

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

CLOSING DATE : 30 August 2024

NOTE : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. Preference will be given to person/s residing in the Northern Cape Province.

OTHER POSTS

POST 29/28 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: NCDOH 119/2024 (X1 POST)**

SALARY : R1 036 599 per annum

CENTRE : John Taolo Gaetsewe District Office

REQUIREMENTS : Degree in Pharmacy qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 9 years' appropriate experience after registration as a Pharmacist with the SAPC. Computer Literacy, Good communication and interpersonal skills.

DUTIES : Manage medicine availability, Manage Pharmaceutical finances, manage planning and reporting of Pharmaceutical, Manage Quality improvement in Pharmaceutical Services Delivery, Manage Risks in Pharmaceutical Services. Assist to co-ordinate and manage the provisioning of Pharmaceuticals Services including adherence to good governance and availability of goods and services in relation to pharmaceutical management. Manage effectively the utilisation and supervision of resource both physical and human resources.

ENQUIRIES : Mr KM Taolo/Mr L Moemedi Tel No: (053) 775 1149

APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 29/29 : **MEDICAL OFFICER REF NO: NCDOH 120/2024 (X3 POSTS)**

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum

CENTRE : Abraham Esau Hospital, Pofadder CHC, Martha Griffiths CHC (Namakwa District)

- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. Valid driver's licence is an inherent requirement. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- DUTIES** : Perform specialist tasks in healthcare and related environment. Render professional advice and liaison with relevant staff. Coordinate and leading the multi-disciplinary team. Promote healthcare and improve service delivery in order to render effective and efficient service. Effective utilisation of available resources.
- ENQUIRIES** : Dr DG Theys Tel No: (053) 8302 102
- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 29/30** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 121/2024 (X1 POST)**
- SALARY** : R715 977 per annum
- CENTRE** : Richtersveld Sub-District, Namakwa District
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Primary Health Care. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialities: Clinical Nursing Science, Health Assessment and Treatment (PHC). Computer skills in basic programmes (Microsoft Office). Valid Driver's Licence is an inherent requirement for health programmes co-ordination and management. Experience: Grade 1: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the Primary Health Care specialty after obtaining the 1-year post-basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care). Knowledge of the District Health System. Knowledge and experience in Health Programmes i.e HIV, TB MCWH/PMTCT. Knowledge of District Health Services and Health Information Systems. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. The candidate must be willing to travel.
- DUTIES** : Provide stewardship for the implementation of the PHC re-engineering activities in the health area. Manage and monitor proper utilization of Human and Financial Resources. Oversee the implementation of quality improvement activities at Primary Health Care level. Provide mentorship and support to all primary health care facilities in the health area. Ensure an effective information management and Monitoring and Evaluation system for primary health care.
- ENQUIRIES** : Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601
- APPLICATIONS** : Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to eaclote@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 29/31 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 122/2024 (X1 POST)**

SALARY : R656 964 per annum
CENTRE : Calvinia Clinic, Namakwa District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Computer skills in basic programmes (Microsoft Office). Valid driver's licence is an inherent requirement. Experience: Grade 1: Minimum of 9 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Clinical Nursing Science, Health Assessment and Treatment (Primary Health Care).

DUTIES : Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.

ENQUIRIES : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 712 1601
APPLICATIONS : Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240 Or e-mailed to eaclote@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 29/32 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: 123/2024 (X1 POST)**

SALARY : R656 964 per annum
CENTRE : Gateway Clinic (John Taolo Gaetsewe District)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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.

DUTIES : Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery. Research responsibility.

ENQUIRIES : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 29/33 : **OPEATIONAL MANAGER SPECIALTY REF NO: 124/2024 (X1 POST)**

SALARY : R656 964 per annum
CENTRE : Kuruman District Hospital, (John Taolo Gaetsewe District)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advance Midwifery and Neonatology. Experience: A

- minimum of 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 in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 29/34** : **CLINICAL NURSE PRACTITIONER REF NO: 125/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 – R520 560 per annum
Grade 2: R553 545 – R676 068 per annum
- CENTRE** : Manyeding Clinic (X1 Post)
Kuruman Clinic (X1 Post) (John Taolo Gaetsewe District)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
- DUTIES** : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.
- ENQUIRIES** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 29/35** : **CLINICAL NURSE PRACTITIONER REF NO: 126/2024 NCDOH (X1 POST)**
- SALARY** : Grade 1: R451 533 – R520 560 per annum
Grade 2: R553 545 – R676 068 per annum
- CENTRE** : Loeriesfontein CHC (Namakwa District)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e. R48). Registration with the SANC as Professional Nurse. Valid driver's licence will be an added advantage. Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.

