

**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.

<u>CLOSING DATE</u>	:	30 September 2024
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 33/243</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 144/2024</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registered as Medical Practitioner with the HPCSA in respect of SA qualified employees 1-year relevant experience after registration as Medical Practitioner with recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of five (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 ten (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 request of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case

		presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES</u>	:	Dr DG Theys Tel No: (053) 8302 102
<u>APPLICATIONS</u>	:	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.
<u>POST 33/244</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 145/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum
<u>CENTRE</u>	:	Prieska Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the HPCSA as Medical Practitioner. 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.
<u>DUTIES</u>	:	The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and the treatment of patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials.
<u>ENQUIRIES</u>	:	Dr DG Theys Tel No: (053) 8302 102
<u>APPLICATIONS</u>	:	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.
<u>POST 33/245</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE REF NO: NCDOH 146 /2024 (X1 POST)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Keimoes CHC, ZF Mgcawu District
<u>REQUIREMENTS</u>	:	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: Grade 1: 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 : 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 : 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 be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

POST 33/246 : **CLINICAL NURSE PRACTITIONER-PRIMARY HEALTH CARE REF NO: NCDOH 147/2024 (X1 POST)**

SALARY : Grade 1: R451 333 – R520 560 per annum
Grade 2: R553 545 - R676 068 per annum

CENTRE : ZF Mgcawu 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 one of the specialties referred to in the glossary of terms. 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 specialties: Clinical Nursing Science, Health Assessment and Treatment (PHC), Experience: **Grade 1:** A minimum of 4 years’ appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration the SANC as Professional Nurse 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 Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC.

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 : Mr. M. Beketsana/F. van Neel Tel No: (054) 337 0600
APPLICATIONS : Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

POST 33/247 : **CLINICAL NURSE PRACTITIONER REF NO NCDOH 148/2024 (X1 POST)**

SALARY : Grade 1: R451 333 – R520 560 per annum
Grade 2: R553 545 - R676 068 per annum

CENTRE : Marydale Clinic
REQUIREMENTS : Basic R245 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 1year I Curative Skills in Primary Health Care accredited with the SANC (i.e. R48), Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality (Primary Health Care). Valid driver’s license, Computer Literacy, NIMART training. Skills Profile: 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, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Leadership, Organizational, decision making and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good interpersonal relationship skills, good insight of procedures and polices pertaining to nursing care. Ability to assist in formulation of patient care related policies.

- DUTIES** : Provide quality comprehensive health care, provide administrative support, provide educational services, provide clinical services, usages of equipment and machinery, research responsibility. Provide quality comprehensive health care, provide administrative support, provide educational services, provide clinical services, usages of equipment and machinery, research responsibility. Compiling with all legislation applicable to practising medicine. Conducting physical examinations, tests or procedures to diagnose patients. Maintaining accurate medical records for all patients. Consulting with medical officers about the specialised needs of some patients.
- ENQUIRIES APPLICATIONS** : Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
: Please note applications can be hand delivered to Van der Merwe Street, De Aar, 7000 or e-mailed to NCHealthHR-Pixley@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 33/248** : **PROFESSIONAL NURSE SPECIALTY REF NO: NCDOH 149/2024 (X2 POSTS)**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Dr Harry Surtie Hospital
: 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 one of the specialties: Child Nursing Science, Medical and Surgical Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Advanced Psychiatric Nursing Science, Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Intensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science, Ophthalmic Nursing Science & Orthopaedic Nursing science and/or other relevant specialty Experience: **Grade 1:** Minimum of 4 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework: To assist in planning/organising and monitoring of the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Participation in training and research: To assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. To complete patient related data and partake in research. Provision of Support to Nursing Services: To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building Maintain professional growth/ethical standards and self-development: To maintain the Code of Conduct: Public Service. Professional Body. Seek learning opportunities: In-service training.
- ENQUIRIES** : Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
- APPLICATIONS** : Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at John.Berend@NCDOH.co.za All applicants must complete an application register when an application is hand delivered.

