



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH

REF: S4/1/1

ENQ: MASELESELE LM

TO: ALL GOVERNMENT DEPARTMENTS

DEPARTMENTAL CIRCULAR NO **50** OF 2019

ADVERTISEMENT OF VACANT POSTS IN THE DEPARTMENT OF HEALTH

1. Applications are hereby invited from suitable qualified candidates for vacant posts.
2. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and identity Document.
3. Applications for the following posts should be directed to the Chief Executive Officer for Pietersburg Hospital: Medical/Dental Specialists, Heads of Clinical Units, Medical Registrars, Medical Secretary, Clinical Psychologists, Radiation Oncology Radiographer, Professional Nurse [Specialty], Clinical Engineering Technician, Medical Physicist, Assistant Manager: Pharmaceutical Services and Pharmacist Assistants.
4. Applications where the centre is indicated as Head Office and EMS should be directed to :

The Head of Department

Department of Health

Private Bag X 9302

POLOKWANE

0700 and for hand delivery at 18 College Street

Office No. 60, Fidel Castro Building

5. Applications for all other positions should be directed to Chief Executive Officers of the hospitals and for posts at Districts to the District Executive Managers of the District Offices as per the attached address list.
6. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.
7. The closing date for applications is -----

Private Bag x9302, POLOLKWANE, 0700
Fidel Castro Ruz House, 18 College Street, Polokwane, Tel: (015) 293 6000/12, Fax: (015) 293 6211
Website: <http://www.limpopo.gov.za>

The heartland of Southern Africa – Development is about people

- NB 1: Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered.**
- NB 2: The Department of Health is an equal opportunity and Affirmative Action employer.**
- NB 3: Applicants responding to internal circular should indicate the circular number as reference on the Z83 form.**

General enquires about advertised posts should be directed to Ms Matimatjati RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

ACTING HEAD OF DEPARTMENT: HEALTH

DATE

POST 1: HEAD OF CLINICAL DEPARTMENT = 5 POSTS

Salary Package: R2 161 416.00 p.a. [All inclusive Remuneration Package]

CENTRE: Pietersburg Hospital: Obstetrics and Gynaecology [1], Orthopaedic Surgery [1], Radiology and Imaging [1], Internal Medicine [1], Cardiothoracic Surgery [1]

REQUIREMENTS:

A. Qualifications and Competencies

- An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal Specialty of recognized Sub-Specialty.
- Current registration with the HPCSA as a Medical Specialist in a normal Specialty of recognized Sub-Specialty.
- A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty of recognized Sub-Specialty.

B. Knowledge and Skills

- Strong track record of clinical expertise, clinical governance, research, teaching and training at undergraduate and postgraduate levels in specialist discipline.
- Excellent team player, excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills.

KEY PERFORMANCE AREAS:

- Provide leadership and lead your Clinical Department in Limpopo Province, which includes the tertiary, regional and specialized hospitals and support for the district health services.
- Provide clinical governance and lead and supervise clinical service delivery to ensure an excellent accessible specialist clinical service at regional and tertiary level
- Be responsible for strategic planning, implementation and ensuring optimum utilization of fiscal and human resources.
- Implement effective monitoring and evaluation processes, effective use of data, and appropriate recording of outputs and health outcomes
- Advise senior management in the province of progress with services and resource requirements.
- Initiate, undertake and supervise relevant research in your discipline
- Develop and maintain a strong undergraduate and postgraduate teaching and training programme
- Coordinate services in all regional and tertiary hospitals including outreach and in-reach programmes in your discipline
- Build and develop the department, ensuring good team spirit.
- Joint appointment with the University of Limpopo as a senior lecturer or as an associate professor / professor if the requirements of the University of Limpopo are met.

POST 2: HEAD OF CLINICAL UNIT = 15 POSTS

Salary Package: R1 728 807 p.a. [All-inclusive remuneration package]

CENTRE: Pietersburg Hospital: Orthopaedics [1], Urology [1], General Surgery: Vascular Surgery or Trauma [1], General Surgery [1], Diagnostic Radiology [1], Oral Pathology [1], Orthodontics [1]

Salary Package: R1 728 807 p.a. [All-inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance

CENTRES: Mankweng Hospital: Orthopaedics [1], Internal Medicine [1], Tshilidzini Hospital: General Surgery or Orthopaedics or Anaesthesia or Internal Medicine [1], Letaba Hospital: General Surgery or Orthopaedics or Anaesthesia or Internal Medicine [1], Mokopane Hospital: General Surgery or Anaesthesia or Internal Medicine or Forensic Pathology [1], Thabamopo Hospital: Psychiatry [2]

Salary Package: R1 728 807 p.a. [All-inclusive remuneration package] plus 22% of basic salary ISRDN Nodes rural allowance

CENTRE: St Rita's Hospital: General Surgery or Anaesthesia or Orthopaedics or Internal Medicine or Paediatrics [1]

REQUIREMENTS: A) Qualifications and Competencies

- An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal Specialty or a recognized Sub-Specialty.
- Registration with the HPCSA as a Medical Specialist in a in a normal Specialty or a recognized Sub-Specialty.
- A minimum of 3 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty or in a recognized Sub-Specialty.

NB 1: For General Surgery posts

- A sub-specialty in an HPCSA registered general surgical sub-discipline, such as Vascular surgery or Trauma Surgery will be an added advantage.

NB 2: For Psychiatry posts

- A sub-specialty in an HPCSA registered psychiatry sub-discipline, such as Forensics or Child Psychiatry will be an added advantage.

B) Knowledge and skills:

- Sound clinical knowledge and skill in the required discipline
- Ability to work after hours
- Computer literary, including collection and analysis of data
- Sound Medical Ethics
- Ability to conduct effective and efficient training and mentoring
- Rational use of resources
- Leadership

KEY PERFORMANCE AREAS:

- For regional hospitals: Direct and render a comprehensive quality regional clinical care service to patients in the district
- For tertiary hospitals: Direct and render a comprehensive quality tertiary clinical service for patients in the province
- Coordinate clinical responsibilities with and supervise, instruct and train Medical interns, Medical Officers, Registrars, and Community Medical Officers in the regional hospital and district hospitals
- Plan and render outreach and support services to other levels of care in the drainage area
- Lead academic activities in undergraduate and postgraduate levels as required
- Provide continuing medical education programmes for doctors in the relevant discipline
- Develop clinical protocols, guidelines, and policies
- Lead clinical governance and quality improvement in the hospitals in the district and ensure that policies and guidelines are followed
- Conduct clinical audit and mortality and morbidity audits using national and provincial tools
- Support health systems in the district and advice the district and province on the appropriate infrastructure, equipment, supplies and human resources.
- Implement effective monitoring and evaluation processes, effective use of data, and appropriate recording on outputs and health outcomes
- Assist with the strategic and operational planning of services in the district and or catchment area of the hospital
- Commuted overtime is compulsory
- Joint appointment with the University of Limpopo as a senior lecturer or as an associate professor / professor if the requirements of the University of Limpopo are met.

POST 3: SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 = 9 POSTS

Salary Package: R1 362 366 p.a. [All-inclusive remuneration package]

CENTRE: Pietersburg Hospital

**Salary Package: R1 362 366 p.a. [All-inclusive remuneration package] plus 18% of basic salary
PSCBC rural allowance**

CENTRES: Mankweng Hospital, Tshilidzini Hospital, Thabampoopo Hospital, Seshego Hospital, Kgapanne Hospital, FH Odendaal Hospital, Helen Franz Hospital

**Salary Package: R1 362 366 p.a. [All-inclusive remuneration package] plus 22% of basic salary
ISRDS Nodes rural allowance.**

CENTRE: St Rita's Hospital

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner;
- Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner;

- A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- Experience as head of clinical services will be an added advantage.
- All applicants must be South African citizens or permanent residents
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Valid driver's license (**Attach copy**).

B) Knowledge and Skills

- Knowledge of current Health and Public Services Legislation, Regulations and Policies
- Sound clinical knowledge
- Sound Medical Ethics with emphasis on budget control
- Solid background of Epidemiology or demonstrative ability to use health information for planning
- Sound knowledge of Human Resource Management and Quality Assurance Programmes

KEY PERFORMANCE AREAS:

- Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral.
- Ensure clinical governance, clinical guidelines and adherence to clinical protocols.
- Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and inreach to the geographical service area.
- Ensure in-service training and supervision to all health care providers.
- Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed.
- Allocate and manage resources, both human and financial.
- Monitor key performance indicators and plan quality improvement strategies to address the gaps.

POST 4: SENIOR CLINICAL MANAGER [HEAD OF INSTITUTION] = 3 POSTS

Salary Package: R1 362 366 p.a. [All-inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance.

CENTRES: Ellisras Hospital [1], Botlokwa Hospital [1]

Salary Package: R1 362 366 p.a. [All-inclusive remuneration package] plus 22% of basic salary ISRDS Nodes rural allowance.

CENTRE: Matlala Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner;
- Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner;
- A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner.
- Experience as head of clinical services will be an added advantage.
- All applicants must be South African citizens or permanent residents
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Valid driver's license (**Attach copy**).

B) Knowledge and Skills

- Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control.
- Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning.
- Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

KEY PERFORMANCE AREAS:

- **Job Purpose:** Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes.
- **Strategic Planning:** Prepare a strategic plan for the hospital to ensure that it is in line with national, provincial, regional and district plans.

- **Financial Management:** Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management
- **Facility Management:** Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.
- **Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.
- **Procurement and Management of Equipment and Supplies:** Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner.
- **Clinical and Corporate Governance:** Oversee Clinical Governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance, as well as occupational health and safety. Manage the institution's risk to ensure optimal achievement of health outcomes.

POST 5: MEDICAL SPECIALIST / SUB-SPECIALIST = 12 POSTS

MEDICAL SPECIALIST: Grade 1 – 3

CENTERS: Pietersburg / Mankweng Hospitals: Anaesthesiology, Diagnostic Radiology, Emergency Medicine, General Surgery, Orthopaedic Surgery, Ophthalmology, Neurosurgery, Cardiothoracic Surgery, Plastic and reconstructive surgery, Urology, Internal Medicine, Obstetrics and Gynaecology, Paediatrics and Child Health, Radiation Oncology, Nuclear Medicine, Maxilo-facial surgery, Orthodontics, Periodontics,

MEDICAL SUB-SPECIALIST: Grade 1 – 3

CENTRE: Pietersburg Hospital: Vascular Surgery, Cardiology, Nephrology, Neurology, Rheumatology, Haematology, Paediatric Oncology, Paediatric Cardiology, Paediatric Nephrology, Paediatric Neurology, Paediatric Pulmonology, Neonatology, Gynaecology Oncology, Foetal and Maternal Medicine.

