frazer Hospital [1], Helen Franz Hospital [2], St Ritas Hospital [1], Mokopane Hospital [1], WF Knobel Hospital [1], Elim Hospital [3], Hayani Hospital [2], Nkhensani Hospital [1], Lebowakgomo Hospital [2], Thabazimbi Hospital [1], Musina Hospital [1]

SALARY NOTCH: Grade 1: R337 359.00 p. a, Grade 2: R411 978.00 p. a

CENTRE: Pietersburg Hospital [4]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus 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.
- Grade 1: none appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- Grade 2: a minimum of 10 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC as General Nurse
- South African Citizen or permanent resident
- Willingness to do after hours work and be on call including shift work.

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.

C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results-oriented.
- Calm under pressure and adaptable to change.
- Team player.
- Committed to continuous learning and Batho Pele principles

D. 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 30: EMS STATION MANAGER GRADE 3 [SHIFTS] = 4 POSTS

SALARY NOTCH: R413 199.00 p.a.

CENTRES: Matlala EMS [1], Dendron EMS [1], Zebediela EMS [1], Witpoort EMS [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric.
- 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
- Copies of qualifications and current registration with the HPCSA to be attached.
- Willingness to do after-hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers.

B. KNOWLEDGE AND SKILLS

- Knowledge of ILS 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.

C. 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 31: DIAGNOSTIC RADIOGRAPHER: GRADE 1-2 [SHIFT] = 3 POSTS

SALARY NOTCH: Grade 1: R413 121.00 p.a., Grade 2: R482 499.00 p.a. plus 12% of basic salary PSCBC rural allowance.

CENTRES: George Masebe Hospital [1] , Sekororo Hospital [1], Donald Frazer Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus 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.
- 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.

C. 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 32: OPTOMETRIST: GRADE 1-2 = 1 POST

SALARY NOTCH: Grade 1: R413 121.00 p.a., Grade 2: R482 499.00 p.a. plus 12% of basic salary PSCBC Rural Allowance.

CENTRE: Jane Furse Hospital

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus appropriate qualification that allows registration with Health Professions Council of South Africa [HPCSA] as Optometrist.
- Current registration with Health Professions Council of South Africa as Optometrist.
- Experience for Grade 1: None after registration with HPCSA as Optometrist.
- Experience for Grade 2: Minimum of ten [10] years after registration with HPCSA as Optometrist.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Expert knowledge in the functional field of Optometry.
- A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions.
- An understanding of public service financial procedures.
- Report writing skills.
- Good communication, interpersonal relations and planning skills.
- A questioning attitude.
- An independent thinker and worker.
- Ability to work under pressure.

C. KEY PERFORMANCE AREAS

- Recommend and monitor budget level.
- Upgrading and maintenance of equipment.
- Give expert advice of a specialist nature in the interpretation before action can be taken which includes the collection and analysis of patient data.
- Solve complex professional and management problems and policy issues whereby a variety of information is analysed by evaluating a wide range of alternatives to the best suitable solutions /outcomes.
- Make recommendations with regard to policies/strategies for Optometry.
- Liaise with stakeholders on Optometry services, including NGOs and universities.
- Support and coordinate optometry services and professional development.
- Ensure the provision of optical and non-optical services to the institution.



POST 33: OCCUPATIONAL THERAPIST: GRADE 1 –2 = 3 POSTS

SALARY NOTCH: Grade 1: R413 121.00 p.a., Grade 2: R482 499.00 p.a. plus 12% of basic salary PSCBC Rural Allowance.

CENTRES: WF Knobel Hospital [1], Botlokwa Hospital [1], Tshilidzini Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus appropriate qualification that allows registration with the Health Professions Council of South Africa [HPCSA] as Occupational Therapist
- Current registration with the Health Professions Council of South Africa [HPCSA] as Occupational Therapist.
- Experience: None after registration with the Health Professions Council [HPCSA] as an Occupational Therapist.
- Experience for Grade 2: Minimum of 10 years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Occupational Therapist.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Candidate should have a sound knowledge of general Occupational Therapy principles.
- Candidates should have a sound knowledge and application of clinical theory, practice and ethics relating to the delivery of Occupational Therapy services.
- Adhere to provincial, hospital and departmental policies, procedures and regulations.
- Knowledge of public service legislation, PFMA, policies and procedure. Candidate must have good verbal and written communication skills.
- Ability to work independently and in a multidisciplinary context.
- Demonstrate effective interpersonal skills, strategic planning, organizational skills, leadership qualities and supervisory skills.
- Ability to work under pressure.