- DUTIES** : Provision of quality comprehensive community health care. Provision of administrative services. Provision of educational services. Provision of clinical services. Usage of equipment and machinery & Research responsibility.
- ENQUIRIES APPLICATIONS** : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to ea cloete@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
- POST 29/36** : **PROFESSIONAL NURSE, (GENERAL NURSING) REF NO: 127/2024 (X2 POSTS)**
- SALARY** : Grade 1: R307 473 – R356 832 per annum
Grade 2: R375 480 – R435 759 per annum
Grade 3: R451 533 – R570 273 per annum
- CENTRE** : Tshwaragano District Hospital (X1 Post)
Penryn Clinic (X1 Post) (John Taolo Gaetsewe District)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : 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 and 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.
- ENQUIRIES APPLICATIONS** : Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 29/37** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 128/2024 (X1 POST)**
- SALARY** : Grade 1: R307 473 – R356 832 per annum
Grade 2: R375 480 – R435 759 per annum
Grade 3: R451 533 – R570 273 per annum
- CENTRE** : Garies CHC (Namakwa District)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Valid driver's licence will be an added advantage. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : 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 and 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.
- ENQUIRIES APPLICATIONS** : Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to ea cloete@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 29/38 : **ADMINISTRATIVE CLERK: REVENUE MANAGEMENT REF NO: NCDOH 129/2024 (X21 POSTS)**

SALARY CENTRE : R216 417 per annum (Level 05)
: Robert Mangaliso Sobukwe Hospital (X3 Posts)
: Mental Health Hospital (X4 Posts)
: Dr. Harry Surtie Hospital (X8 Posts)
: Frances Baard District: Connie Vorster Hospital (X2 Posts)
: Pixley Ka Seme District: De Aar Hospital (X2 Posts)
: Namakwa District: Springbok Hospital (X2 Posts)

REQUIREMENTS : Senior Certificate/ Matric Certificate, 1 to 2 years' experience in a Financial Management environment will serve as an added advantage. Skills Profile: Interpretation skills. Innovation and Creativity skills. Interpersonal skills. Computer skills. Competency Profile: Ability to communicate issues in a tactful manner. Ability to adapt to changes in the workplace. Ability to work under pressure. Knowledge: Public Financial Management Act. Public Service Act. Public Service Regulations Act. Basic Conditions of Employment Act.

DUTIES : Effective revenue collection in line systems and controls. (Capture names and surnames, address, contact details of next of kin, medical aid number if a patient belongs to a medical aid scheme. –Classify patients according to their income groups. – Out patient: cash payment, issue a receipt for cash received. Follow ups on all patient outstanding accounts including medical aid patients. Capture receipts on BAS. Reconciliation of revenue between BAS and billing system. (Reconcile cash received for bank deposits. – Clear and reconcile patient accounts on system. Provide accurate billing and timeous reporting to oversight bodies (-Reconcile print outs of payments to clear patient debt). Provide record keeping services. (Safeguard finance and patient records). Perform administrative/clerical duties as required.

ENQUIRIES : Applications for Mental Health Hospital: Mr A. Links at 071 323 6781/Mr T. Khonkhobe Tel No: (053) 8023607/600.
Applications for Frances Baard District: Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770
Applications for Namakwa District: Mr D. Grootboom/Ms E. Cloete Tel No: (027) 7121601
Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406
Applications for Dr. Harry Surtie Hospital: Ms. R Esau/Mr J. Berend Tel No: (054) 332 9094
Application for Robert Managaliso Sobukwe Hospital, Dr E. Olivier/Ms M. Visser Tel No: (053) 802 2911

APPLICATIONS : Application must be e-mailed to tkhonkhobe@ncpg.gov.za or hand delivered or couriered via postal services to Portion 84, Bultfontein Farm, Number 80 on R31, Barkly Road, Kimberley. Applicants must complete an application register when an application is hand delivered.
Applications for **Frances Baard District**: must be e-mailed to nhealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered.
Applications for **Namakwa District**: must be e-mailed to eaicloete@ncpg.gov.za or hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag x10, Springbok, 8240.
Applications for **Pixley Ka Seme District**: Application must be e-mailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aaar, 7000.
Applications for **Dr. Harry Surtie Hospital**: must be emailed to john.berend@ncdoh.gov.za or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800.
Application for **Robert Managaliso Sobukwe Hospital**: must be emailed to rmsshr@ncpg.gov.za or hand delivered or couriered via postal services to 144 Du Toitspan Road, Kimberley Hospital Complex, Kimberley, 8301. Applicants must complete an application register when an application is hand delivered.

