



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF HEALTH

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

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO. 01 OF 2022



### ADVERTISEMENT OF TWO (2) MONTHS CONTRACT POSTS OF PROFESSIONAL NURSES AND DATA CAPTURERS FOR HPV CAMPAIGN IN THE DEPARTMENT OF HEALTH

1. Applicants are hereby invited from suitable qualified candidates for two (2) months contract posts of Professional Nurses and Data Capturers for HPV campaign in the Department of Health.
2. Applications should include a fully completed new Z83 form, highest qualification certificate and current registration with the South African Nursing Council (SANC).
3. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, registration with the South African Nursing Council (SANC) and copy of ID must be submitted.
4. Correspondence will be entered into with shortlisted candidates only. Applications should be emailed to the email addresses provided for each post.
5. Retired Professional Nurses and people with disabilities are encouraged to apply.
6. Applicants responding to this circular should quote circular number and post number as reference on the Z83 application form.
7. The closing date for applications is 11 February 2022

General enquiries about the advertised posts should be directed to Mr Ngobeni TM at 015 293 6426, Ms Sebake RL at 015 293 6002, Ms Mompei at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours

  
HEAD OF DEPARTMENT: HEALTH

26/01/2022  
DATE

Private Bag X9302, Polokwane  
Fidel Castro Ruz House, 18 College Street, Polokwane 0700. Tel: 015-293 6000/12. Fax: 015 293 6211.  
Website: <http://www.limpopo.gov.za>

***The heartland of Southern Africa – Development is about people!***

**POST NO.1: PROFESSIONAL NURSE: HUMAN PAPILOMA VIRUS VACCINATION (HPV) CAMPAIGN**  
**[2 MONTHS CONTRACT] = 25 POSTS** [ProfessionalNurseHPV2022@dhsd.limpopo.gov.za](mailto:ProfessionalNurseHPV2022@dhsd.limpopo.gov.za)

Salary Notch: R260 760 p.a.

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

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

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

**B) Knowledge and Skills**

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

**KEY PERFORMANCE AREAS:**

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

*M.D.*

**POST NO.2: DATA CAPTURER: HUMAN PAPILLOMA VIRUS VACCINATION (HPV) CAMPAIGN [LEVEL 4]  
[2 MONTHS CONTRACT] = 74 POSTS [DataCapturerHPV2022@dhsd.limpopo.gov.za](mailto:DataCapturerHPV2022@dhsd.limpopo.gov.za)**

**Salary Notch:** R147 459.00 p.a.

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

**REQUIREMENTS: A) Qualifications and Competencies**

- A minimum of N6 Certificate
- Ability to analyze and interpret data

**B) Knowledge and Skills**

- Computer literacy (Ms Word & Excel)

**KEY PERFORMANCE AREAS:**

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

**M.D.**