C. KEY PERFORMANCE AREAS

- Render Occupational Therapy services that comply with standards and Norms in the hospital and community setting.
- Candidate will be expected to render Occupational Therapy service in adherence to the scope of practice and health protocols.
- Render effective patient centred Occupational Therapy services in the hospital, community and outreach services to schools, ECD centres, special schools and old age homes.
- Compilation of daily and monthly statistics and reports using available departmental tools.
- Participate in Continuous professional development.
- Carry out delegated duties by supervisor or manager.
- Participate in student training and supervision
- Participate in Quality Assurance Audits
- Exercise care with all consumables and equipment.
- Manage allocated Resources.
- Participate in promoting and marketing Occupational Therapy.



POST 34: PHYSIOTHERAPIST: GRADE 1-2 = 3 POSTS

SALARY NOTCH: Grade 1: R413 121.00 p.a., Grade 2: R482 499.00 p.a. plus 12% of basic salary PSCBC Rural Allowance.

CENTRES: Lebowakgomo Hospital [1], Seshego Hospital [1], St. Ritas Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus appropriate qualification that allows a registration with the HPCSA as Physiotherapist
- Current registration with the Health Professions Council of South Africa [HPCSA] as Physiotherapist.
- Experience for Grade 1: None after registration with the Health Professions Council [HPCSA] as Physiotherapist.
- Experience for Grade 2: Minimum of 10 years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Physiotherapist.
- 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.
- Inherent requirement of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.

B. 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 patients, other health workers and oneself from infection
- An understanding of public service procedures.
- Report writing skills.
- Good interpersonal relations.

C. KEY PERFORMANCE AREAS

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



POST 35: PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT [LEVEL 7] = 7 POSTS

SALARY NOTCH: R338 106.00 p.a.

CENTRES: Witpoort Hospital [1], Siloam Hospital [2], Seshego Hospital [1], Nkhensani Hospital [1], Mokopane Hospital [1], Helene Franz Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Human Resource Management, Public Administration/ Management or equivalent qualifications at NQF level 6 as recognized by the South African Qualifications Authority [SAQA] .
- A minimum of three [3] years' experience in the Human Resource Management environment.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- PERSAL certificate / training will be an added advantage
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Knowledge of Public Service Act, 1994, Public Service Regulations, 2016 and Departmental Human Resource Policies.
- A thorough knowledge of PERSAL will be an added advantage.
- Good interpersonal skills.
- Good writing and verbal communication skills.

C. KEY PERFORMANCE AREAS

- Process applications for employment, appointment, termination of services, resettlement, transfer, performance management, Medical Aid, Housing subsidies as well as injury on duty.
- Processing of leave gratuities and pension benefits.
- Supervise and train subordinates.
- Monitor driver's license validity.
- Licensing of government vehicles.

POST 36: GRAPHIC DESIGNER: COMMUNICATION SERVICES [LEVEL 7] = 1 POST

SALARY NOTCH: R338 106.00 p.a.

CENTRE: Provincial Office [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in graphic design, Visual Communication, or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].
- Two years relevant experience in graphic design
- Proficiency in Adobe Creative Suite or equivalent professional design software is essential.
- A portfolio of design work demonstrating relevant experience will be required at interview
- Computer literacy in MS Outlook, Word, Excel and PowerPoint; and Virtual meeting platforms
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- Principles and practices of graphic design, visual communication and brand management
- Professional design software including Adobe Creative Suite (InDesign, Illustrator, Photoshop) and equivalent platforms
- Print production processes including pre-press, print finishing and large format production
- Digital content production for web, social media and email communication platforms
- GCIS Visual Identity Standards and government communication guidelines
- Accessibility standards in visual communication design
- Basic project management and production scheduling principles
- Supply chain management processes applicable to the procurement of print and design services
- Relevant public service legislation including the Public Service Act, 1994, Public Service Regulations, 2016 and the Promotion of Access to Information Act
- Advanced proficiency in professional graphic design software
- Layout design and typesetting
- Visual identity management and brand compliance
- Print and digital production management
- Project planning and deadline management
- Attention to detail and quality assurance
- Written and verbal communication
- Stakeholder liaison and interpersonal skills
- Problem solving and creative thinking
- Information and records management

C. PERSONAL ATTRIBUTES

- Professional and ethical conduct
- Accuracy and attention to detail
- Creative and innovative thinking
- Ability to work independently and as part of a team
- Flexibility and adaptability under pressure
- Cooperative and collegial working style
- Commitment to continuous learning and development



D. KEY PERFORMANCE AREAS

- Design all publication and communication materials
- Conduct media research and stay updated with design and software trends
- Advise management on effective ways of designing communication products
- Render an administrative support service

POST 37: PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER [LEVEL 7] = 1 POST

SALARY NOTCH: R338 106.00 p.a.

