

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows: Provincial Office Mahikeng: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mahikeng. Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X2068, Mmabatho, 2735.
- FOR ATTENTION** : Mr LLE Sekgoro, Provincial Office Mahikeng
- CLOSING DATE** : 11 October 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. Northwest Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

MANAGEMENT ECHELON

- POST 34/229** : **DEPUTY DIRECTOR-GENERAL: DISTRICT HEALTH SERVICES REF NO: 01/2024/02**
- SALARY** : R1 741 770 per annum, (all-inclusive SMS package)
- CENTRE** : Provincial Office - Mahikeng
- REQUIREMENTS** : An under-graduate qualification in Health Sciences. Post-Graduate (NQF level 8) qualifications in management. Eight - Ten (8 - 10) years of experience at senior management level in the Health Services Environment. Three (3) years' experience in the District Health Services or Health Programme Environment will be an added advantage. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government which is submitted prior to appointment. Computer literacy. A valid driver's license. Competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management; service delivery innovation; problem solving and analysis; Conflict management, client orientation and customer care; communication. Knowledge and understanding of District Health Services including Primary Health Care, Health Programme and District Hospital Services.
- DUTIES** : Provide the necessary leadership and direction in respect of the following district health services: Development and implementation of strategic plans, annual performance plans and operational plans relating to the scope of this post. Planning for and implementation of provincial ideal clinics and ideal hospitals. Compilation and implementation of service delivery improvement plans. Compilation of quarterly and annual performance reports as per relevant prescripts. Implementation of recruitment and retention strategy pertaining to scarce skills. Effective and efficient management of resources. Effective stakeholders and client relationship management. Development and implementation of an effective resourcing plan. Development of service delivery initiatives and partnerships with civil society formations and private sector. Development and implementation of infrastructure and medical equipment preventative maintenance plan. Ensure compliance with all relevant acts, regulations, policies and directives. Facilitating

establishment and functionality of varied fora geared at engendering effective coordination, communication and sustainable delivery of quality services. Development and implementation of service delivery innovation mechanisms aimed at ensuring continuous excellence in the delivery of district health services and health programmes.

ENQUIRIES

: Dr M Tlhogane Tel No: (018) 391 4182

POST 34/230

: **CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES REF NO: 02/2024/02**

SALARY

: R1 436 022 per annum, (all-inclusive SMS package)

CENTRE

: Provincial Office - Mahikeng

REQUIREMENTS

: Bachelor's Degree in the Built Environment. (NQF Level 7) as recognised by SAQA. A post-graduate qualification in management will be an added advantage. Five (5) years relevant experience in a Senior Management position with proven managerial skills. Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government which is submitted prior to appointment. A valid driver's license. Exceptional knowledge in the development of Government policies, procedures and prescripts. Documented track record of successful management of construction programmes and projects. Sound knowledge of the CIDB Act and Regulations. Knowledge in financial and Supply Chain Management processes, Supply Chain Management Policies, Government Immovable Asset Management Act of 2007, Occupation Health and Safety Act and Regulations as well as other related Acts and Regulations. Good communication skills, both verbal and written. Project management and excellent research and benchmarking skills. Ability to work in a high-pressured environment. Meticulous attention to detail. Core Management Competencies: Continuous improvement, developing others, Diversity management, Communication and information management, problem solving and decision making, applied strategic thinking, budgeting and financial management. Client Orientation and customer focused. Programme and project management. Computer literacy.

DUTIES

: Provide strategic direction on the service delivery mechanisms of the following directorates: Infrastructure Planning, Infrastructure Delivery, Health Technology Management and Maintenance Management. Plan and construct new health facilities as well as renovate and maintain existing facilities. Perform leadership functions such as planning work programmes, personnel administration and determining work procedures and methods. Compile presentations and briefs for the Head of Department. Manage structures and external committees and stakeholders. Provide technical and professional support to the Head of Department. Write report, memorandums and policy documents, etc. Prepare documentation for the follow-up of high-profile meetings. Develop and maintain a working system to ensure good corporate governance. Coordinate all infrastructure projects inclusive of planning execution, monitoring and evaluation. Lead the change management process in the Department into policy, organisational re-alignment and system implementation (s).

ENQUIRIES

: Dr M Tlhogane Tel No: (018) 391 4182