MEDICAL SPECIALIST: Grade 1 – 3

CENTERS: Tshildzini / Letaba / Mokopane / St Rita's / Philadelphia Anaesthesiology, Forensic Pathology, General Surgery, Orthopaedic Surgery, Internal Medicine, Obstetrics and Gynaecology, Paediatrics and Child Health

MEDICAL SPECIALIST: Grade 1 – 3

CENTERS: Thabamooopo Hospital, Evuxakeni Hospital, Hayani Hospital Psychiatry,

MEDICAL SUB-SPECIALIST: Grade 1 – 3

CENTRE: Thabamooopo Hospital: Psychiatry Sub-Specialties including Forensic Psychiatry and Child and Adolescent Psychiatry

NB: Some disciplines operate at both Pietersburg and Mankweng Hospitals and others at one or the other. The majority of appointments will be at Pietersburg Hospital. Doctors may be stationed at Mankweng Hospital if required.

SALARY PACKAGE: Specialist **Grade 1:** R1 106 040 p.a., **Grade 2:** R1 264 623 p.a., **Grade 3:** R1 467 651 p.a. [All Inclusive Remuneration Package]

SALARY PACKAGE: Sub-Specialist **Grade 1:** R1 283 601 p.a., **Grade 2:** R1 467 651 p.a., **Grade 3:** R1 604 781 p.a. [All Inclusive Remuneration Package]

NB 1: No rural allowance for Pietersburg Hospital

NB 2: PSCBC rural allowance of 18% of basic salary apply to Mankweng Hospital, Tshildzini Hospital, Letaba Hospital, Mokopane Hospital, Thabamooopo Hospital

NB 3: ISRDS Nodes Rural allowance of 22% of basic salary apply to St Rita's Hospital, Philadelphia Hospital

REQUIREMENTS

A. Qualifications and Competencies

- An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and Medical Specialist in a relevant specialty.
- Current registration with the HPCSA as a Medical Practitioner and Medical Specialist in a relevant specialty
- Grade 1: No experience after registration with the HPCSA as a specialist
- Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of foreign-qualified employee) in a normal specialty
- Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of foreign-qualified employee) in a normal specialty

B. Knowledge and Skills

- Sound clinical knowledge and skill in the required discipline
- Ability to work after hours

- Computer literate, including collection and analysis of data
- Sound Medical Ethics
- Ability to conduct effective and efficient training and mentoring
- Rational use of resources

KEY PERFORMANCE AREA

- Render a comprehensive quality specialist clinical service to patients
- Coordinate clinical responsibilities with and supervise, instruct and train Medical interns, Medical Officers and Community Medical Officers and registrars
- Effectively manage administrative functions
- Render outreach and support services to other levels of care in the drainage area
- Participate in academic activities in undergraduate and postgraduate levels as required
- Participate in continuing medical education, as required by the HPCSA
- Participate in formal training, mentoring and monitoring of health workers in your district
- Be responsible for clinical governance for your discipline and ensure effective mechanisms are put in place to ensure patient safety
- Ensure that clinical protocols are readily available
- Support the regional, district hospitals and clinics in ensuring the appropriate infrastructure, equipment, drugs and supplies are in place.
- Joint appointment with the University of Limpopo as a senior lecturer or as an associate professor if the requirements of the University of Limpopo are met.
- Commuted overtime is compulsory

POST 6: CHIEF EXECUTIVE OFFICER = 8 POSTS

Salary Package: R1 057 326 p.a. [All Inclusive remuneration package] [LEVEL 13]

CENTRES: Tshilidzini Hospital [1], Letaba Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- An undergraduate qualification (NQF Level 7) as recognised by SAQA. A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council)
- A minimum of five (5) years management experience in the health sector at least at middle and senior managerial level.
- A post graduate degree in management or an administrative management will be an added advantage.
- A valid drivers' license **[Attach copy]**.

Salary Package: R869 007 p.a. [All Inclusive remuneration package] [LEVEL 12]

CENTRES: Seshego Hospital [1], Kgapane Hospital [1], Helen Franz Hospital [1], Warmbaths Hospital [1], Lebowakgomo Hospital [1], WF Knobel Hospital [1].

REQUIREMENTS:

A) Qualifications and Competencies

- A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council)
- A post graduate degree in management or an administrative management with five (5) years' experience in Health Management environment.
- A minimum of three (3) years management experience in the health sector at least at junior and middle management level.
- A valid drivers' license [**Attach copy**].

B) Knowledge and Skills

- Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies.
- **Core competencies:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment.
- **Process Competencies:** Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

KEY PERFORMANCE AREAS:

- **Job Purpose:** Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes.
- **Strategic Planning:** Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans.
- **Financial Management:** Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management
- **Facility Management:** Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment
- **Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.
- **Procurement and Management of Equipment and Supplies:** Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of

provincial delegated authority and in line with the PFMA, Ensure that goods and services are procured in a cost effective and timely manner.

- **Clinical and Corporate Governance:** Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

POST 7: ASSISTANT MANAGER: PHARMACEUTICAL SERVICES= 12 POSTS

Salary Package: R897 936.00 p.a. [All-inclusive remuneration package] plus 12% of basic salary PSCBC rural allowance.

CENTRES: Mokopane Hospital [1], Botlokwa Hospital [1], Helene Franz Hospital [1], Evuxakeni Hospital [1], Malamulele Hospital [1], Hayani Hospital [1], Messina Hospital [1], Ellisras Hospital [1], Thabazimbi Hospital [1], Kgapane Hospital [1]

Salary Package: R897 936.00 p.a. [All-inclusive remuneration package] plus 17% of basic salary ISRDS Nodes rural allowance.

CENTRES: Matlala Hospital [1], Sekororo Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist.
- Current registration with the SAPC as a Pharmacist
- A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC.
- **Inherent requirements of the job:** willingness to register as the responsible pharmacist. Willingness to do after hours work and be on call including shift work.
- Ability and willingness to supervise, tutor and train staff.
- Valid Driver's license **[Attach copy]**.

B) Knowledge and Skills

- Team player with outstanding communication skills (verbal and written).
- Aptitude in problem-solving and decision-making.
- Strong professional ethics.
- Critical thinking skills, decisive judgement and the ability to work with minimal supervision.
- Must be able to work in a stressful environment and take appropriate action.
- Ability to work in an interdisciplinary and inter-professional team.
- Knowledge of budgeting and PFMA and other relevant legislations, policies and procedures in the Health sector is an advantage.
- Proficient in Microsoft Office (MS Word, Excel, Power Point and Outlook) and relevant technological literacy.

KEY PERFORMANCE AREAS:

- Lead and manage pharmaceutical services, ensuring the continuum of care in the Geographical service area of the hospital
- Procurement, storage and dispensing of pharmaceuticals
- Directly manage the activities of the Pharmacy employees.
- Reviews daily, monthly and other periodic management reports to monitor service levels.
- Plan, develop, and implement all policies and processes related to technical pharmacy operations.
- Maintain records of all transactions of the pharmacy necessary to ensure accurate control over and accountability for all drugs as required by applicable Pharmacy Council laws, rules, and regulations; ensures legal operation of the pharmacy, including meeting all inspection and other requirements of South African Pharmacy Council laws, rules, and regulations governing pharmacy operations.
- Perform quarterly audit and balance inventory and scheduled 5 & 6 drug registers in the Unit, record, investigate and report any discrepancies.
- Ensure that all assets within the control of the Pharmacy are efficiently managed.
- Serve and represent the section in governance structures of the hospital.
- Provide secretariat functions to the Drugs and Therapeutics committee meeting.
- Safe disposal of expired pharmaceuticals in accordance with prescribed policies.

POST 8: MEDICAL REGISTRAR = 6 POSTS

Salary Package: R821 205.00 p.a. plus 18% of basic salary of PSCBC rural allowance apply to Mankweng and Regional Hospitals during rotations.

DISCIPLINES: Anesthesiology, General Surgery, Obstetrics and Gynaecology

NB 1: Successful candidate will be expected to participate in a system of remunerated commuted overtime.

NB 2: Appointment as a Registrar will be on contract. Employees in service who opt to continue with their pension benefits as a Registrar, will be required to resign after completion of their registrar contract, should they not be successful for advertised specialist or medical officer positions.

REQUIREMENTS:

A. Qualifications and Competencies:

- An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Registration with the Health Professions Council:**
- Current registration with the HPCSA as a Medical Practitioner
- A minimum of 6 months post community service experience in a relevant clinical discipline
- One of the following are a requirement and more than one an advantage
 - A postgraduate diploma in a relevant discipline
 - Successful completion of the relevant Part 1 Fellowship exam
 - Relevant Accredited Advanced Life support courses
- Registrars will be required to register as postgraduate students with the University of Limpopo according to the requirements of the discipline.
- All applicants must be South African citizens or permanent residents.
- A valid driver's license [Attach certified copy]

B. Appointment conditions and rotation:

- Registrars in all disciplines will be placed at Pietersburg Hospital, but will be required to rotate through a number of facilities on the teaching platform according to the agreed accredited training programme.
- Rotations may include a 3 – 6 month block at a facility in another province.
- In certain disciplines that do not currently have full HPCSA training accreditation, candidates will be sent to another institutions to complete their training.
- Candidates will be required to sign an agreement with the province to return at the completion of the time spent away, if this is a year or more.
- Should registration with the University as a student be discontinued for any reason the appointment as a registrar also discontinues
- Commuted overtime is compulsory

POST 9: DEPUTY MANAGER: NURSING SERVICES [PN A-8] = 16 POSTS

**Salary Package: R843 618 p.a. [Inclusive remuneration Package] plus 8% of basic salary
PSCBC rural allowance.**

CENTRES: Mokopane Hospital [1], Tshilidzini Hospital [1], Letaba Hospital [1], Kgapane Hospital [1], Donald Fraser Hospital [1], Lebowakgomo Hospital [1], Siloam Hospital [1], Helene Franz Hospital [1], Seshego Hospital [1], Warmbaths Hospital [1], WF Knobel Hospital [1], Voortrekker Hospital [1], Ellisras Hospital [1].

**Salary Package: R843 618 p.a. [Inclusive remuneration Package] plus 12% of basic salary
ISRDS Nodes rural allowance**

CENTRES: Jane Furse Hospital [1], Dilokong Hospital [1], Sekororo Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification.
- Current registration with the South African Nursing Council [SANC] as a Professional Nurse.
- A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing.
- At least 4 years of the period referred to above must be appropriate/recognisable experience at Management level.
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- A valid driver's licence [**Attach copy**].