CENTRE: Provincial Office [1]

INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Office Management/Management Assistant/Secretarial or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].
- 1-2 years' experience in office management.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Willingness to work extra hours on short notice.
- A valid driver's license except for people with disabilities.

A. KNOWLEDGE AND SKILLS

- Sound and in-depth knowledge of relevant prescripts, procedures as well as understanding of the legislative framework governing the Public Service
- Operational Supervision and Work Allocation
- Technical Functional Competence
- Compliance and Governance
- Planning and Organising
- Verification and Quality Assurance
- Financial and Numerical Accuracy
- People Management and Discipline
- Communication and Interpersonal Skills
- Problem Solving
- Information and Records Management

B. PERSONAL ATTRIBUTES

- Ability to communicate with ministries, senior management, official and the public in a professional manner
- Ability to work individually and in a team
- Good interpersonal relations
- Ability to work with difficult persons and to resolve conflict
- Sense of responsibility and loyalty
- Objectiveness
- Integrity
- Service orientated
- Self-supervision
- Highly developed sense of honesty
- -Protect the confidentiality of documents



C. KEY PERFORMANCE AREAS

- Provides a secretarial support service
- Perform administrative duties and render support to the branch
- Provides support to manager regarding meetings
- Supports the manager with the administration of the manager's budget
- Remains up to date with regard to prescripts/ policies and procedures applicable to her/ his work terrain to ensure efficient and effective support to the manager

POST 38: ADMINISTRATION OFFICER: OFFICE OF CHIEF DIRECTOR: STRATEGY AND SYSTEMS [LEVEL 7] = 1 POST

SALARY NOTCH: R338 106.00 p.a.

CENTRE: Provincial Office [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Secretarial/ Office Management/ Management Assistant or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].
- 2 years' experience in office management
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Willingness to work extra hours on short notice.
- A valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Sound and in-depth knowledge of relevant prescripts, procedures as well as understanding of the legislative framework governing the Public Service
- Operational Supervision and Work Allocation
- Technical Functional Competence
- Compliance and Governance
- Planning and Organising
- Verification and Quality Assurance
- Financial and Numerical Accuracy
- People Management and Discipline
- Communication and Interpersonal Skills
- Problem Solving
- Information and Records Management

C. PERSONAL ATTRIBUTES

- Ability to communicate with ministries, senior management, official and the public in a professional manner
- Ability to work individually and in a team
- Good interpersonal relations
- Ability to work with difficult persons and to resolve conflict
- Sense of responsibility and loyalty
- Objectiveness
- Integrity



- Service orientated
- Self-supervision
- Highly developed sense of honesty
- Protect the confidentiality of documents

D. KEY PERFORMANCE AREAS

- Render an administrative support service.
- Establish and maintain an effective submission and correspondence control system.
- Coordinate, oversee and administer human resources administrative activities.
- Coordinate and administer supply chain and related activities for the branch.

POST 39: STATE ACCOUNTANT [EXPENDITURE AND ACCOUNTS] [LEVEL 7] = 1 POST

SALARY NOTCH: R338 106.00 p.a.

CENTRE: Witpoort Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

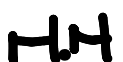
- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Financial Management/Accounting or equivalent qualification at NQF level 6 as recognised by the South African Qualifications Authority [SAQA].
- A minimum of two (2) years' experience in the salary and expenditure management / various disciplines related to financial management.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

- An understanding of public sector financial administration and the prescription / provision of PFMA and Treasury Regulations.
- Good Understanding of BAS, Finest and other financial systems.
- Well-developed communication skills / interpersonal relations.
- Thorough understanding of public sector revenue collection processes.

C. KEY PERFORMANCE AREAS

- Ensure compliance with payment of suppliers within 30 days
- Perform monthly reconciliation of invoice registers
- Manage creditors related accruals and payables
- Manage salary related accruals and payables
- Ensure that all claims are processed within prescribed timelines
- Responsible for Salary Administration services.
- Prepare documents for audit readiness purposes
- Perform monthly creditors reconciliation
- Enforce compliance to the acts, regulations, procedures and other directives.
- Attend to Internal and external auditors
- Compile relevant reports



POST 40: CHIEF REGISTRY CLERK [LEVEL 7] = 1 POST

SALARY NOTCH: R338 106.00 p.a.

