



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
HEALTH

REF : S4/1/1
ENQ : Ngobeni TM
TEL : 015 293 6423

TO: ALL GOVERNMENT DEPARTMENTS

DEPARTMENTAL CIRCULAR NO. 49 OF 2021

DEPARTMENT OF HEALTH
REGISTRY OFFICE RECEIVED
2021 -08- 26
PRIVATE BAG X9302 POLOKWANE 0700
LIMPOPO PROVINCE

RE-ADVERTISEMENT OF VACANT POST OF PROJECT MANAGER AND ADMINISTRATION CLERKS IN THE DEPARTMENT OF HEALTH

1. Applications are hereby invited from suitable qualified candidates for re-advertised vacant posts of Project Manager and Administration Clerk as per attached **Annexure A**. Applicants who responded to Departmental Circular No. 45 of 2021 are advised to re-apply if still interested.
2. The Covid-19 contract appointments are for a period of six (6) months renewable thereafter depending on need.
3. Applicants should include a fully completed new Z83 form, highest qualification certificate.
4. Applications should be emailed to the relevant email address indicated next to each post category on the advert.
5. Short listed candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, registration with the relevant statutory body and copy of ID must be submitted.
6. The Department is an affirmative action and equal opportunity employer and preference will be given to qualified applicants from designated groups. The Department reserves the right to not to fill the posts.

The closing date for the posts is 16 September 2021

NB 1: Correspondence will be entered into with shortlisted candidates only.

NB 2: Applicants should indicate the circular number as reference on the Z83 form i.e. Circular No..... of 2021.

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


HEAD OF DEPARTMENT

24 August, 2021
DATE

Private Bag X9302, Polokwane

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

The heartland of Southern Africa – Development is about people!

ANNEXURE A

POST 1: PROJECT MANAGER: COVID-19 [LEVEL 11] = 1 POST

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

CENTRE: Provincial Office [Polokwane]

REQUIREMENTS:

A) Qualifications and Competencies

- An appropriate Bachelor's degree in any field with a full module on project management as part of bachelor's degree
- A qualification in project management will be an added advantage
- Proficiency in Microsoft Project or any project management software, methodologies and best practice
- Computer literacy (MS Word, Excel, Power point, Access and Database Management)
- Minimum of 5 years' experience implementing health related projects
- Valid driver's license (attach a copy) and be a South African citizen/permanent resident

B) Knowledge, Skills and Personal Attributes

- Excellent organization and time management skills
 - Excellent communication and team management skills
 - Ability to manage complex inter-related health projects.
 - Analytical and methodical with demonstrable attention to detail.
 - Willingness to work beyond office hours
- NB! Any of the above skills may be tested during the interviews**

KEY PERFORMANCE AREAS:

- Determine and define project scope, objectives and deliverables
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project progress and costs in order to achieve project deliverables within budget
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Measure project performance to identify areas for improvement throughout the project lifecycle.
- Provide end-to-end project management in relation to Covid – 19.
- Develop and manage a detailed project schedule and work plan using project management tools, methodologies and software
- Prepare a costed project plan and implement the project within allocated budget
- Ensure timely, professional administration and delivery of covid-19 projects of sufficient quality
- Apply change and risk management
- Apply financial and resource management
- Preparation of weekly/ monthly/quarterly/annual / project close-out reports

**POST 2: ADMINISTRATION CLERK: INFRASTRUCTURE AND HEALTH TECHNOLOGY [LEVEL 5]
= 10 POSTS**

Commencing salary notch: R173 703 p.a. plus 37% in lieu of benefits

CENTRES: Head Office (03); Capricorn District (01), Vhembe District (01), Mopani District (01), Sekhukhune District (01), Waterberg District (01), Pietersburg Hospital, (01) and Mankweng Hospital (01)

REQUIREMENTS: A) Qualifications and Competencies

- A National Diploma, Degree or N6 in Accounting/Management Accounting/Internal Auditing/Archive and Records Management/Construction Management or Equivalent at NQF Level 6
- Previous experience in Data capturing; PMIS, any database management and/or archiving.
- **B) Knowledge and skills:**
 - Computer literacy
 - Proficiency in MS Word, Excel, PowerPoint
 - Report writing skills

KEY PERFORMANCE AREAS:

- Provide support to province (Chief Director: Infrastructure and Chief Director: Health Care Support Services offices, district (District Executive Manager's office), and tertiary facilities (Chief Executive Officer's office) on maintenance and Health Technology (HT) activities done through the COVID-19 funds
- Provide data on maintenance and health technology activities
- Provide actual budget spent per activity at a given facility
- Manage and coordinate data entry on PMIS
- Provide administrative support for EPWP programme

POST 3: ADMINISTRATION CLERK: FORENSIC PATHOLOGY SERVICES [LEVEL 5] = 08 POSTS

Commencing salary notch: R173 703 p.a. plus 37% in lieu of benefits

CENTRES: Letaba Hospital (01), Kgapane Hospital (01), Maphutha Malatji Hospital (01), Groblersdal Hospital (01), Pietersburg Hospital (01), Lebogakgomo Hospital (01), Warmbaths Hospital (01), Elim Hospital (01)

REQUIREMENTS: A) Qualifications and Competencies

- National Diploma, Degree or N6 in Public Administration/Public Management/Office Management or equivalent at NQF level 6

B) Knowledge and skills:

- Computer literacy
- Proficiency in MS Word, Excel, PowerPoint
- Report writing skills

KEY PERFORMANCE AREAS:

- Provide administrative support to Medical Officer and forensic pathology Services
- Keep commitment register
- Keep and update asset register
- Type medico-legal reports and documents
- Maintain and file medico-legal reports and documents
- Organize venues of meetings and take minutes
- Provide reception and enquiry services to clients