B) Knowledge and skills

- Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession.
- Knowledge of Performance Management and Development System.
- Knowledge of strategic planning.
- Knowledge of PFMA and Treasury Regulations.

- Knowledge of the application of Batho Pele principles, Patients' Rights Charter and quality assurance system.
- Knowledge of managing workplace discipline.
- Well-developed communication, presentation, negotiation and research skills.
- Knowledge of hospital performance indicators.

KEY PERFORMANCE AREAS:

- Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialized nursing care within set standards and a professional and legal framework.
- Ensure that prescribed policies and procedures are adhered to.
- Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development.
- Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost effective quality health care.
- Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation.
- Effective utilization of information technology and information systems to ensure accurate statistical data collection and capturing.
- Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.
- Participate in the analysis formulation and implementation of nursing guidelines, practises, standards and procedures.

POST 10: DEPUTY DIRECTOR: EAP PROFESSIONAL [LEVEL 11] = 1 POST

Salary Package: R733 257 p.a. [All-inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- Bachelor's degree or National Diploma in Social Sciences, Psychology or Industrial Psychology.
- Registration with a Professional body.
- Proven extensive experience in clinical/social work counseling and employee relations.

B) Knowledge and skills

- Public Service Act 1999
- Public Service Regulations 2016
- Labour Relations Act 1996
- Public Finance Management Act 1999
- Basic Conditions of Employment Act 1998
- Employment Equity Act 1997
- Skills Development Act 1998
- Occupational Health and Safety Act 1993
- Performance Management Systems.
- HR Provisioning Administration.

- Public Service Administration.
- Human Resource Policies.

KEY PERFORMANCE AREAS:

- Develop the business plan In line with the strategic objectives of the Department
- Manage and monitor the Employee Wellness Program (EWP)
- Facilitate the establishment of EWP advisory Committee in the Department
- Manage crisis Intervention and short-term therapy to clients and relatives
- Manage HIV and Aids Programme in the workplace.

POST 11: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT [LEVEL 11] = 2 POSTS

Salary Package: R733 257 p.a. [All-inclusive remuneration package]

CENTRES: Head Office [Polokwane][1], Mankweng Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- A Bachelor's Degree or National Diploma (NQF level 6/7) in Supply Chain Management or Equivalent in Financial/Logistics/Cost and Accounting Management.
- Five (5) years relevant experience in Demand and Acquisition Management including two (3) years at a supervisory level.

B) Knowledge and Skills

- Hands-on approach on tenders, acquisition administration, asset management and contract management. Knowledge, understanding and application of Public Finance Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFMA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and Related Legislation. Good leadership and communication (verbal and written) skills, presentation skills, budgeting skills, computer literacy and knowledge of legal aspects in Supply Chain Management.

KEY PERFORMANCE AREAS:

- Management of SCM bid committees; disposal committees; and contract negotiation committees.
- Management of commitments; Monitor compliance with Supply Chain Management Legislations, policies, procedures and related subscripts.
- Asset and Inventory Management as well as Contract administration.
- Prepare and submit monthly and quarterly reports in line with the reporting requirements.
- Management of staff.
- Management of audit action plan.

POST 12: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT COMPLIANCE [LEVEL 11] = 1 POST

Salary Package: R733 257 p.a. [All-inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- A Bachelor's Degree or National Diploma (NQF level 6) in Supply Chain Management or Equivalent in Financial/Logistics/Cost/Economics and Accounting Management.
- Five (5) years relevant experience in Supply Chain Management of which three (3) years should be at supervisory level (Assistant Director). Hands-on approach on demand & acquisition administration, asset management and contract management.

B) Knowledge and Skills

- Knowledge and understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) prescripts and Related Legislation. Good leadership and communication (verbal and written) skills, presentation skills, Analytical skills, computer literacy and knowledge of legal aspects in Supply Chain Management.

KEY PERFORMANCE AREAS:

- Develop and implement a Supply Chain Compliance Improvement Plan in line with operational requirements of the department.
- Management Irregular Expenditure.
- Develop standards that ensure all records and documents are maintained according to supply chain best practices.
- Assist with the formulation of appropriate Supply Chain Management policies and procedures.
- Conduct Compliance inspection in the institutions of the department.
- Conduct investigations on SCM related cases.
- Maintain Irregular Expenditure Register and facilitate condonement process through relevant authorities.
- Consolidate SCM reports and disburse to relevant stakeholders.
- Liaise with relevant audit entity in coordinating SCM related matters.

POST 13: DEPUTY DIRECTOR: ASSET MANAGEMENT [LEVEL 11] = 4 POSTS

Salary Package: R733 257p.a. [All-inclusive remuneration package]

CENTRES: Head Office [Polokwane] [1], Mopani District [1], Vhembe District [1], Sekhukhune District [1]

REQUIREMENTS: A) Qualifications and Competencies

- A Bachelor's Degree or National Diploma (NQF level 6) in Financial/Logistics/Cost and Accounting Management/Commerce as recognized by SAQA;
- A minimum of five (5) years' experience in Asset Management environment of which 2 years should be at junior management level;

B) Knowledge and Skills

- Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.

KEY PERFORMANCE AREAS:

- Maintain a credible and effective asset register and assist with monthly, IFS and AFS reporting.
- Perform monthly BAS and LOGIS reconciliations and manage asset movement and bar coding.
- Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses.
- Ensure disposals of assets pertaining to SCM policies and procedures.
- Day to day administrative duties, audit compliance and handling of enquiries.
- Manage asset verification and disposals process.
- Manage the Asset Procurement Plan for the department.

POST 14: DEPUTY DIRECTOR EXPENDITURE MANAGEMENT [LEVEL 11] = 2 POSTS

Salary Package: R733 257p.a. [All-inclusive remuneration package]

CENTRES: Waterberg District [1], Sekhukhune District [1]

REQUIREMENTS:

A) Qualifications and Competencies

- National Diploma/B.Com/B.Compt with Financial Accounting/Cost Management Accounting as major subject coupled with minimum of 3 years management experience in the various disciplines related to financial management. A post graduate qualification in accounting and completed articles will be an added advantage.
- A valid driver's license [Attach Copy].

B) Knowledge and Skills

- Extensive knowledge, experience, interpretation and GRAP standards, SA-GAAP, IFRS. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations. BAS and LOGIS systems knowledge will be added advantage.
- Knowledge of Public Finance Management Act, Public Service Regulations and other related legislations.
- Computer literacy [Ms Word, PowerPoint, Excel, Outlook]. Interpersonal and good communication.

KEY PERFORMANCE AREAS:

- Ensure that strategic plan, operational plan, budget and resources are optimally implemented and managed.
- Ensure that all eligible suppliers are paid timeously.
- Ensure effective and efficient revenue management system

- Undertake reconciliation of creditor's age analysis to general ledger, accounts payable, and clearing of suspense accounts.
- Prepare audit files for internal and external audit purposes.
- Ensure compliance with financial accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations.
- Respond on all accounts payable internal and external audit queries.
- Prepare and submit monthly reports.
- Submit inputs for preparation of Annual Financial Statements.

POST 15: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT [LEVEL 11] = 5 POSTS

Salary Package: R733 257p.a. [All-inclusive remuneration package]

CENTRES: Mokopane Hospital [1], St Ritas Hospital [1], Philadelphia Hospital [1], Thabamooop Hospital [1], Lebowakgomo Hospital (1)

REQUIREMENTS:

A) Qualifications and Competencies

- National Diploma/B.Com/B.Compt with Financial Accounting/Cost Management Accounting as major subject coupled with minimum of 3 years management experience in the various disciplines related to Financial Management.
- A post graduate qualification in accounting and completed articles will be an added advantage.
- A valid driver's license **[Attach Copy]**.

B) Knowledge and Skills

- Extensive knowledge, experience, interpretation and GRAP standards, SA-GAAP, IFRS.
- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations. BAS and LOGIS systems knowledge will be added advantage.
- Knowledge of Public Finance Management Act, Public Service Regulations and other related legislations. Computer literacy [Ms Word, PowerPoint, Excel, Outlook].
- Interpersonal and good communication.

KEY PERFORMANCE AREAS:

- Ensure that strategic plan, operational plan, budget and resources are optimally implemented and managed.
- Ensure that all eligible suppliers are paid timeously.
- Ensure effective and efficient revenue management system.
- Undertake reconciliation of creditor's age analysis to general ledger, accounts payable, and clearing of suspense accounts.
- Ensure reconciliation of Fixed Asset Register and Finance leases to general ledger.
- Ensure reconciliation of layered inventory report to the inventory general ledger.
- Ensure that stock levels are at an optimum and economic level.
- Conduct physical asset verification and reconcile assets that have been completed.
- Ensure compliance with asset and inventory policies.
- Prepare audit files for internal and external audit purposes.
- Ensure compliance with financial accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations.

- Respond to all internal and external audit queries.
- Prepare and submit monthly reports. Submit inputs for preparation of Annual Financial Statements.

POST 16: DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE (LEVEL 11) = 02 POSTS

Salary Package: R733 257 p.a. [All-inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- The candidate should hold National Diploma/B.Com/B.Compt with Financial Accounting/Financial Management/Cost Management Accounting/Auditing as major subject coupled with minimum of 3 years management experience in the internal control, auditing or compliance environment.
- A post graduate qualification in accounting and completed articles will be an added advantage.
- A valid driver's license **[Attach Copy]**.

B) Knowledge and Skills:

- Extensive knowledge, experience, interpretation and GRAP standards, SA-GAAP, IFRS. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations.
- Development of internal control / compliance management strategies and business solutions.
- Understanding of audit standards, Quality management System/s, Computer literacy, Operational compliance requirements, relevant legislation, regulations and prescripts,
- Report writing skills.
- Ability to work independently under extreme pressure.

KEY PERFORMANCE AREAS:

- Develop, implement and maintain Business plans for the Unit.
- Introduce a culture of internal control & Compliance Management supported by policies and procedures.
- Implement, support and audit relevant quality assurance systems across the organisation.
- Recommend and implement an organisation wide quality assurance programme based on objectives set by the department.
- Use audits and corrective action to ensure continuous improvement.
- Report on the findings of monitoring and evaluation processes and make recommendations as appropriate.
- Ensure all systems (IT and paper) for storing and processing data are compliant with prevailing legislation.
- Financial, regulatory, compliance and operational audits.
- Lead and manage the audit co-ordination process together with the Director and other Executives.
- Establish integrated internal control systems (including policies) Delegations framework.
- Conduct internal control and compliance assessments.
- Escalate issues relating to non-compliance.
- Departmental governance frameworks.