CENTRE: Siloam Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- Grade 12 / Senior Certificate plus an undergraduate qualification at NQF level 6 in Archives/ Records Management/ library and information science qualification as recognized by the South African Qualifications Authority [SAQA].
- A minimum of three (3) years' relevant experience in a Registry and/ Records management environment.
- Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities

B. KNOWLEDGE AND SKILLS

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

C. 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.

HH

POST 41: PHARMACIST ASSISTANT [POST BASIC]: GRADE 1 -3 [SHIFTS] = 46 POSTS

SALARY NOTCH: Grade 1 = R275 340.00 p.a., Grade 2 = R318 666.00 p.a. Grade 3 = R343 761.00 p.a.

CENTRES:

Mopani District: [8]

Letaba Hospital [1], Kgapane Hospital [1], Mokgwathi Clinic [1], Phalaborwa Bus Stop [1], Carlota Clinic [1], Mogapeng Clinic [1], Moime Clinic [1], Nkowankowa Health Centre [1].

Vhembe District: [11]

Mpheni Clinic [1], Nkhensani Clinic [1], Masisi Clinic [1], Folovhodwe Clinic [1], Mavambe Clinic [1], Duvhuledza Clinic [1], Guyuni Clinic [1], Makuya Clinic [1], Manandze Clinic [1], Matavvhela Clinic [1], Elim [1]

Waterberg District: [7]

Mokopane Hospital [1], Rebone Clinic [1], Mankuwe Clinic [1], Ellisras Municipal Clinic TLC[1], Alma Clinic [1], Chalema Clinic [1], Jakkalskuil Clinic [1]

Sekhukhune District: [7]

Motlolo Clinic [1], Rietfontein Clinic [1], Burgesfort CHC [1], Dilokong Clinic [1], Eerstegeluk Clinic [1], HC Boshoff Gateway Clinic [1], Makofane Clinic [1]

Capricorn District: [13]

Unit B Clinic [1], Unit R Clinic [1], Mankweng Clinic [1], Sebayeng Clinic [1], Ambergate Clinic [1], Mohodi Clinic [1], Dr Machupe Mphahlele Health Centre [1], Seshego Hospital [1], Eisleben Clinic [1], Makopong Clinic [1], Ramokgopa Clinic [1], Seobi-Dikgale Clinic [1], Dendron Clinic [1].

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus an appropriate qualifications that allows registration with South African Pharmacy Council as Pharmacist Assistant [Post Basic].
- Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant Post Basic.
- Ability to travel to all facilities within the cluster.
- Willingness to do after-hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms.
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Pharmacy Act and Regulations, Medicines and Related Substances Control Act.
- Good Communication Skills.
- Support to public health initiatives.
- Safe preparation and dispensing support.
- Stock control and supply support.
- Operational and workflow support.
- Professional and ethical conduct -.
- Continuous learning and workplace training



C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Calm under pressure and adaptable to change.
- Team player.
- Committed to continuous learning and Batho Pele principles

D. KEY PERFORMANCE AREAS

- Order items as authorized by the Nursing Manager.
- Confirm and follow up all orders with DEPOT.
- Provide weekly reports on stock availability.
- Receive stock from depot/hospitals
- Receive stock from depot/hospitals, by checking physical stock vs invoices,
- Capture stock on the stock cards,
- Address all queries with the depot e.g. price queries.
- Issuing stock to cubicles and patients.
- Receive and issue stock using picking lists,
- Check if stock is picked correctly,
- Complete and maintain documentation.
- Record and report excessive stock and deviations to the Depot.
- Assist in maintaining a pharmaceutical stock control system that complies with good pharmacy practice and legal requirement.
- Manage stock to avoid expired stock,
- Maintain relevant documentation e.g. credit notes,
- Ensure product safety,
- Perform stocktaking twice a year,
- Facilitate returned goods.
- Coordinate pay-point helpdesk services.
- Monitor service level agreement with third party contractors.
- Identify new pay points.
- Re-organize and realign in terms of laid down norms and standards.
- Ensure the establishment of pay point committees.
- Participate in the 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.
- Management of cold chain.
- Pack stock after picking.
- Dispatch stock to cubicles.
- Process documents for stock returned from cubicles.

POST 42: ARTISANS GRADE A – C [SHIFTS] = 9 POSTS

SALARY NOTCH: Grade A = R253 341.00 p.a, Grade B = R297 249.00 p.a Grade C = R345 342.00 p.a

CENTRES: Philadelphia Hospital – Plumber [1], Kgapane Hospital - Plumber [1], Jane Furse Hospital - Electrician [1], Hayani Hospital - Plumber [1], Pietersburg Hospital -Plumber [1] Provincial Office - Mechanical [1], Nkhensani Hospital [1], Dilokong Hospital = Plumber [1], Thabamoopo Hospital – Plumber [1]



A. INHERENT REQUIREMENTS

Qualification and Experience

- Appropriate Trade Test Certificate.
- Grade A: 0 -16 years appropriate experience in the area after obtaining the relevant trade experience.
- Grade B: 18 – 32 years appropriate experience in the area after obtaining the relevant trade experience.
- Grade C: 33 years and above appropriate experience in the area after obtaining the relevant trade experience.
- Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms.
- Valid driver's license except for people with disabilities.