POST 33/249 : **EMS STATION MANAGER GRADE 3 - 6 JOHN TAOLO GAETSEWE**
HEALTH DISTRICT REF NO: NCDOH 150/2024 (X1 POST)

SALARY : R376 596 – R 591 741 per annum, (all-inclusive package)
CENTRE : EMS Olifantshoek

REQUIREMENTS : **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of Emergency Care Technician programmes course that allows registration with the Health Professional Council of South Africa. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the Health Professional Council of South Africa. **Grade 6:** Successful completion of the B Tech Degree that allows registration with the Health Professional Council of South Africa. Experience: **Grade 3:** Three years after registration with the Health Professional Council of South Africa as an Intermediate Life Support. **Grade 4:** Three years after registration with the Health Professional Council of South Africa as Emergency Care Technician. **Grade 5:** Three years after registration with the Health Professional Council of South Africa as Paramedic. **Grade 6:** Three years after registration with the Health Professional Council of South Africa as an Emergency Care Practitioner.

DUTIES : Effective Emergency Medical Services Management - Management of an EMS Division Incident Management, Management of Search and Rescue Structures, Medical Rescue Management, Management of Infectious Diseases and Infection Protection, Fleet Allocation in a Shift, Organisation of EMS Resources in a Division, Planning Divisional Activities, Motivating personnel for performance. Human Resource Management - Performance Management, Management of Rosters and Staff Leave request, OHS of Personnel, Discipline of staff, Planning staff training and education, Motivation of staff, capacity building and empowerment, Conflict management and team building, Supervision and support of staff, Respecting and developing cultural sensitivity and diversity. Financial Management - Management of Overtime and Allowances, Asset Management. Fuel Management. Communication - Attending meetings to represent EMS, facilitating workshops, Chairing meetings, facilitating debriefs, Report writing, Completion of patient care reports and logbooks, assisting members of public with enquiries. Liaison Function - Liaison with other services relating to EMS.

ENQUIRIES : EMS District Manager, John Taolo Gaetsewe Health District: Mr S Geatsewe at 071 411 5025.

APPLICATIONS : Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301 or emailed at nchealthr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 33/250 : **SOCIAL WORKER REF NO: NCDOH 151/2024 (X1 POST)**

SALARY : Grade 1: R308 247 per annum
Grade 2: R376 416 per annum
Grade 3: R452 667 per annum
Grade 4: R554 919 per annum

CENTRE : Dr Harry Surtie Hospital
REQUIREMENTS : Formal Tertiary qualification in social work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as Social Worker. A valid driver's licence. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as social work with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience as a Social Worker after registration with the SACSP. Skills Profile: Organizational skills, Job knowledge, good communication skills (verbal and written), Interpersonal skills, Conflict management skills, Problem Solving skills.

DUTIES : Establish social work services and network for the institution and maintain communication with stakeholders. Ensure that social work service with regards to the care, support and protection of individuals, groups, families through

relevant programmes is rendered. Keep up to date with new developments in social work field. Undertake social work research and development and contribute to the development policies. Render a holistic social work services to individuals, groups and community using methods of social work policies. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify further amended interventions to address identified conditions. Liaise/attend meetings with other departments and nongovernmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and outcomes. Impellent social welfare programme in accordance with the need of the Community and Government priorities. Supervise all administrative functions required with the unit and undertake the higher level of administrative functions. Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.