- Effectively promote and practice good Corporate Governance.
- Ensure a positive and constructive culture.
- Effectively manage resources (Physical, Human and financial) including developing strategic skills and fostering world-class delivery.
- Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service.

POST 17: DEPUTY DIRECTOR: SERVICE DELIVERY IMPACT ASSESSMENT (DISTRICT HEALTH SERVICES AND STRATEGIC HEALTH PROGRAMMES) [LEVEL 11] = 1 POST

Salary Package: R733 257 p.a. [All inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- Recognized Diploma/Bachelor's degree in Information Science or Management
- A minimum of five [5] years Health Information management experience
- Valid driver's license (**attach a copy**)

B) Knowledge and skills

- Knowledge of information management
- Knowledge of conditional grants
- Monitoring & Evaluation knowledge and competency
- Knowledge of legislative framework governing public service
- Technical and non-technical report writing
- Well-developed communication skills
- Knowledge of statistical tools
- Knowledge of DHIS and inter phasing of sub-programme systems
- Knowledge of general information and relevant policies
- Computer literacy including MS Outlook, Word, Excel and PowerPoint

KEY PERFORMANCE AREAS:

- Coordinate District Health Care Services Information, Reports and Reporting
- Strengthen data quality management systems to ensure reporting by health facilities for Strategic Health Programmes Information
- Coordinate District Health Care Services and Strategic Health Programmes planning and liaise with strategic planning unit
- Consolidate District Health Care Services and Strategic Health Programmes reports
- District Health Care Services and Strategic Health Programmes impact analysis and provide technical support
- Assimilation and synthesis of health information from relevant health information management systems and databases
- Provide monthly, quarterly and annual reports
- Provide feedback to the branch
- Identify and coordinate training for relevant personnel

POST 18: DEPUTY DIRECTOR: EVENTS MANAGEMENT & LIAISON SERVICES [LEVEL 11] = 1 POST

SALARY PACKAGE: R733 257 p.a. [All inclusive remuneration package]

CENTRE: Head Office [Polokwane]

REQUIREMENTS

A) Qualifications and Competencies

- An appropriate Bachelor's degree or a three year National Diploma in Communication, Journalism or Public Relations at NQF level 6.
- Experience in the management, monitoring, analysis and environmental scanning.
- Experience or thorough understanding of health.

B) Knowledge and Skills

- Broad knowledge and understanding of the Department's programmes and priorities
- Sound and in-depth knowledge of relevant prescripts and application of human resource as well as an understanding of the legislative framework governing the Public Service
- Understanding of the domestic and international media industry including the media coverage of the Department.
- Capacity to analyze and research media trends.
- Good background in turn around and change management strategy
- Good communication, negotiation, facilitation, co-ordination, leadership, problem solving, planning and organizing skills.
- Policy analysis & development, group dynamics and diversity management.
- People, financial, time, change & knowledge management.
- Strategic planning and team player.

C) Personal Attributes

- Willing to work under changing and difficult circumstances.
- Responsiveness, pro-activeness, professionalism, accuracy, flexibility, co-operative, supportive, independent, diplomatic, team player, dynamic and objective note.

KEY PERFORMANCE AREAS:

- Facilitate and consolidate departmental communication strategy.
- Compile and edit the departmental internal and external publication.
- Co-ordinate departmental and transversal campaigns.
- Manage internet/website and internal info dissemination.
- Develop the departmental corporate branding.
- Develop the business plan in line with the strategic objectives of the department.
- Manage and co-ordinate liaison services
- Organize, co-ordinate and market all events, projects and campaigns of the MEC and the department's program of action.
- Manage the implementation on policies, guidelines and procedures.
- Manage resources (physical, human and financial).

POST 19: CLINICAL PSYCHOLOGIST: GRADE 1-3 = 3 POSTS

Commencing salary notch: Grade 1: R713 361 p.a. Grade 2: R832 398 p.a. Grade 3: R966 039 plus 12% basic salary of PSCBC rural allowance.

CENTRES: Tshilidzini Hospital [1], Nkhensani Hospital [1], George Masebe Hospital [1]

REQUIREMENTS: A) Qualification and Competencies

- An appropriate qualification that allows registration with the HPCSA as Clinical Psychologist.
- Current registration with the Health Professions Council (HPCSA) as a Clinical Psychologist.
- **Grade 1:** None after registration with the HPCSA. **Grade 2:** A minimum of 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist. **Grade 3:** Minimum of 16 years after registration with the HPCSA as a Clinical Psychologist

B) Knowledge and Skills

- Appropriate clinical knowledge & experience in the field of clinical Psychology: psychotherapy, assessment, counseling.
- Analytical/report writing skills.
- Knowledge of current health and public service legislation, regulations and policies.
- Sound knowledge of professional ethics.
- IT skills.
- Research, teaching and training skills.
- Time management.

KEY PERFORMANCE AREAS:

- Provide psychological service delivery at hospital level.
- Participate in hospital teams/committees.
- Support hospital activities related to mental health.
- Supervise work of the psychometrists in the hospital.
- Implement community outreach programmes.
- Liaise and work with other hospital departments.
- Liaise with psychiatric services in the hospital.
- Assist in training for primary health care professionals.

POST 20: MEDICAL PHYSICIST GRADE 1 - 3 = 1 POST

Salary Package: Grade 1: R662 190 p.a., Grade 2: R750 024 p.a., Grade 3: R857 559 p.a.

CENTRE: Pietersburg Hospital

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate qualification that allows for registration at the Health Professions Council of South Africa (HPCSA) as a Medical Physicist.
- Registration with the HPCSA as a Medical Physicist.
- **Experience: Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** A minimum of 8 years appropriate experience after registration with the HPCSA

as a Medical Physicist. **Grade 3:** A minimum of 16 years appropriate experience after registration with the HPCSA as a Medical Physicist.

B) Knowledge and skills

- Skills pertaining to the scope of the profession of medical physicists.
- Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics.
- Knowledge of the statutory regulations regarding the medical use of ionizing radiation.
- Good communication, interpersonal relationship, research, development and teaching skills.
- Capable of using initiative for problem solving, recognizing the need for action, consider possible risks and taking responsibility for results.
- Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

KEY PERFORMANCE AREAS:

- Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology.
- Assist with commissioning and optimization of new equipment and techniques.
- Assist with lecturing of the under-and-postgraduate teaching and training programme in the Radiology & Imaging and Radiation Departments.

POST 21: EMS DISTRICT MANAGER = 4 POSTS

Salary Notch: Grade 2 R507 198 p.a.: Salary Package: Grade 3 R792 327 p.a.
(Remuneration will be as determined by the Occupational Specific Dispensation for Medical Cluster)

CENTRES: Mopani District [1], Sekhukhune District [1], Capricorn District [1], Waterberg District [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Grade 12 certificate
- Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the Health Professions Council of South Africa [HPCSA] as an Emergency Care Technician [ECT], Paramedic or Emergency Care Practitioner (ECP)
 - ◆ Emergency Care Technician or
 - ◆ Critical Care Assistance (CCA) programme or
 - ◆ Recognized National Diploma in EMC or
 - ◆ Recognized B Tech Degree in EMC or
 - ◆ Bachelor of Health Science in Emergency Medical Care
- Current registration with the HPCSA as an ECT, Paramedic or ECP.
- 3 Years' experience after registration with the HPCSA as an ECT, Paramedic or ECP.

- 3 years managerial experience at a junior management level
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. [Attach certified copy].

B) Knowledge and skills

- Proven managerial and interpersonal skills
- Understanding EMS and its line of business.
- Knowledge of PFMA and treasury regulations.
- Knowledge of Public service act and public service regulations.
- Computer literacy.
- Good communication and presentation skills.
- Understanding of Planned Patient Transport service
- Knowledge of clinical practice at ECT to CCA level

KEY PERFORMANCE AREAS:

- Develop the district EMS strategic and business plan
- Maintain best clinical practices in accordance with quality standards
- Oversee the implementation of EMS Standard Operational Procedures (SOPs)
- Ensure the treatment of patients in accordance with relevant protocols
- Manage all EMS stations in the district and resources (Transport, Assets , Finances and Human)
- Integrate EMS into the District Health System and form part of the District Management team

POST 22: ASSISTANT DIRECTOR [OFFICE MANAGEMENT] [LEVEL 9] = 3 POSTS

Commencing salary notch: R376 596 p.a.

CENTRE: Head Office [Polokwane]: Office of DDG: Corporate Services [1], Office of DDG: Health Care Services [1], Office of DDG: Tertiary and Academic Health Development [1]

REQUIREMENTS:

A) Qualifications and Competencies

- An appropriate Bachelor's degree or a three-year National Diploma.

B) Knowledge and Skills

- Sound in depth knowledge of public service systems and relevant prescripts
- Understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations
- Financial management skills;
- Project management skills; Communication (written and verbal) skills in at least two of the three official languages of Limpopo;
- Ability to draft complex documentation;
- Manage various office projects and activities;

- Report writing, good communication, negotiation and problem solving skills.
- Policy analysis and development.
- Advanced computer skills in MS Word, PowerPoint, Outlook and Excel

KEY PERFORMANCE AREAS:

- Executive research, analyse information and compile complex documents for the Deputy Director General
- Obtain inputs, collate and compile reports, e.g. progress-, monthly and management
- Scrutinize all submissions/reports and make notes and/or recommendations for the DDG or return it to the originator
- Respond to written, email or verbal enquiries from internal and external stakeholders on behalf of the DDG
- Draft documents as required
- Devise and maintain office systems, including data management
- Collect, compile and scrutinize documents to determine actions/information/other documents required for various engagements of the DDG
- Advise the DDG in determining funding requirements for purposes of MTEF submissions
- Administer the record keeping of expenditure commitments, monitoring the expenditure and alert the DDG of possible over- or under spending in respect of the Office of the DDG.
- Manage resources in the office of the DDG;
- Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the DDG
- Support the DDG in management, development and sustaining effective working relations with stakeholders.