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 skill, Able to read and interpret manufacturing and architectural drawings.
- Knowledge and experience regarding 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 and analytical skills.
- Self-management.
- Customer focus and responsiveness.

C. KEY PERFORMANCE AREAS

- Maintain and repair technical faults related to electrical/ welding/ 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 43: ACCOUNTING CLERK-REVENUE MANAGEMENT [LEVEL 5] = 2 POSTS

SALARY NOTCH: R237 453.00 p.a.

CENTRE: Dr CN Phatudi Hospital [1] Thabamoopo Hospital [1]



A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in /Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognised by SAQA
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- Valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations.
- Basic understanding of BAS and PERSAL
- Communication skills and good interpersonal relations
- Ability to accept responsibility and to work independently.

C. KEY PERFORMANCE AREAS

- Receive and record debts creation forms submitted,
- Capture revenue and debt transactions in the financial system.
- Creation of debts on BAS system and implement PERSAL deductions,
- Open and maintain debt files
- Issue reminder letters and/or make telephonic follow-ups on outstanding debts.
- Compile files to be handed over to debt collectors and reconcile payments received,
- Clearing of Revenue and debt related suspense accounts through passing of relevant journals,
- Perform daily revenue and debt reconciliation.
- Safeguard state resources/books and registers.
- Handle and update all accounting records in line with applicable procedures.
- Filing, record keeping and any other records related activities.
- Perform cashier duties.
- Provide any other administrative functions as directed from time to time.

POST 44: PERSONNEL OFFICER [LEVEL 5] = 3 POSTS

SALARY NOTCH: R237 453.00 p.a.

CENTRE: Giyani Nursing Campus [1], Pietersburg Hospital [1], Sekhukhune District Office [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- Grade 12 Certificate plus NQF level 6 in HRM/Public Management/ Public Admin or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].
- Computer literacy, including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms.
- A valid driver's license except for people with disabilities.



B. KNOWLEDGE AND SKILLS

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

C. KEY PERFORMANCE AREAS

- Implement human resource administration practices
- Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.)
- Performance Management
- Termination of service (indicate the steps)
- Address human resource administration enquiries.
- Compile statistics.

POST 45: EMERGENCY CARE OFFICER: GRADE 3 [SHIFTS] = 5 POSTS

SALARY NOTCH: R226 701.00 p.a.

CENTRES: Donald Frazer EMS [1], Giyani EMS [1], WF Knobel EMS [1], Tzaneen EMS [1], Sekororo Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric and successfully completed 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.

C. 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 46: ADMINISTRATION CLERK: PATIENT ADMINISTRATION [LEVEL 5] = 8 POSTS

SALARY NOTCH: R237 453.00 p.a.

CENTRES: Nkhensani Hospital [1], Witpoort Hospital [1], George Masebe Hospital [1], Groblersdal Hospital [1], Grace Mugodeni Health Centre [1], Louis Trichardt Hospital [1], Seshego Hospital [1], Pietersburg Hospital [1],

A. INHERENT REQUIREMENTS

Qualification and Experience

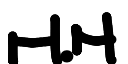
- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 in Financial Management / Accounting / Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].
- Inherent requirements of job: Must be prepared to work shifts (including night duty, weekends and public holidays).
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Willingness to work extra hours on short notice.
- A valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Administrative duties.
- Knowledge of record keeping/archive procedures/patient billing.
- Ability to accept accountability and responsibility and to work independently and unsupervised.

C. KEY PERFORMANCE AREAS

- Capturing patients' information on PHIS/DHIS and maintain any other required health information in the relevant information system in accordance with the policies of the department.
- Ensure that ICD10 codes are captured for each diagnosis against each patient.
- Admission and discharge of patients.
- Maintain patient appointments and schedule them accordingly.
- Ensuring that all admitted patients are correctly and timeously discharged in the system as per discharge registers/patient file.
- Perform inter-wards and inter-hospitals patient transfers.
- Manage the movement of patient file in the area of responsibility.
- Billing of services rendered [procedures, pharmaceutical, laboratory tests, blood services etc.] to patients in the allocated area of responsibility in line with ICD-10 coding and UPFS.
- Process preparation of patient invoices.
- Ensuring that the number of patients admitted in the system reconciles with all hospital patient admission & discharge registers. [Reconcile patients' statistics].
- Follow-up and trace accounts outstanding according to policies and procedures.
- Ward Administration and provide ward statistics.
- Typing of Reports.
- Filing and record keeping and any other records related activities.
- Provide any other related administrative functions as required from time to time



POST 47: ACCOUNTING CLERK [SALARY ADMINISTRATION] [LEVEL 5] = 1 POST

SALARY NOTCH: R237 453.00 p.a.