POST 29/39 : **STAFF NURSE REF NO: NCDOH 130/2024 (X2 POSTS)**

SALARY : Grade 1: R209 112 –R233 931 per annum

		Grade 2: R248 613 – R279 159 per annum Grade 3: R290 805 – R356 832 per annum
<u>CENTRE</u>	:	Garies (X1 Post) Calvinia Clinic (X1 Post) (Namakwa District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr D. Grootboom/ Ms EA Cloete Tel No: (027) 7121601
<u>APPLICATIONS</u>	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240 Or e-mailed to ea cloete@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 29/40</u>	:	<u>STAFF NURSE, REF NO: 131/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R209 112 –R233 931 per annum Grade 2: R248 613 – R279 159 per annum Grade 3: R290 805 – R356 832 per annum
<u>CENTRE</u>	:	Dibeng Clinic (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	:	Assist clients with daily activities. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr KM Taolo /Mr L. Moemedi Tel No: (053) 775 1149
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 29/41</u>	:	<u>PTV DRIVER REF NO: NCDOH 132/2024 (X1 POST)</u>
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Griekwastad Emergency Medical Services (Pixley Ka Seme District)
<u>REQUIREMENTS</u>	:	Grade 10 certificate/standard 8 qualification, Code 10 driver's licence, valid Professional Drivers Permit.
<u>DUTIES</u>	:	Transfer of cold case patients to and from various health facilities. Maintenance of the vehicle. Effective and accurate completion of administrative documents with regards to patients, statistics and other related documents. Effective and accurate timely completion and submission of all documents related to petrol usage, log sheets and/or trip sheets. Good maintenance and cleaning of PTV buses on a regular basis. The official has to report the vehicle immediately as soon as any irregularities are observed to management. Transportation, delivery of staff, official documents, goods and other equipment as may be requested by management.
<u>ENQUIRIES</u>	:	Mr E. Booyesen/Ms B. Jack Tel No: (053) 632 400/406
<u>APPLICATIONS</u>	:	must be e-mailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.
<u>POST 29/42</u>	:	<u>DRIVER REF NO: NCDOH 133/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	John Taolo Gaetsewe District: District Office (X1 Post) Kuruman Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 certificate/standard 8 qualification, Code 08 driver's licence, valid Professional Drivers Permit.

- DUTIES** : Driver motor vehicle to transport passengers and deliver mail/correspondence. Ensure the allocated motor vehicle is maintained and defects are reported. Render clerical support and messenger services in the Department.
- ENQUIRIES** : Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L Moemedi Tel No: (053) 775 1149.
- APPLICATIONS** : must be e-mailed to lmoemedi@ncpg.gov.za, hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.
- POST 29/43** : **FOOD SERVICE AID SUPERVISOR REF NO: NCDOH 134/2024 (X1 POST)**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Kakamas Hospital
- REQUIREMENTS** : Matric/Senior Certificate. 3 (three) years' food service experience would be an added advantage. Competencies. Computer literate. Be able to work under pressure. Able to work shifts including public holidays. Good communication, numerical, organizing and supervisory skills.
- DUTIES** : To render supervision of food service and activities – supervise all activities in the food services, including food preparation, distribution and serving, maintain hygiene and safety measures, ensure all equipment is in good working order and it is used effectively, ensure replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, responsible for completing monthly statistics, perform administrative functions linked to food services.
- ENQUIRIES** : Applications for ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600.
- APPLICATIONS** : Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered.
- POST 29/44** : **HOUSEHOLD AID/WORKER SUPERVISOR REF NO: NCDOH 135/2024 (X5 POSTS)**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Robert Mangaliso Sobukwe Hospital (X2 Posts)
Frances Baard District: Connie Vorster (Hartswater) Hospital (X1 Post)
John Taolo Gaetsewe District: Kuruman Hospital (X1 Post)
ZF Mgcawu District: Keimoes CHC (X1 Post)
- REQUIREMENTS** : Matric/Senior Certificate. 3 (Three) years relevant experienced required. Competencies: Must be computer literate. Be able to work under pressure. Able to work shifts including public holidays. Good communication, numerical, organizing and supervisory skills. Three (3) years relevant experience required.
- DUTIES** : Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance – ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning, ensure that all equipment for cleaning is in good working conditions and is effectively utilized, keep records of stock levels and equipment utilized for area of work, ensure replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, perform administration functions associated to housekeeping and cleaning services, identify hazards in the buildings and offices such as those related to fire and electricity, monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld, ensure that buildings and offices comply with infection control and hygiene regulations. Supervise human and physical resources – allocate functions to staff, supervise provision of housekeeping, cleaning, safeguarding & maintenance services, develop allocation schedules or duty roster, supervise and report on staff performance through the compilation of staff job description and performance work plans, conduct performance reviews of staff, inspire and motivate staff performance, facilitate the undertaking of disciplinary measures in cases of deviations.
- ENQUIRIES** : Application for Robert Mangaliso Sobukwe Hospital: Dr E. Oliver/Ms. M Visser Tel No: (053) 802 2911.
Applications for Frances Baard District: Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770.
Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L Moemedi Tel No: (053) 775 1149