POST 23: PROFESSIONAL NURSE [SPECIALTY] [PN-B1] GRADE 1 – 2 = 1 POSTS

Commencing salary notch: Grade 1= R383 226 – R444 276 p.a. Grade 2= R471 333 – R579 696 p.a. plus 8% of basic salary PSCBC rural allowance

CENTRES: Letaba Hospital: Operating theatre [1], Critical Care [1], Trauma and Emergency [1] Critical Care (ICU) Nurse [1], **Tshilidzini Hospital:** Operating Theatre [1], Critical Care [1], Trauma and Emergency [1], **Mokopane Hospital:** Operating Theatre [1], Critical Care [1], Trauma and Emergency [1]

Commencing salary notch: Grade 1= R383 226 – R444 276 p.a. Grade 2= R471 333 – R579 696 p.a. plus 12% of basic salary ISRDS nodes rural allowance

CENTRES: St Rita’s Hospital: Operating Theatre [1]; **Philadelphia Hospital:** Advanced Midwife [1], Critical Care (ICU) [1]

REQUIREMENTS: A) Qualification and competencies

- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse.
- A post-basic nursing qualification in one of the above specialty nursing areas with duration of at least 1 year, accredited with the SANC in one of the specialties referred to.
- Current registration with the South African Nursing Council as a Professional Nurse.
- **Grade 1:** A minimum of 4 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC 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, 10 years of which should be appropriate experience in the specific specialty after obtaining the 1year post-basic qualification in the relevant specialty.
- **Inherent requirements of the job:** Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice.

B) Knowledge and Skills

- 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 right charter, Batho-pele principles, Public service regulations, Labour Relation Act, Disciplinary code and procedure, Grievance procedure, etc.
- Good communication, Report writing, Facilitation, Liaison, Networking and Problem solving skills.
- Information management.
- Knowledge of management, planning and organising.
- Computer literacy.

KEY PERFORMANCE AREAS:

- Provide direction and supervision for the implementation of the Nursing plan (clinical practise/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.

POST 24: ASSISTANT DIRECTOR: INTERNAL CONTROL & COMPLIANCE [LEVEL 9] = 01 POST

Commencing Salary Notch: R376 596 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS:

A. Qualifications and Competencies

- A minimum of an undergraduate qualification at NQF 6 with one of the following courses: Auditing / Financial Management / Management Accounting / Financial Accounting.
- Minimum of 3 experience in the internal control, auditing or compliance environment.
- A valid driver's licence (**attach copy**).

B) Knowledge and Skills

- Development of internal control / compliance management strategies and business solutions.
- Understanding of audit standards, Quality management System/s, Computer literacy, Operational compliance requirements, relevant legislation, regulations and prescripts, Report writing skills and knowledge.
- Ability to work independently under extreme pressure.

KEY PERFORMANCE AREAS:

- Assist in the development, implementation and maintenance of Business plans for the Unit.
- Assist in the Introduction of a culture of internal control & Compliance Management supported by policies and procedures.
- Assist in the implementation, supporting and auditing of relevant quality assurance systems across the organisation.
- Assist in the implementation of organisation wide quality assurance programme based on objectives set by the department.
- Use audits and corrective action to ensure continuous improvement.
- Assist in reporting on the findings of monitoring and evaluation processes and make recommendations as appropriate.
- Ensure all systems (IT and paper) for storing and processing data are compliant with prevailing legislation.
- Conduct financial, regulatory, compliance and operational audits. Provide audit co-ordination support to institutions selected for audit.
- Establish integrated internal control systems (including policies).
- Ensure compliance with delegations framework.
- Conduct internal control and compliance assessments.
- Escalate issues relating to non-compliance.
- Assist in ensuring the implementation of Departmental governance frameworks.
- Assist in ensuring the promotion and practice good Corporate Governance.
- Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service.

POST 25: ASSISTANT DIRECTOR- REVENUE MANAGEMENT [LEVEL 9] = 2 POSTS

Commencing Salary Notch: R376 596 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS: **A) Qualifications and Competencies**

- An appropriate Bachelor's Degree in Commerce or a three year National Diploma in Financial Management/Accounting or equivalent qualification at NQF level 6 plus at least three years' experience in revenue management function.
- Experience in revenue management and billing in health environment will be an added advantage. RAF experience will be added advantage.
- A valid driver's license is a pre-requisite (attach certified copy).

B. Knowledge and Skills

- An understanding of Public sector Financial Management and the prescriptions/provisions of PFMA, Treasury Regulations and Division of Revenue Act.
- Proficiency in MS Word, Excel and PowerPoint.
- Well-developed communication and presentation skills/interpersonal relations and management and Project Management skills.
- Able to work independently under extreme pressure.

KEY PERFORMANCE AREAS:

- Manage the implementation of key revenue practices, procedures, guidelines and policies.
- Coordinate the Collection of patients and other related debts in the department.
- Facilitate timeous billing and payments of claims relating to Road Accident Fund, Government Departments and medical schemes.
- Monitor payments and reconciliation of debts from healthcare funders.
- Ensure write offs of irrecoverable debts where it is uneconomical to collect.
- Provide capacity building to billing officers.
- Monitor performance of billing system and facilitate implementation of intervention measures.
- Enforce compliance to the acts, regulations, procedures and other directives. Respond to audit queries, develop and implement remedial measures.
- Provide updated monthly, quarterly and Annual Financial Statements/reports.

POST 26: ASSISTANT DIRECTOR: BOOKKEEPING AND BANK RECONCILIATION [LEVEL 9] = 1 POST

Commencing Salary Notch: R376 596 p.a.

CENTER: Head Office [Polokwane]

REQUIREMENTS: **A. Qualifications and Competencies**

- The candidate should hold National Diploma/B.Com/B.Compt with financial accounting/cost management accounting as major subject coupled with minimum of 2 years management experience in the various disciplines related to financial management.
- A post graduate qualification in accounting and completed articles will be an added advantage.
- Extensive knowledge, experience, interpretation and GRAP standards, SA-GAAP, IFRS.
- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations.
- BAS and LOGIS systems knowledge will be added advantage.
- A valid driver's license [Attach certified copy].

B. Knowledge and Skills

- Knowledge of Public Finance Management Act, Public Service Regulations and other related legislations.
- Computer literacy [MS Word, PowerPoint, Excel, Outlook].
- Interpersonal and good communication.

KEY PERFORMANCE AREAS:

- The incumbent will manage the unit to ensure that strategic plan, operational plan, budget and resources are optimally implemented and managed.
- Analyze trial balance and reconcile and correct balance sheet accounts.
- Ensure clearing of suspense accounts.
- Monitor bank interfaces. Analyse bank exception and bank adjustment accounts on daily basis.
- Authorize journals.
- Perform bank reconciliation.
- Cash flow management.

- Ensure that month end closure procedure is timeously followed.
- Prepare audit files for internal and external audit purposes.
- Ensure compliance with financial accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations.
- Respond on all internal and external audit queries.
- Prepare and submit monthly reports.
- Submit inputs for preparation of Annual Financial Statements.

**POST 27: ASSISTANT DIRECTOR: BOOKKEEPING AND BANK RECONCILIATION [FINANCIAL REPORTING]
[LEVEL 9] = 1 POST**

Commencing Salary Notch: R376 596 p.a.

CENTER: Head Office [Polokwane]

REQUIREMENTS: A. Qualifications and Competencies

- National Diploma/B.Com/B.Compt with Financial Accounting/Cost Management Accounting as major subject augmented by minimum of 2 years management experience in various disciplines related to financial management.
- A post graduate qualification in Accounting and completed articles will be an added advantage.
- Extensive knowledge, experience, interpretation and GRAP standards, SA-GAAP, IFRS.
- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations.
- BAS and LOGIS systems knowledge will be added advantage.
- A valid driver's license. [Attach copy].

B. Knowledge and Skills

- Knowledge of Public Finance Management Act, Public Service Regulations and other related legislations.
- Computer literacy [MS Word, PowerPoint, Excel, Outlook].
- Interpersonal and good communication.

KEY PERFORMANCE AREAS:

- The incumbent will manage the unit to ensure that strategic plan, operational plan, budget and resources are optimally implemented and managed.
- Analyze trial balance and reconcile and correct balance sheet accounts.
- Ensure successful month and year-end closure of books.
- Ensure clearing of suspense accounts.
- Prepare monthly, quarterly and Annual Financial statements.
- Perform bank reconciliation.
- Liaise with all programme managers on regular basis regarding Secondary Information to the Financial Statements.
- Give guidance to programme managers (mainly non-finance managers) on reporting guidelines to be followed.
- Analyze and consolidate secondary information to the financial statements on monthly basis.
- Prepare audit files for internal and external audit purposes.

- Ensure compliance with financial accounting policies and practices with applicable GRAP standards, SA-GAAP and IFRS, PFMA, Treasury Regulations, Constitutions and other various regulations.
- Respond on all internal and external audit queries.
- Prepare and submit monthly reports.
- Submit inputs for preparation of Annual Financial Statements.

POST 28: ASSISTANT DIRECTOR: CONTRACT MANAGEMENT [LEVEL 9] = 1 POST

Commencing Salary Notch: R376 596 p.a.

CENTRE: Head Office [Polokwane]

REQUIREMENTS:

A. Qualifications and Competencies:

- National Diploma/B.Com/B.Compt with Financial Accounting/Cost Management Accounting as major subject augmented by minimum of 2 years management experience in various disciplines related to financial management.
- A post graduate qualification in Accounting and completed articles will be an added advantage.
- Extensive knowledge, experience, interpretation and GRAP standards, SA-GAAP, IFRS.
- Knowledge of Public Finance Management Act (PFMA), Treasury Regulations on public entity and other relevant regulations.
- BAS and LOGIS systems knowledge will be added advantage.

B. Knowledge and Skills

- Knowledge and understanding of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Broad Based Black Economic Empowerment Act (BBBEE).
- Understanding of Corporate Governance principles.
- Knowledge and understanding of Supply Chain Management Treasury Regulations, Supply Chain procedures and related standards.
- Excellent presentation and communication, interpersonal, problem solving & analysis and decision making skills.
- Understand how relationships change through the contract cycle and how trust can develop between the parties.
- Understand key aspects of managing contracts.

KEY PERFORMANCE AREAS:

- Manage approval of contracts and contract amendments.
- Assist with approval of cost and scope variations.
- Assist with management of price escalations.
- Assist with supplier performance review.
- Monitoring performance of contracts against performance indicators to ensure all obligations under agreements are met.
- Management of final accounts and reconciling with all payments.
- Keep and maintain an update of Project files/Contract files.
- Communication on the performance of contracts with all stakeholders.
- Assist with formulation appropriate contract administration practices and procedures.
- Dealing with Contract Breaches and Disputes.

POST 29: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT [LEVEL 9] = 3 POSTS

Commencing Salary Notch: R376 596 p.a.