CENTRE: Head Office [Polokwane]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting/Economics or equivalent qualification at NQF level 6 as recognized by SAQA.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations.
- Basic understanding of BAS and PERSAL
- Communication skills and interpersonal relations
- Ability to accept responsibility and to work independently.

C. KEY PERFORMANCE AREAS

- Clear all salary related suspense accounts
- Clear all PERSAL exceptions on daily basis
- Receive and record all claims in the claims register
- Reconcile and verify all claims received before payments
- Capture BAS and PERSAL payments
- Ensure that all claims are processed within prescribed timelines
- Reconcile payroll on monthly basis
- Prepare salary related accruals and payables
- Ensure readiness of documents for audit purposes
- Perform filing of all documents in the section

POST 48: PROVISIONING ADMIN CLERK: SUPPLY CHAIN MANAGEMENT [LEVEL 5] = 5 POSTS

SALARY NOTCH: R237 453.00 p.a.

CENTRES: Mopani District Office [1], Matlala Hospital [1], Dilokong Hospital [1], Siloam Hospital [1], Ellisras Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus NQF level 6 qualification in Supply Chain Management/ Logistics / Purchasing Management / Economics / Financial Management / Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms.
- A valid driver's license except for people with disabilities.

B. KNOWLEDGE AND SKILLS

- Basic knowledge of supply chain duties and practices as well as the ability to capture data.
- Operate computer and collecting statistics
- Basic knowledge and understanding of the legislative frameworks governing the public service.
- Basic knowledge of working procedures in terms of the working environment.

C. KEY PERFORMANCE AREAS

- Render supply chain management clerical and logistical support services.
- Register suppliers on LOGIS system.
- Request and receive quotations.
- Capture specifications on the electronic purchasing system.
- Place orders, Issue and receive bid documents.
- Provide secretarial or logistical support during the bid consideration and contract conclusion process.
- Asset and Inventory Management (verification, stock count, barcoding, stock issue, spot checks, disposals)

POST 49: DENTAL ASSISTANT GRADE 1 = 5 POSTS

SALARY NOTCH: R225 777.00 p.a.

CENTRE: WF Knobel Hospital [1], Letaba Hospital [1], Sekororo Hospital [1], Lebowakgomo Hospital [1], Warmbaths Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric plus an appropriate qualification that allows registration with the HPCSA as a Dental Assistant.
- Current registration with the Health Professions Council of South Africa [HPCSA] as Dental Assistant.

B. KNOWLEDGE AND SKILLS

- Candidate should have a sound knowledge of general Dental Therapy principles.
- Candidates should have a sound knowledge and application of clinical theory, practice and ethics relating to the delivery of Dental Therapy services.
- Adhere to provincial, hospital and departmental policies, procedures and regulations.
- Knowledge of public service legislation, PFMA, policies and procedure. Candidate must have good verbal and written communication skills.
- Ability to work independently and in a multidisciplinary context.
- Demonstrate effective interpersonal skills, strategic planning, organizational skills, leadership qualities and supervisory skills.
- Ability to work under pressure.

C. KEY PERFORMANCE AREAS

- Render Dental Therapy services that comply with standards and Norms in the hospital and community setting.
- Candidate will be expected to render Dental Therapy service in adherence to the scope of practice and health protocols
- Prepare sterile packs of Dentist
- Sterilization of equipment
- Unpacking of equipment

POST 50: DRIVER /MESSENGER [LEVEL 4] = 7 POSTS

SALARY NOTCH: R201 093.00 p.a.

CENTRES: Helen Franz Hospital [1], Mokopane Hospital [1], St Ritas Hospital [1], Grace Mugodeni CHC [1], Dr Machupe Mphahlele [1], Sekororo Hospital [1], George Masebe Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric or equivalent qualification at NQF level 4 as recognised by SAQA.
- Seven (7) – twelve (12) months driving experience
- Advanced driving skills will be an added advantage.
- Driver's Licence [C1] and Professional Driver Permit (PDP).
- Shortlisted candidates will also be subjected to a driving test.

B. KNOWLEDGE AND SKILLS

- Communication, Teamwork, Job Focused learning, Basic literacy and Integrity
- Knowledge of Batho Pele Principles.
- Excellent knowledge of routes and respect for of South African driving law.