ENQUIRIES

APPLICATIONS

POST 33/251

SALARY CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

POST 33/252

SALARY CENTRE

REQUIREMENTS

DUTIES

Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at John.Berend@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

SUPERVISORY LEVEL CLERK REF NO: NCDOH 152/2024 (X2 POSTS)

R308 154 per annum (Level 07)
Frances Baard District: Pampierstad CHC (X1 Post)
Namakwa District: Springbok Hospital (X1 Post)

Appropriate tertiary qualification with at least 0-2 years relevant experience. Grade 12 certificate or equivalent qualification with 3-5 years' experience in the relevant field. A Valid code B (08) driver's licence will be an added advantage. Ccompetencies: Knowledge of conditions of service processes and procedures. Legislation i.e. PSA, PSR, BCEA, COIDA. Resolutions, DPSA Determinations prescripts. Batho Pele Principles. PILIR. PERSAL system.

Perform recruitment and selection, relocation of staff and finalize resignations. Process and verify transactions on PERSAL. Process all Pension, Injury on duty and Pillar cases. Ensure and implement Employee Performance Management and Development. Process all provisioning and financial matters. Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770 (**Frances Baard District**)
 Mr D. Grootboom Tel No: (027) 712 1601 (**Namakwa District**)

Applications for Frances Baard District: Application 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: Application must be e-mailed to eaclote@ncpg.gov.za and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag X10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 153/2024 (X2 POSTS)

R308 154 per annum (Level 07)
 Provincial Office (Accounts Payable) (X1 Post)
 ZF Mgcawu District (X1 Post)

An appropriate tertiary qualification Bachelor's Degree / National Diploma in Accounting, Finance or Cost Management with 0-2 years' experience in the relevant field. A Grade 12 with 3- 5 years' experience in the relevant field. A valid Divers License. Competencies: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem-solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).

Safekeeping of expenditure batches within the expenditure unit. Validation of documentation. Payment authorization. Assist in ensuring that all creditors are

paid within the prescribed timeframe. Supervise and monitor the work of subordinates. Submit activity reports to supervisors. Assist in providing of reliable financial information.

<u>ENQUIRIES</u>	:	Provincial Office: Mr Mothapo Tel No: (053) 833 576
<u>APPLICATIONS</u>	:	ZF Mgcawu District: Mr. M. Beketsana/F. van Neel Tel No: (054) 337 0600 ZF Mgcawu District: 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. Provincial Office: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
<u>POST 33/253</u>	:	<u>PROFESSIONAL NURSE GENERAL REF NO: NCDOH 154/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital 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.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter-sectorial and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRIES</u>	:	Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at John.Berend@NCDOH.co.za All applicants must complete an application register when an application is hand delivered must complete an application register when an application is hand delivered.
<u>POST 33/254</u>	:	<u>PROFESSIONAL NURSE (GENERAL) REF NO: NCDOH 155/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 – R356 832 per annum Grade 2: R375 480 – R435 759 per annum Grade 3: R451 533 – R570 273 per annum
<u>CENTRE</u>	:	Griekwastad CHC (X1 Post) De Aar Hospital (1 Post) Douglas CHC (X1 post)
<u>REQUIREMENTS</u>	:	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 appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Grade 3: A minimum of 20 Years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Skills Profile: 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' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills. Elementary writing skills. Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team Player Supportive Assertive.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
	:	Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/255</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) REF NO: NCDOH 156/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<u>CENTRE REQUIREMENTS</u>	:	Prieska PHC
	:	Registration with the South African Pharmacy Council (SAPC) as Pharmacist Assistant (Post Basic) Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post Basic) Grade 2: A minimum of 5 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as a Pharmacist Assistant (Post Basic) after registration with the SAPC.
<u>DUTIES</u>	:	Assist in training of Learner Basic Pharmacist Assistants. Procure, store and distribute medical stock throughout the institution. Optimally counsel patients. Effective stock control. Inform staff in all hospital departments with regard to medicine, relative medicine costs and cost-effective usage. Provide pharmaceutical service to hospital departments and primary health care facilities. Collect information for research purposes. Provide an effective support service to the Pharmacists within the District.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
	:	Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/256</u>	:	<u>PRODUCTION LEVEL CLERK REF NO: NCDOH 157/2024 (X12 POSTS)</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Frances Baard District: Barkly West Hospital (X1 Post) Connie Vorster Hospital (Hartswater) (X1 Post) Phuthanang Clinic (X1 Post) Warrenton CHC (X1 Post) John Taolo Gaetsewe District: Gateway Clinic (X1 Post) District Office (X1 Post) ZF Mgcawu District: Kakamas Clinic (X1 Post) Keimoes CHC (X1 Post) Lingeletu Clinic (X1 Post) Namakwa District: Springbok Hospital (X1 Post) Steinkopf Clinic (X1 Post) Calvinia Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate/Matric Certificate. No previous experience required.
<u>DUTIES</u>	:	Render general clerical support services – Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and

statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the unit. Provide supply chain clerical support services within the Unit – Keep and maintain asset register of the unit. Take stock control of office stationery. Provide personnel administration clerical support services within the unit.

ENQUIRIES : **Frances Baard District:** Mr M. Joka/Mr N. Mohammed Tel No: (053) 861 4770
John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149

ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600
Namakwa District: Mr D. Grootboom/Ms E. Cloete Tel No: (027) 7121601

APPLICATIONS : **Frances Baard District:** Application must be e-mailed to nchealthhr-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.

John Taolo Gaetsewe District: Application must be e-mailed to nchealthhr-JTG@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.

ZF Mgcawu District: 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.

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

POST 33/257 : **PRODUCTION LEVEL CLERK REF NO: NCDOH 158/2024 (X1 POST)**

SALARY : R216 417 per annum (Level 05)
CENTRE : ZF Mgcawu District: Forensic Pathology Services Upington
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required. Requirements: Senior Certificate or equivalent qualification, coupled with relevant experience. Competencies: Computer literacy (MS Word, MS Excel, Powerpoint). Knowledge of administrative procedures and regulations with respect of rendering a comprehensive Forensic Pathology Service. Good filling, confidentiality and prioritisation skills Ability to communicate clearly and discreetly in person and in writing. Ability to achieve and maintain high level of interpersonal and working relations with staff and stakeholders. Knowledge and application of the Batho Pele Principles. Ability to work in an environment that is demanding and with high levels of pressure. Knowledge of the ethical code of conduct.

DUTIES : Provide general administrative functions in a multi-task forensic environment. Perform office reception function and enquiry service to the clients/community. Ensuring the completion of all documentation and statements as well as the smooth, efficient and effective flow of such documents in accordance to chain of evidence guidelines. Optimal control of reports and specimen during forensic process in adherence to chain of evidence protocols. Undertake computer and other office electronic functions. Render logistical, administrative and technical support including arrangements of meetings and workshops.

ENQUIRIES : Applications for ZF Mgcawu District: Mr. M. Beketsana/Mr F. van Neel Tel No: (054) 337 0600.

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 33/258 : **PRODUCTION LEVEL CLERK REF NO: NCDOH 159/2024 (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Pixley Ka Seme District Office
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.