CENTRES: Head Office, [Polokwane] [1], Pietersburg Hospital [1], Mankweng Hospital [1]

REQUIREMENTS: A. Qualifications and Competencies

- A Bachelor's Degree or National Diploma (NQF level 6) in Supply Chain Management or Equivalent in Financial/Logistics/Purchasing Management/Commerce.
- Three (3) years relevant supervisory experience in Supply Chain Management.
- Hands-on approach on acquisition administration.
- A valid driver's licence. [Attach copy]

B. Knowledge and Skills:

- Knowledge, understanding and application of Public Finance Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFMA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and related Legislations.
- Good leadership and communication (verbal and written) skills, presentation skills, meeting procedures, conflict resolution, customer and quality management, computer literacy and knowledge of legal aspects in Supply Chain Management.

KEY PERFORMANCE AREAS:

- Facilitate the opening and closing of bids and quotations adverts.
- Check and verify quotations and bids received.
- Facilitate the evaluation process of quotations and bids.
- Prepare bid awards for publication in the Tender Bulletin and departmental website and provide feedback to End Users.
- Prepare, consolidate and report bid awards on a monthly and quarterly basis to Provincial Treasury and facilitate reporting at National Treasury Contract Award portal.
- Supervise human resources/staff. Allocate and ensure quality of work. Personnel development.
- Assess staff performance.
- Apply discipline.

POST 30: OPERATIONAL MANAGER [PHC] [PN-B3] = 105 POSTS

Commencing salary notch: R562 800 p.a. plus 8% of basic salary PSCBC rural allowance.

CENTRES: Capricorn District: Blouberg Municipality: Ambergate Clinic [1], Blouberg CHC [1], De Vrede Clinic [1], Gideon Clinic [1], Goedentrou Clinic [1], Indermark Clinic [1], Montz Clinic [1], Schoongezicht Clinic [1], Zeist Clinic [1], **Lepelle-Nkumpi Municipality:** Boschplaats Clinic [1], Mathabatha Clinic [1], Hwelereng Clinic [1], Lebowakgomo Clinic [1], Mafefe Clinic [1], Mashite Clinic [1], Moletlane Clinic [1], Mphahlele Clinic [1], Slopsteen Clinic [1], Ledwaba Clinic [1], Parliament Clinic (Unit B) [1], **Molemole Municipality:** Dendron Clinic [1], Makgato Clinic [1], Matoks Clinic [1], Persie Clinic [1], **Polokwane Municipality:** Buitestraat Clinic [1], Diana Clinic [1], J Mamabolo Clinic [1], Lonsdale Clinic [1], Mamotshwa Clinic [1], Maraba Clinic [1], Mashashane Clinic [1], Matlala Clinic (Aganang) [1], Nobody Clinic [1], Sello-Moloto Clinic [1], Semenya Clinic [1], Seshego IV Clinic [1], Soetfontein Clinic [1], **Waterberg District: Bela-Bela Municipality:** Pienaarsrivier Clinic [1], **Lephalale Municipality:** Abbotspoort Clinic [1], Ellisras Clinic [1], Lephalale Clinic

[1], Seleka Clinic [1], **Mogalakwena Municipality:** Armoed Clinic [1], Bavaria Clinic [1], Chalema Clinic [1], Ga Madiba Clinic [1], Jakkalskuil Clinic [1], Lekhureng Clinic [1], Mabuela Clinic [1], Makgobe Clinic [1], Mankuwe Clinic [1], Mapela Clinic [1], Mokamole Clinic [1], Phafola Clinic [1], Rebone Clinic [1], Mookgophong/Modimolle LM Mookgophong CHC [1], Phagameng Clinic [1], **Thabazimbi Municipality:** Dwaalboom Clinic [1], Tshepong Clinic [1], **Mopani District: Ba-Phalaborwa Municipality:** Benfarm Clinic [1], Lulekani CHC [1], Mahale Clinic [1], Namakgale B Clinic [1], Phalaborwa Busstop Clinic [1], Seloane Clinic [1], **Greater Giyani Municipality:** Bochabelo Clinic [1], Dzumeri CHC [1], Giyani CHC [1], Hlaneki Clinic [1], Khakhala-Hlomela Clinic [1], Kremetart Clinic [1], Loloka Clinic [1], Matsotsosela Clinic [1], Mhlava Willem Clinic [1], Muyexe Clinic [1], Ngobe Clinic [1], Nkhensani Gateway Clinic [1], Nkuri Clinic [1], Shitlakati Clinic [1], Shivolani Clinic [1], Zava Clinic [1], **Greater Letaba Municipality:** Bolobedu Clinic [1], Charlie Rangaan Clinic [1], Duiwelskloof CHC [1], Kgapane Clinic [1], Mamanyoha Clinic [1], Maphalle Clinic [1], Modjadji 5 Clinic [1], **Greater Tzaneen Municipality:** Dr Hugo Nkabinde Clinic [1], Dan Village Clinic [1], Julesburg CHC [1], Lephepane Clinic [1], Letaba Gateway Clinic [1], Mamtwa Clinic [1], Mawa Clinic [1], Mokgwathi Clinic [1], Morapalala Clinic [1], Motupa Clinic [1], Nkowankowa CHC [1], Relela Clinic [1], Shiluvana CHC [1], Tzaneen Busstop Clinic [1], **Maruleng Municipality:** Bismarck Clinic [1], Calais Clinic [1], Hoedspruit Clinic [1].

REQUIREMENTS:

A) Qualification and Competencies

- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse.
- A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in one of the specialities relevant to PHC.
- 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 after obtaining the 1 year post basic qualification in the relevant speciality.
- **Inherent requirements of the job:** Willingness to work shifts, day-night duty, weekends and public holidays. Willingness to work extra hours on short notice.
- Valid driver's license (attach copy).

B) Knowledge and Skills

- Knowledge of primary health care package of services and management of diseases.
- Good written and verbal communication and good interpersonal relations.
- Experience in linking patient information and project management activities.
- Ability to work independently.
- Sound understanding of PMDS.
- Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector.
- Good organizational, interpersonal, leadership, decision-making and conflict resolution skills.
- Basic computer skills (MS word/power point/excel).
- Basic understanding of HR and financial policies and practices.

KEY PERFORMANCE AREAS:

- Effective and efficient coordination of required nursing care, which is compliant with the standards set by the service and professional framework.
- Participate in management and utilize physical, financial and Human Resources to fulfill operational and developmental functions in accordance with legislation and policies.
- Manage stock and equipment in accordance with legislation and policies.
- Participate in health promotion and illness prevention initiatives and contribute to their evaluation.
- Maintain and promote ethical standards and core values of the department.

POST 31: RADIATION ONCOLOGY RADIOGRAPHER GRADE 1-3: = 3 POSTS

Commencing salary notch: Grade 1= R395 703 p.a. Grade 2: R466 119 p.a., Grade 3: R549 066 p.a.

CENTRE: Pietersburg Hospital

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography
- Current registration with HPCSA Radiation Oncology Radiography
- **Grade 1:** Four (4) years appropriate experience after registration with the HPCSA as Diagnostic Radiographer. **Grade 2:** Fourteen (14) years appropriate experience after registration with the HPCSA as Diagnostic Radiographer of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** Twenty four (24) years appropriate experience after registration with the HPCSA as Diagnostic Radiographer of which 20 years must be after registration with HPCSA as Radiation Oncology Radiography.
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.

B) Knowledge and skills

- Knowledge of radiotherapy treatment and planning principles of basic and advanced techniques.
- Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories.
- Application of radiology principles in the treatment of cancer.
- Knowledge of Radiation Control and Safety Regulation.
- Pattern recognition of cancer pathology relevant to the treatment field plans and placements.
- Knowledge of departmental protocols, design and implementation of new protocols.
- Technical problem solving skills.
- Demonstration and teaching skills.

KEY PERFORMANCE AREAS:

- Undertake all areas of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production.
- Ensure that all planned directives in the delivery of the radiation of patient are undertaken.
- Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment.
- Ensure there is maintenance of patient care standards in the division.
- Undertakes and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained.
- Perform quality control procedures.
- Ensure that client's rights and patients' rights as per National Patient's Rights Charter are respected and to implement the "Batho-Pele" principles.

POST 32: RADIOGRAPHER [DIAGNOSTIC] [NIGHT DUTY]: GRADE 1= 24 POSTS

Commencing salary notch: R317 976 p.a. plus 12% of basic salary rural allowance.

CENTRES: Seshego Hospital [2], Zebediela Hospital [1], Van Velden Hospital [1], Dr CN Phatudi Hospital [2], Maphutha L Malatji Hospital [1], Nkhensani Hospital [2], George Masebe Hospital [1], FH Odendaal Hospital [1], Warmbaths Hospital [1], Witpoort Hospital [1], Messina Hospital [1], Louis Trichardt Hospital [1], Thabazimbi Hospital [1] Mokopane Hospital [2]

Commencing salary notch: R317 976 p.a. plus 17% of basic salary ISRDS nodes rural allowance.

CENTRES: Sekororo Hospital [1], Matlala Hospital [1], Dilokong Hospital [1], Mecklenberg Hospital [1], Jane Furse Hospital [1], Groblersdal Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate qualification that allows for the required registration with the HPCSA as a Diagnostic Radiographer.
- Current registration with HPCSA as a Diagnostic Radiographer.
Experience: Grade 1: None after registration with the HPCSA as a Radiographer.
- **Inherent requirements of the job:** Manage and coordinate radiological services in the hospital on night duty. Willingness to work night shifts, weekends and public holidays. Willingness to work extra hours on short notice.

C) Knowledge and skills

- Thorough knowledge of Diagnostic Radiography techniques and protocols
- Ability to work independently and in a team
- Comprehensive knowledge of radiation protection, quality assurance and equipment safety
- An understanding of public service procedures.
- Report writing skills.
- Good interpersonal relations.
- Computer literacy.
- Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems in Regional and tertiary hospitals.
- An independent thinker and worker.
- Ability to work under pressure.

KEY PERFORMANCE AREAS:

- Responsible for the smooth running of the department and professional services to patients. General care of patients and safety of patients. Produce images of high standards. Maintain equipment, records and statistics. Record radiation exposure and radiation doses

POST 33: SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT PRACTITIONER [LEVEL 8] = 8 POSTS

COMMENCING SALARY NOTCH: R316 791 p.a.