C. PERSONAL ATTRIBUTES

- Integrity and professionalism.
- Attention to detail and accuracy.
- Accountability and reliability.
- Proactive and results-oriented.
- Calm under pressure and adaptable to change.
- Team player.
- Committed to continuous learning and Batho Pele principles

D. KEY PERFORMANCE AREAS

- Provide safe and punctual driving services to the department.
- Regular checking and follow up of the driver plans.
- Collect, deliver, pack and secure goods and services for the department.
- Transport officials and patients to different destinations.
- Deliver correspondence to government authorities / organisations and assist in processing various vehicle permits.
- Vehicle maintenance: daily check of oil, water, brake fluid, cleaning of vehicle, battery and tyres properly and keep the official vehicles in clean condition, both inside and outside.
- Ensure that the vehicle has an adequate fuel level at all times.
- Ensure vehicles are serviced on time and schedule vehicle servicing time with Logistics Officer.
- Ensure sound running of the vehicles assigned, report and arrange minor repairs where necessary.
- Keep track of timely car license renewals.

POST 51: STAFF NURSE: GRADE 1 – 2 [SHIFTS] = 2 POSTS

SALARY NOTCH: Grade 1 = R229 440.00 p.a., Grade 2 = R272 778.00 p.a.

CENTRE: Mankweng Hospital [1], Letaba Hospital [1],

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric plus qualification that allows registration with the SANC as Staff Nurse.
- Current Registration with the SANC as Enrolled Nurse.
- **Grade 1:** none after registration as a Staff Nurse with the SANC.
- **Grade 2:** a minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC.
- Willingness to do after hours work and be on call including shift work.

B. KNOWLEDGE AND SKILLS

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

C. KEY PERFORMANCE AREAS

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

HH

POST 52: NURSING ASSISTANT: GRADE 1 - 3 [SHIFTS] = 3 POSTS

SALARY NOTCH: Grade 1= R181 230.00 p.a, Grade 2 = R211 401.00 p.a , Grade 3 = R249 141.00 p.a

CENTRES: Mokopane Hospital [1], Evuxakeni Hospital [1], Philadelphia Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Experience

- A National Senior Certificate / Grade 12 / Matric plus a qualification that allows registration with the SANC as Nursing Assistant.
- Current Registration with the SANC as Nursing Assistant
- **Grade 1:** none after registration as a Nursing Assistant with the SANC.
- **Grade 2:** a minimum of 10 years appropriate / recognizable experience in Nursing Assistant after registration with the SANC.
- **Grade 3:** a minimum of 20 years appropriate experience after registration as Nursing Assistant appropriate / recognizable experience in nursing after registration as with the SANC.
- Willingness to do after-hours work and be on call including shift work.

B. KNOWLEDGE AND SKILLS

- Basic Knowledge of laws that govern the profession.
- Basic nursing skills.
- Communication and interpersonal skills.
- Professionalism and ethical practice.
- Teamwork and collaboration.
- Observation and reporting.
- Health education support.
- Continuous learning

C. KEY PERFORMANCE AREAS

- Implement nursing care within the scope of practice for Nursing Assistant.
- Assist patients with activities of daily living (physical care):
- Provide elementary clinical nursing care.
- Maintain professional growth/ethical standards and self-development:

POST 53: TELECOM OPERATOR [LEVEL 4] [SHIFTS] = 2 POSTS

SALARY NOTCH: R201 093.00 p.a.

CENTRES: George Masebe Hospital [1] , Siloam Hospital [1]



A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric or NQF level 4 as recognised by SAQA.
- Call Centre qualifications will be an added advantage.
- Willingness to do after-hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms

B. KNOWLEDGE AND SKILLS

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

C. KEY PERFORMANCE AREAS

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

POST 54: WARD ATTENDANT [LEVEL 3] = 13 POSTS

SALARY NOTCH: R170 226.00 p.a.

CENTRES: Hayani Hospital [1], Thabazimbi Hospital [1], Jane Furse Hospital [1], Lebowakgomo Hospital [2], Elim Hospital [1], Malamulele Hospital [1], Mankweng Hospital [1], Maphutha Matatji Hospital [1], Nkhensani Hospital [2], Musina Hospital [1], WF Knobel Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric or ABET/AET NQF level 4 as recognised by SAQA.
- Exposure in hospital environment and patient care will be an added advantage.
- Ability to lift persons of varying weights, ability to move and lift heavy equipment and supplies.
- Ability to work with heavy duty laundry/cleaning equipment.
- Willing to work with human excreta, fluids including blood.
- Willing to work with and ability to lift corpses of varying weights.
- Ability to operate machinery.
- Ability to be on your feet for a period of up to 12 hours per day.
- 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.
- Use of cleaning equipment.
- Good Communication and customer care skills.
- Teamwork.
- Job focused learning.
- Basic literacy.
- Integrity

C. KEY PERFORMANCE AREAS

- Render cleaning services.
- Ensure safekeeping of cleaning equipment.
- Supervise subordinates.
- Perform household activities within the ward.
- Render sluice functions [human excreta fluids including blood].
- Maintain infection, prevention and control.