- DUTIES** : Implement human resource administration practices. Namely: for recruitment and selection, implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocations, pension, allowances, PILIR etc), performance management, terminations, union relations (supporting the organisations interactions with labour unions, if applicable), compliance with healthcare regulations(ensuring to relevant health care laws, regulations and accreditation standards, Employee relations (facilitating communication between employees, management, and HR, helping to resolve conflict in workplace. Address human resource administration enquiries (leave printouts and requires, recruitment and selection, Pension, PILIR and allowances, Labour relations).
- ENQUIRIES** : Applications for Pixley Ka Seme District: Ms S. McCloen/Ms B. Jack Tel No: (053) 632 400/406
- APPLICATIONS** : 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.
- POST 33/259** : **PRODUCTION LEVEL CLERK REF NO: NCDOH 160/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Information Management, Provincial Office, Kimberley
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Managing the Provincial webDHIS Database. Dissemination of Training. Providing programme managers with feedback on data validity and the creation of org units on the National Data Dictionary. Conducting Rapid Internal Performance Data Audits (RIPDA). Providing the Health Information Management unit with administrative support.
- ENQUIRES** : Mr C. Titus, Tel No: (053) 830 0555
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 33/260** : **PRODUCTION LEVEL CLERK REF NO: NCDOH 161/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Dr Arthur Letele Medical Depot, Kimberley
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Timely and correctly captured payment on BAS. Timely and correctly captured journals. Reconciliation of service providers account with supplier statements and accrual list. Manage system challenges on Gcommerce system affecting the payment of suppliers. Strategic prioritizing of payment approval.
- ENQUIRIES** : Ms E. Grobbelaar/Mr T. Kwiyanne Tel No: (053) 8302 700
APPLICATIONS : 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 33/261** : **PRODUCTION LEVEL CLERK REF NO: NCDOH 162/2024 (X1 POST)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Human Resource Development, Provincial Office, Kimberley
REQUIREMENTS : A Grade 12 certificate/Matric Certificate. No previous experience required.
DUTIES : Render general clerical support services. Provide supply chain clerical support services within the unit. Provide personnel administration clerical support services within the unit. Provide financial administration support services in the unit.
- ENQUIRIES** : Ms O. Lesejane Tel No: (053) 8302 100
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.

<u>POST 33/262</u>	:	<u>STAFF NURSE REF NO: NCDOH 163/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dr Harry Surtie Hospital 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 utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington, 8801 or e-mailed at John.Berend@ncdoh.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/263</u>	:	<u>STAFF NURSE REF NO: NCDOH 164/2024 (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 REQUIREMENTS</u>	:	Griekwastad CHC Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Grade 3: A minimum of 20 Years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team. Skills Profile: 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, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
<u>DUTIES</u>	:	Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors and colleagues. 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>	:	Ms MS McCloen/ B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/264</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3 FRANCES BAARD HEALTH DISTRICT REF NO: NCDOH 165/2024 (X1 POST)</u>
<u>SALARY</u>	:	R177 714 – R206 619 per annum, (all-inclusive package)
<u>CENTRE</u>	:	EMS Kimberley

<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, Frances Baard Health District: Mr A Mcanda at 060 983 1673
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/265</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3 JOHN TAOLO GAETSEWE HEALTH DISTRICT REF NO: NCDOH 166/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS Kgalakgadi
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor
<u>ENQUIRIES</u>	:	EMS District Manager, John Taolo Gaetsewe Health District: Mr S Gaetsewe at 071 411 5025
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nhealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/266</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3 NAMAKWA HEALTH DISTRICT REF NO: NCDOH 167/2024 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS Komaggas
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, Namakwa Health District: Mr AA Kittas at 066 198 6673

<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/267</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3, PIXLEY KA SEME HEALTH DISTRICT REF NO: NCDOH 168/2024 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS De Aar (X1 Post) EMS Griekwastad (X1 Post) EMS Victoria West (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, Pixley Ka Seme Health District: Mr E Booysen at 066 198 6749
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/268</u>	:	<u>EMEGENCY CARE OFFICER GRADE 1 – 3, ZF MGCWU HEALTH DISTRICT REF NO: NCDOH 169/2024 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R177 714 – R206 619 per annum, (all-inclusive package) EMS Upington (X2 Posts) EMS Danielskuil (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the Health Professional Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the Health Professional Council of South Africa as Basic Ambulance Assistant. Grade 3: None after registration with the Health Professional Council of South Africa as Intermediate Life Support.
<u>DUTIES</u>	:	Effective, Quality pre-hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective communication with regards to patients, colleagues and other services and members of public. Effectively maintaining admin function. Effective support of Supervisor.
<u>ENQUIRIES</u>	:	EMS District Manager, ZF Mgcawu Health District: Mr DW Fortuin at 060 967 1397
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Provincial Emergency Medical Service Office, Room 3 and 4 or couriered via postal services to 30 Memorial Road Belgravia Kimberley, 8301, emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 33/269</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 170/2024 (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Dr Harry Surtie Hospital