CENTRES: Head Office [Polokwane] [2], Tshilidzini Hospital [1], Mopani District Office [1], Mankweng Hospital [1], Waterberg District Office [1], Mokopane Hospital [1], Letaba Hospital [1]

REQUIREMENTS:

A. Qualifications and Competencies:

- A National Diploma or Degree in Supply Chain Management or Equivalent in Financial/Logistics/Economics/Cost and Accounting Management.
- Three (3) years' relevant experience in Supply Chain Management environment.
- Hands-on approach on tenders, acquisition administration, asset management and contract administration.
- A valid driver's licence. [Attach copy]

B. Knowledge and Skills:

- Knowledge, understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFMA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and Related Legislation.
- Good leadership and communication (verbal and written) skills, presentation skills, budgeting skills, computer literacy and knowledge of legal aspects in Supply Chain Management.

KEY PERFORMANCE AREAS:

- Render demand and acquisition management services, manage stores and asset management.
- Update and maintain supplier (Including contractors) database.
- Ensure that suppliers are captured and registered on the LOGIS system.
- Request and receive quotations.
- Attend evaluation sessions for quotation and bids.
- Capture specification on the electronic purchasing system.
- Ensure that all orders are placed on time.
- Issue and receive bid documents.
- Provide secretarial or logistical support during the bid consideration and contracts conclusions.
- Supervise and undertake logistical support services.
- Check, place and verify orders for goods.
- Receive and verify goods from suppliers.
- Capture and ensure that goods are capture in registers and databases.
- Receive request for goods from end users.
- Issues goods to end users.
- Check and maintain goods registers.
- Update and ensure the maintenance of the register of suppliers.
- Supervise human resources/staff.
- Allocate and ensure quality of work.
- Personnel development.
- Assess staff performance.
- Apply discipline.

POST 34: LABOUR RELATIONS PRACTITIONER [LEVEL 8] = 3 POSTS

Commencing salary notch: R316 791 p.a.

CENTRES: Pietersburg Hospital [1], Sekhukhune District Office [1], Waterberg District Office [1]

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate Bachelor's degree or equivalent qualification plus proven experience in handling Labour matters and formulation of charges.
- A valid driver's license [attach copy].

B) Knowledge and Skills

- Knowledge of Public Service legislation regulations, codes as well as departmental Labour relations policies.
- Good verbal and written communication skills.
- Investigative and report writing skills.
- Computer literacy especially MS Word, MS Outlook

KEY PERFORMANCE AREAS:

- Apply labour relations policies.
- Co-ordinate code of conduct.
- Negotiate with recognized trade unions.

POST 35: SENIOR ADMIN ASSISTANT [RECEPTIONIST] [LEVEL 6] = 1 POST

Commencing salary notch: R208 584 p.a.

CENTRE: Head Office [Polokwane] [HOD's Office)

REQUIREMENTS: A. Qualifications and competencies

- A minimum of Grade 12 Certificate or equivalent qualification at NQF level 4 plus competencies as Receptionist.
- A three (3) year Degree in Public Management / National Diploma in Office Management will serve as an added advantage.

B. Knowledge and skills

- Advanced computer literacy (Word, Excel, Power Point, Publisher and Outlook)
- Information management, ability to analyze and present information for utilization by stakeholders.
- Willingness to work under pressure and ability to work with minimum supervision.
- Knowledge of records management.

KEY PERFORMANCE AREAS:

- Provide receptionist support service to the office of the HOD.
- Render administrative support service to the office of the HOD.

- Remain up to date with regard to prescripts / policies and procedures applicable to his/her work terrain.

POST 36: PHARMACIST ASSISTANT [POST – BASIC] = 18 POSTS

Commencing Salary Notch: Grade 1: R208 776 p.a.

CENTRES: Primary Health Care Facilities (18 posts for 18 clusters): Capricorn District: Evelyn Lekganyane Clinic/Nobody Clinic/Makanye Clinic Cluster [1], Semenya Clinic/Mushubaba/Moletjie Clinic Cluster [1], Moetlane Clinic/Mogoto Clinic, Lebowakgomo 'Unit B' Clinic Cluster [1], Mohodi/Buffelshoek Clinic, (Blouberg)/Lesfontein Clinic Cluster [1]

Mopani District: Sekororo Clinic/ Lorraine Clinic/ Sophia/Sekwai Clinic Cluster [1], Shotong Clinic/Modjadji 5 Clinic/Bolobedu Clinic Cluster [1], Muyexe Clinic/Muhlaba Clinic/ Khakhala-Hlomela Clinic Cluster [1], Lephepane Clinic/Mogoboya Clinic/Moime Clinic Cluster [1]

Sekhukhune District: Penge CHC/Makofane Clinic/ Motshana Clinic Cluster [1], Paulus Masha Clinic/Mankotsane Clinic/Nkoana Clinic Cluster [1], Eensaam Clinic/ Rietfontein Clinic/ Phatantsoane Clinic Cluster [1]

Vhembe District: Nancefield Clinic/Madimbo Clinic/ Musina Clinic Cluster [1], Tshino Clinic /Manavhela Clinic/Tshimbupfe Clinic Cluster [1], Tswinga/Magwedzha Clinic/Muledane Clinic Cluster [1], Malamulele Clinic/Mavambe Clinic/Shigalo Clinic Cluster [1]

Waterberg District: Chromite Clinic/Northam Clinic/Swartklip Clinic Cluster [1], Bakenberg Clinic/Mokamole Clinic/Jakkalskuil Clinic Cluster [1], Mapela Clinic/Mosesetjane Clinic/Tsamahansi Clinic Cluster [1]

REQUIREMENTS: A) Qualifications and Competencies

- Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant Post Basic
- Ability to travel to all facilities within the cluster using own transport.
- Valid driver's license (**Attach Copy**)

B) Knowledge and Skills

- Pharmacy Act and Regulations, Medicines and Related Substances Control Act
- Computer literacy,
- Good Communication Skills

KEY PERFORMANCE AREAS:

- Order items as authorized by the Nursing Manager
- Fax and confirm all orders with DEPOT,
- Follow up on depot orders,
- Provide weekly reports on stock availability
- **Receive stock from depot/hospitals**
 - Receive stock from depot/hospitals, by checking physical stock vs invoices,
 - Capture stock on the stock cards,
 - Address all queries with the depot e.g. price queries.

- **Issuing stock to cubicles and patients**
 - Receive and issue stock using picking lists,
 - Check if stock is picked correctly,
 - Complete and maintain documentation
 - Record and report excessive stock and deviations to the Depot.
- **Assist in maintaining a pharmaceutical stock control system that complies with good pharmacy practice and legal requirement**
 - Manage stock to avoid expired stock,
 - Maintain relevant documentation e.g. credit notes,
 - Ensure product safety,
 - Perform stocktaking twice a year,
 - Facilitate returned goods.
- **Human Resource**
 - Coordinate pay-point helpdesk services
 - Monitor service level agreement with third party contractors
 - Identify new pay points
 - Re-organize and realign in terms of laid down norms and standards
 - Ensure the establishment of pay point committees
- **Participate in the control and distribution of stock to facilities with particular reference to the dispatching of such products to facilities within the legal requirements and according to good distribution practices**
 - Management of cold chain,
 - Pack stock after picking,
 - Dispatch stock to cubicles,
 - Process documents for stock returned from cubicles

POST 37: ADMINISTRATIVE CLERKS SUPPLY CHAIN MANAGEMENT [LEVEL 5] = 3 POSTS

Commencing Salary Notch: R173 703 p.a.

CENTRES: Head Office [Polokwane] [1], Tshilidzini Hospital [2]

REQUIREMENTS: A. Qualifications and Competencies

- A National Diploma, Degree or N6 in Supply Chain Management or Equivalent in Financial/Logistics/Economics/Administration/ Accounting and Cost Management.
- One (01) year experience in the supply chain environment or financial management environment.

B. Knowledge and Skills

- Basic knowledge of Supply Chain duties, Practices as well as the ability to capture data, operate computer and collecting statistics, basic knowledge and

understanding of the legislative frameworks governing the public service, basic knowledge of working procedures in terms of the working environment.

- Job related skills: Planning and organisation skills, computer literacy skill, communication (verbal and written) skills, interpersonal relations skill, flexibility, team work, working under pressure and meeting deadlines. Knowledge and application of legislation, policies and procedures, knowledge of constitution, good governance and Batho Pele principles, internal performance evaluation and reporting, government decision making processes, diversity management, performance management and monitoring, PSR, government systems and structure, PFMA.
- A valid driver's licence. [Attach copy].

KEY PERFORMANCE AREAS:

- Render supply chain management clerical and logistical support services.
- Update and maintain supplier database (including contractors).
- Register suppliers on LOGIS system.
- Request and receive quotations.
- Capture specifications on the electronic purchasing system.
- Place orders, Issue and receive bid documents.
- Provide secretarial or logistical support during the bid consideration and contract conclusion process.

POST 38: ADMINISTRATION CLERK [PATIENT ADMINISTRATION] [LEVEL 5] = 85 POSTS

Commencing Salary Notch: R173 703 p.a.

CENTRES: **Capricorn District:** Helene Franz Hospital [4], W.F.Knobel Hospital [2], Zebediela Hospital [3], **Mopani District:** Dr CN Phatudi Hospital [2], Kgapane Hospital [6], Nkhensani Hospital [2], Sekororo Hospital [3], Letaba Hospital [4], Evuxakeni Hospital [3], **Sekhukhune District:** Dilokong Hospital [5], Groblesdal Hospital [1], Jane Furse Hospital [8], Matlala Hospital [4], Philadelphia Hospital [6], St Ritas Hospital [7], **Vhembe District:** Elim Hospital [2], Louis Trichardt Hospital [3], Malamulele Hospital [4], Messina Hospital [6], Hayani Hospital [2], **Waterberg District:** F.H.Odendaal Hospital [1], Thabazimbi Hospital [3], Witpoort Hospital [2], MDR Hospital [2]

REQUIREMENTS: A) Qualifications and Competencies

- Grade 12 certificate at NQF level 4
- An appropriate Bachelor's degree/National diploma or equivalent qualification at NQF 7 or 6 in Administration/Financial Management/Accounting/Cost Management Accounting/Nursing will be an added advantage
- **Inherent requirements of job:** Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice. Computer literacy (MS: Word and Excel).

B) Knowledge and skills

- Administrative duties.
- Knowledge of record keeping/archive procedures/patient billing
- Ability to accept accountability and responsibility and to work independently and unsupervised.