POST 55: HANDYMAN [LEVEL 3] = 2 POSTS

SALARY NOTCH: R170 226.00 p.a.

CENTRES: Siloam Hospital [1], Mopani District Office [1]

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric or ABET/AET NQF level 4 as recognised by SAQA.
- Appropriate verifiable competencies in carpentry and joinery, repairs and installations.
- **Inherent requirements of the job:** Ability to use industrial woodwork machinery and electrical power tools etc. Willingness to perform shifts hours, weekend, public holidays and standby duties. Must be physically able to perform duties required.

B. KNOWLEDGE AND SKILLS

- Conversant with the requirements of the General Machinery Regulations and the Occupational Health and Safety Acts.

C. KEY PERFORMANCE AREAS

- Undertake the maintenance of buildings.
- Carry out minor repairs and maintenance to hospital building.
- Assist with repairs and emergency breakdowns (including after-hours repairs).
- Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical.



POST 56: FOOD SERVICE AID [LEVEL 2] = 4 POSTS

SALARY NOTCH: R144 024.00 p.a.

CENTRES: Letaba Hospital [1], Pietersburg Hospital [1], St Ritas Hospital [1], Maphutha Malatji Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric plus Certificate/National Vocational certificate in Hospitality Management from TVET or equivalent
- Appropriate competencies in a Food service unit.
- 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.
- 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.

C. 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.
- Deliver and Collect food warmers & trolleys from the wards according to the number of patients.
- Promote and maintain safety in the kitchen.
- 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 of 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 place food servings on plates and trays according to the 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.

POST 57: GENERAL WORKER/LABOURER [LEVEL 2] = 24 POSTS

SALARY NOTCH: R144 024.00 p.a.

CENTRES: Sekhukhune District Office [1], Mopani District Office [1], Vhembe District Office [1], Capricorn District [1], Groblersdal Hospital [1], Bungeni Health Centre [1], Dilokong Hospital [1], Seloane Clinic [1], Mahwelereng Clinic [1], Lebowakgomo Hospital [2], Mokopane Hospital [3], Mashashane EMS [1], Siloam Hospital [1], Klipspruit Clinic [1], Philadelphia Hospital [1], Danville Clinic [1], Donald Frazer Hospital [1], Jane Furse Hospital [1], Letaba Hospital [1], Hayani Hospital [1], Elim Hospital [1]

A. INHERENT REQUIREMENTS

Qualification and Competencies

- A National Senior Certificate / Grade 12 / Matric or ABET/AET at NQF level 4 as recognised by SAQA.
- Exposure to the hospital environment and patient care will be an added advantage.
- Ability to lift and move heavy equipment and supplies. Ability to work with heavy duty Laundry/cleaning equipment. Willing to work with human excreta, fluids including blood. Willingness to work with and ability to lift corpses of varying weights. Ability to operate machinery (lawnmowers and weed eaters). Ability to be on your feet for a period of up to 12 hours per day. Must be able to work shifts (including night duty, weekends, and public holidays).
- Willingness to work extra hours at short notice.

B. KNOWLEDGE AND SKILLS

- Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993 [OHS].
- Good communication and customer care skills.
- Waste Management.

C. KEY PERFORMANCE AREAS

- Perform any of the following duties and/or any other general duties as allocated and directed from time to time per operational needs of the facility:



(i) GENERAL

- Load and offload.
- Assist Artisans and Tradesmen Aids.
- Keep tools safe and clean.
- Maintain the grounds of the facility.

(ii) PORTER

- Transport patients using stretcher or wheelchair to / from wards or departments or any other area of the health facility.
- Carry patients.
- Take corpses to the mortuary.
- Clean / wash stretchers and wheelchairs.
- Minor maintenance of stretchers and wheelchairs.

(iii) LAUNDRY AID

- Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services.
- Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinics according to internal protocol and infection control measures.
- Cleaning of laundry and laundry equipment on daily basis.
- Follow and adhere to Health and Safety Regulations.

(iv) CLEANER

- Perform cleaning services in offices, passages, ablution facilities etc.
- Emptying dustbins & picking up waste.
- Perform any other cleaning duties.
- Keep and maintain cleaning equipment and materials safe.

THE END!!