<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>	:	Ms R. Esau/Mr J. Berend, Human Resources Manager Tel No: (054) 332 9094/9159.
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered at the Human resources offices of Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at John.Berend@ncdoh.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 33/270</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 171/2024 (X4 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 - R255 303 per annum
<u>CENTRE</u>	:	Carnarvon CHC (X1 Post) De Aar Hospital (X2 Posts) Hopetown Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the SANC as Nursing Assistant. Shortlisted candidates will be required to submit current proof of registration with SANC as a Nursing assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with SANC as a nursing assistant. Grade 3: A minimum of 20 years' experience after registration with SANC as a nursing assistant. Skills Profile: 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, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc, Elementary communication skills Elementary writing skills Ability to function as part of a team Interpersonal skills, Responsiveness Pro-activeness Professionalism Accuracy Flexibility Initiative Cooperation Team player Supportive Assertive.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care): Maintain hygiene of patient; Provide nutrition; Assist with mobility; Assist with elimination processes. Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of oral medication); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES</u>	:	Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to NCHealthHR-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 33/271</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 172/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	ZF Mgqawu District
<u>REQUIREMENTS</u>	:	Qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a 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 a nursing assistant, **Grade 3:** A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
- DUTIES** : Assist patients with activities of daily living (physical care), Provide elementary clinical nursing care, Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr. M. Beketsana/F. van Neel Tel No: (054) 337 0600
- APPLICATIONS** : Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.
- POST 33/272** : **TRADESMAN REF NO: NCDOH 173/2024 (X1 POST)**
- SALARY** : R155 148 per annum
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent, 6 month trade-related experience. Competencies: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills and ability to work independently.
- DUTIES** : To provide support to Artisans and Technicians in carrying out their specialized trade or industrial functions. Provide assistance in the maintenance of facilities, vehicles and equipment. Repair, clean service and safe keeping of equipment and tools according to standards.
- ENQUIRIES** : Dr E. Olivier/ Ms. M Visser Tel No: (053) 802 2911
- 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.
- POST 33/273** : **MORTUARY ATTENDANT REF NO: NCDOH174/2024 (X1 POST)**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : John Taolo Gaetsewe District: Tshwaragano Hospital
- REQUIREMENTS** : Senior Certificate or equivalent qualification, coupled with relevant experience. No working experience required. Knowledge requirements – Batho Pele Principles, Public Service act, Customer care, Code of Conduct, medico legal policies, Patient's rights.
- DUTIES** : Receiving of corpses within the institution – record received corpses, registering of corpses, transportation of corpses to and from hospitals, ensure that the name tags correspond with the records and register. Storage of corpses – check the temperature of the fridge daily, place the corpse in the cold fridge shelves, ensure that the box number corresponds with the shelves in which the corpse has been stored, completion of the TPH Registers, provide support with the conducting of/and audit of the corpse's length of stay in the mortuary, report challenges to supervisor timely. Assist in the identification and preparation of corpses – identify and prepare the corpse for viewing, prepare the corpse for post-mortem and identification, prepare the body for pauper's burial, sign off the corpse from the TPH and removal form. Report mortuary equipment that require maintenance – ensure cleanliness of the mortuary fridge and shelves, ensure effective utilization of the chemical in line with the infection control measures. Removal of the corpse – assist government officials and undertakers during the removal of the corpse, release of corpse to family or funeral directors.
- ENQUIRIES** : Applications for John Taolo Gaetsewe District: Mr KM Taolo Tel No: (053) 775 1149.
- APPLICATIONS** : must be e-mailed to nchealthhr-JTG@ncpg.gov.za and 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