		Applications for ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600.
<u>APPLICATIONS</u>	:	Applications: Please note applications can be hand delivered to HRM 3 rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital , couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmsshr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered. Applications for Frances Baard District : must be e-mailed to nhealthhr-fbd@ncpg.gov.za , hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered. Applications for John Taolo Gaetsewe District : must be e-mailed to Imoemedi@ncpg.gov.za , hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered Applications for ZF Mgcawu District : must be e-mailed to nhealthhr-zfm@ncpg.gov.za or couriered via postal service or hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 29/45</u>	:	<u>SWITCHBOARD OPERATOR REF NO: NCDOH 136/2024 (X1 POST)</u>
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Dr Harry Surtie Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Matric Certificate. No experience required.
<u>DUTIES</u>	:	Render switchboard services – attend to incoming and outgoing telephone calls, transfer calls to relevant extensions, provide clients with relevant information, take messages and convey to relevant staff, keep record of all outgoing calls, print and issue telephone accounts, maintain telephone database, allocate pin codes when authorised. Maintain switchboard system – identify and report telephone faults to the supervisor, notify the staff if telephones are out of order, record maintenance of the switchboard, bar and activate telephone extensions when authorised.
<u>ENQUIRIES</u>	:	Enquiries: Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094.
<u>APPLICATIONS</u>	:	must be emailed to john.berend@ncdoh.gov.za or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand delivered
<u>POST 29/46</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 137/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 – R186 072 per annum Grade 2: R192 675 – R215 436 per annum Grade 3: R227 070 – R279 159 per annum
<u>CENTRE</u>	:	Gateway Clinic (X1 Post) Ditshipeng Clinic (X1 Post) (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1 : None, Grade 2 : A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3 : A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
<u>ENQUIRIES</u>	:	Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za . All applicants must complete an application register when an application is hand.

<u>POST 29/47</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 138/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 – R186 072 per annum Grade 2: R192 675 – R215 436 per annum Grade 3: R227 070 – R279 159 per annum
<u>CENTRE</u>	:	Hondeklipbaai Clinic (X1 Post) Garies CHC (X1 Post) (Namakwa District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant. experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
<u>APPLICATIONS</u>	:	Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, River Street Springbok, 8240. Or e-mailed to eaclote@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 29/48</u>	:	<u>CLEANER REF NO: NCDOH 139/2024 (X26 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Dr Harry Surtie Hospital (X3 Posts) Robert Mangaliso Sobukwe Hospital (X2 Posts) Dr Arthur Letele Medical Depot (X1 Post) Frances Baard District: Pampierstad CHC (X1 Post) Jan Kempdorp CHC (X1 Post) John Taolo Gaetsewe District: Kagisho CHC (X2 Posts) Katrina Koikoi Clinic (X1 Post) Mosalashuping Baicomedi Clinic (X1 Post) Tshwaragano Hospital (X1 Post) Pixley Ka Seme District: Carnarvon CHC (X1 Post) Colesberg Hospital (X1 Post) Griekwastad CHC (X1 Post) Hopetown CHC (X1 Post) Victoria West CHC (X2 Posts) ZF Mgcawu District: Kakamas Hospital (X1 Post) Namakwa District: Abraham Esau Hospital (X2 Posts) Nababeep CHC (X1 Post) Nieuwoudtville Clinic (X1 Post) Pofadder CHC (X1 Post) Williston CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Abet (Grade 1-9), no experience required.
<u>DUTIES</u>	:	To render general work/cleaning services. Provision of cleaning services – collect and removing of waste papers, freshen office areas, emptying and cleaning dirt bins, cleaning walls, windows and doors, dusting, and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, Clean general kitchens refilling hand wash liquid soap, replace toilet papers, hand towels and refreshers, empty and wash waste bins, Keep and maintain cleaning materials and equipment – report broken cleaning machines and equipment, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use, request cleaning material.
<u>ENQUIRIES</u>	:	Application for Robert Mangaliso Sobukwe Hospital: Ms. M Visser /Dr E. Olivier Tel No: (053) 802 29111. Applications for Frances Baard District: Mr M. Joka/Mr N. Mohammad Tel No: (053) 861 4770 Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149 Applications for Namakwa District: Mr D. Grootboom/Ms E. Cloete Tel No: (027) 7121601 Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406

Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094

APPLICATIONS : Please note applications can be hand delivered to HRM 3rd Floor Admin Building at **Robert Mangaliso Sobukwe Hospital**, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmsshr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

Applications for **Frances Baard District**: must be e-mailed to nhealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Tel No: Kimberley. Applicants must complete an application register when an application is hand delivered.

Applications for **John Taolo Gaetsewe District**: must be e-mailed to lmoemedi@ncpg.gov.za, hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.

Applications for **Namakwa District**: must be e-mailed to eaclote@ncpg.gov.za and hand delivered or couriered via postal services to 7 River Street, Springbok, Postal address: Private Bag x10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

Applications for **Pixley Ka Seme District**: must be e-mailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

Applications for **Dr. Harry Surtie Hospital**: must be emailed to john.berend@ncdoh.gov.za or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand delivered.

POST 29/49 : **HOUSEKEEPER REF NO: NCDOH 140/2024 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : John Taolo Gaetsewe District: Tshwaragano Hospital

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent. No experience required.

DUTIES : Provide housekeeping and cleaning services. Provide safeguarding and maintenance services. Ensure compliance with all instruction relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to infection control and hygiene regulations.

ENQUIRIES : Applications for John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149.

APPLICATIONS : must be e-mailed to lmoemedi@ncpg.gov.za, hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered

POST 29/50 : **FOOD SERVICE AID REF NO: NCDOH 141/2024 (X2 POSTS)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Dr Harry Surtie Hospital (X1 Post)
De Aar Hospital (Pixley Ka Seme District) (X1 Post)

REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent (Grade 4-6). No experience is required.

DUTIES : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

ENQUIRIES : Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094.
Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406.

APPLICATIONS : **Dr. Harry Surtie Hospital**: Application must be emailed to john.berend@ncdoh.gov.za or hand delivered or couriered via postal services to Corner Upington 26 and Turner

Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand delivered.

Pixley Ka Seme District: Application must be e-mailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.

POST 29/51 : **GROUNDSMAN REF NO: NCDOH 142/2024 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Colesberg Hospital (Pixley Ka Seme District)

REQUIREMENTS : Abet level 4 (Grade 9). No experience required.

DUTIES : Maintenance of office buildings – conduct regular building inspections, attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture – repair broken furniture and equipment, report defects, safekeeping of maintenance tools and supplies.

ENQUIRIES : Applications for Pixley Ka Seme District: Ms S. McCloen Tel No: (053) 632 400/406

APPLICATIONS : must be e-mailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand-delivered.

POST 29/52 : **PORTER REF NO: NCDOH 143/2024 (X3 POSTS)**

SALARY : R131 265 per annum

CENTRE : Dr Harry Surtie Hospital (X1 Post)
Robert Mangaliso Sobukwe Hospital (X1 Post)
De Aar Hospital (Pixley Ka Seme District) X(1 Post)

REQUIREMENTS : NQF Level 3 (Grade 10 certificate or equivalent). No experience required.

DUTIES : To render porter services to the institution – transport patients from registration points to different clinical areas within the hospital, transport corpses from wards to mortuary, where applicable, assist to transport patients to ambulances and vehicles, clean stretchers and wheel chairs after usage.

ENQUIRIES : Applications for Dr. Harry Surtie Hospital: Ms. R Esau/ Mr. J Berend Tel No: (054) 332 9094.
Application for Robert Mangaliso Sobukwe Hospital: Ms. M Visser Tel No: Tel No: (053) 802 2911

APPLICATIONS : Applications for Pixley Ka Seme District: Ms S. McCloen Tel No: (053) 632 400/406
Dr. Harry Surtie Hospital: Application must be emailed to john.berend@ncdoh.gov.za or hand delivered or couriered via postal services to Corner Upington 26 and Turner Road, Upington Northern Cape, 8800. Applicants must complete an application register when an application is hand-delivered
Application for Robert Mangaliso Sobukwe Hospital: Please note applications can be hand delivered to HRM 3rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
Applications for **Pixley Ka Seme District:** must be e-mailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.