KEY PERFORMANCE AREAS:

- Capturing of Patients Information including on PHIS/DHIS and maintain any other required health information in the relevant information system in accordance with the policies of the department
- Admission and discharge of patients, maintain patient appointments and schedule appointments for patients.
- Ensuring that all admitted patients are correctly and timeously discharged in the system as per discharge registers/patient file.
- Perform inter-wards and inter-hospitals patient transfers
- Manage the movement of patient file in the area of responsibility
- Billing of services rendered (procedures, pharmaceutical, laboratory tests, blood services etc.) to patients in the allocated area of responsibility in line with ICD-10 coding and UPFS
- Process preparation of patient invoices
- Ensuring that the number of patients admitted in the system reconciles with all hospital patient admission & discharge registers. (Reconcile patients' statistics)
- Follow-up and trace accounts outstanding according to policies and procedures.
- Ward Administration and provide ward statistics
- Typing of Reports
- Filing and record keeping

POST 39: WARD ATTENDANT [LEVEL 3] = 303 POSTS

Commencing Salary Notch: R122 595 p.a.

CENTRES: CAPRICORN DISTRICT: Polokwane Municipality: A Mamabolo Clinic [1], Laastehoop Clinic [1], Perskebult Clinic [2], Semanya Clinic [1], **Lepelle-Nkumpi Municipality:** Hwelereng Clinic [1], Lebowakgomo Clinic [2], Ledwaba Clinic [1], Malemati Clinic [1], Mogoto Clinic [2], Thabamopo Hospital [3], **Blouberg Municipality:** Ambergate Clinic [1], Kibi Clinic [1], **Molemole Municipality:** Mogodi Clinic [2]

MOPANI DISTRICT: Maruleng Municipality: Lorraine Clinic [2], Sekororo Gateway Clinic [1], Sekororo Clinic [2], Bismarck Clinic [2], The Oaks Clinic [2], Turkey Clinic [2], Willows Clinic [2], Hoedspruit Clinic [2], Sekwai Clinic (Sophia) [2], Calais Clinic [2], Mabins Clinic [2], **Greater Tzaneen Municipality:** Jamela Clinic [3], Letaba Gateway Clinic [1], Letsitele Clinic [1], Madumane Clinic [2], Makgope Clinic [2], Moime Clinic [2], Mogoboya Clinic [3], Muhlaba Clinic [2], Ooghoek Clinic [2], Relela Clinic [2], Tours Clinic [2], Zangoma Clinic [2] **Greater Letaba Municipality:** Bellevue Clinic [2], Bolobedu Clinic [2], Charlie Rangaan Clinic [2], Duiwelskloof Clinic [1], Kgapane Clinic [2], Lebaka Clinic [2], Mamaila Clinic [2], Mamanyoha Clinic [2], Maphalle Clinic [2], Meedingen Clinic [2], Modjadi 5 Clinic [2], Pheeha Clinic [2], Raphahlelo Clinic [2], Rotterdam Clinic [2], Seapole Clinic [2], Sekgopo Clinic [2], Senobela Clinic [2], Shotong Clinic [2], **Greater Giyani Municipality:** Basani Clinic [3], Loloka Clinic [3], Muyexe Clinic [3], Zava Clinic [2], Makhuva Clinic [2], Skimming Clinic [1], Hlaneki Clinic [2], **Ba-Phalaborwa Municipality:** Mahale Clinic [2], Mashishimale Clinic [2], Seloane Clinic [2]

SEKHUKHUNE DISTRICT: Makhuduthamaga Municipality: Klipspruit Clinic [1], Madibong Clinic [2], Marulaneng Clinic (Makhuduthamaga) [2], Schoonoord Clinic [2], Phokoane Clinic [2], Probeerin Clinic [2], Setlabosoane Clinic [2], Mamone Clinic [2], Tswaing Clinic [2], Marishane Clinic [2] **Fetakgomo-Grater Tubatse Municipality:** Taung Clinic [2], Phasha Clinic [2], Paulus Masha Clinic [2], Nchabeleng Clinic [2], Eerstegeluk Clinic [2], Mahubahube Clinic [2], Makofane Clinic [2], Motlolo Clinic [2], Penge CHC [2], Riba Clinic [2], Selepe Clinic [2], Seroka Clinic [2], Sterkspruit Clinic [2], Boschkloof Clinic [2], Swaranang Clinic [2], Mohlaetse Clinic [2], Motshana Clinic [2], Ngoabe Clinic [2], Maseven [2] **Ephraim Mogale Municipality:** Marble Hall Clinic [2], Marulaneng Clinic (Marble Hall) [2], Makeepsvlei Clinic [2], Moeding Clinic [2], Toitskraal Clinic [2], Vlaakplaas Clinic [2], Witfontein Clinic [1], Matlala Clinic (Marble Hall) [2], **Elias Motsoaledi**

Municipality: Dikgalaopeng Clinic [2], Goedgedach Clinic [2], Hlogotlou Clinic [2], Kwarrielaagte Clinic [2], Magukubjane Clinic [2], Motetema Clinic [2], Philadelphia Gateway Clinic [2], Sephaku Clinic [2], Elandsdoorn Clinic [2],

VHEMBE DISTRICT: Thulamela Municipality: Makonde Clinic [2], Tshiffi Clinic [1], Khakhu Clinic [1], Lwamondo Clinic [1], Tshixwadza Clinic [1], Sterkstroom Clinic [1], Tswana Clinic [1], Tshifudi Clinic [1], Mukula Clinic [1], Pfanani Clinic [2], Fondwe Clinic [1], Folovhodwe Clinic [1], Vhurivhuri Clinic [1], Sibasa Clinic [1], Tshisaulu Clinic [1], **Musina Municipality** : Manenzhe Clinic [1], Masisi Clinic [1], Mulala Clinic [1], **Makhado Municipality:** Beaconsfield Clinic [1], Ha-mutsha Clinic [1], Louis Trichardt Clinic [1], Madombidzha Clinic [3], Manyima Clinic [1], Mashamba Clinic [3], Mphephu Clinic [1], Matsa Clinic [1], Midoroni Clinic [2], Mpheni Clinic [2], Phadzima Clinic [1], Sereni Clinic [2], Straighthardt Clinic [2], Tshino Clinic [1], Muila Clinic [1], **Collins Chabane Municipality:** Helderwater Clinic [1], Makuleke Clinic [1], Malamulele Clinic [2], Masakona Clinic [1], Mashau Clinic [2], Marseilles Clinic [2], Matsheka Clinic [1], Mavambe Clinic [1], Mukhomi Clinic [1], Nghezimani Clinic [1], Ntlhaveni C Clinic [1], Ntlhaveni D Clinic [1], Peninghotsa Clinic [1], Shigalo Clinic [1], De Hoop Clinic [1], Kuruleni Clinic [1], Vyeboom Clinic [1], Shikundu Clinic [1]

WATERBERG DISTRICT: Thabazimbi Municipality: Chromite Clinic [1], Thabazimbi Clinic [1], Tshepong Clinic [2] **Mookgophong/Modimolle Municipality:** Vaalwater Clinic [2], **Mogalakwena Municipality,** Voortrekker Gateway Clinic [1], Tsamahansi Clinic [1], Tiberius Clinic [1], Vaalkop Clinic [1], Phafola Clinic [1], Mokopane Gateway Clinic [1], Mamaselela Clinic [1], Jakkalskuil Clinic [1], Mabela Clinic [2], Makgobe Clinic [2], Mokamole Clinic [1], **Lephalale Municipality:** Steenbokpan Clinic [1], Marapong CHC [3], Lephalale Clinic [2] Manyoga [3]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Abet.
- Appropriate competencies in cleaning services.
- Experience in hospital environment and patient care will be an added advantage.
- **Inherent requirements of job:** Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice.

B) Knowledge and skills

- Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993
- Waste Management
- Good Communication and customer care skills

KEY PERFORMANCE AREAS:

- Perform household activities within the ward
- Perform cleaning services
- Render sluice functions.

POST 40: BOILER OPERATOR [LEVEL 4] = 9 POSTS

Commencing salary notch: R145 281 p.a.

CENTRES: Mankweng Hospital [1], Sekororo Hospital [1], WF Knobel Hospital [1], Helene Franz Hospital [1], Tshilidzini Hospital [1], Elim Hospital [1], Witpoort Hospital [1], FH Odendaal Hospital [1], Thabamoo Hospital [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Grade 12
- Valid accredited boiler operator training/National Steam Certificate.
- Minimum of 1-3 years relevant experience.
- **Inherent requirements of job:** Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice.

B) Knowledge and skills

- Knowledge to identify mechanical and electrical faults.

KEY PERFORMANCE AREAS:

- Operate and serve as boiler operator in charge of the boiler room
- Obtain maximum boiler combustion efficiency
- Loading of coal to the boiler
- Assist in boiler maintenance.
- Safely operate central heat and power plant equipment

POST 41: HANDYMAN [LEVEL 3] = 8 POSTS

Commencing salary notch: R122 595.00 p.a.

CENTRES: Mokopane Hospital [1], Tshilidzini Hospital [1], Letaba Hospital [1], St Rita's Hospital [1], Philadelphia Hospital [1], Lebowakgomo Hospital [1], Nkhensani Hospital [1], Seshego Hospital [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Junior certificate at NQF level 2.
- Appropriate verifiable work experience in carpentry and joinery, repairs and installations.
Inherent requirements of the job: Ability to use industrial woodwork machinery and electrical power tools etc. Willingness to perform shifts hours, weekend, public holidays and standby duties. Must be physically able to perform duties required. A valid driver's license.

B) Knowledge and Skills

- Conversant with the requirements of the General Machinery Regulations and the Occupational Health and Safety Acts.

KEY PERFORMANCE AREAS:

- Undertake the maintenance of buildings.
- Carry out minor repairs and maintenance to hospital building
- Assist with repairs and emergency breakdowns (including after-hours repairs).
- Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical.

- Assist in preventive maintenance procedures, including autoclave, and water tanks. Basic welding repairs and installations.
- Obtain quotations, order and control of materials as needed to complete requisitions.

POST 42: FOOD SERVICES AID [LEVEL 2] = 43 POSTS

Commencing Salary Notch: R102 534 p.a.

CENTRES: Modimole MDR [5], Warmbaths Hospital [5], Maphutha-Malatjie Hospital [6], Kgapane Hospital [6], CN Phathudi Hospital [5], Witpoort Hospital [1], Botlokwa Hospital [2], Donald Frazer, [4], Louis Trichardt Hospital [3], Messina Hospital [2], Ellisras Hospital [3], Helene Franz Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 and or ABET NQF level 4
- Certificate/National Vocational certificate in Hospitality Management from TVET will be an added advantage.
- **Experience: Appropriate experience in a Food service unit.**
- **Inherent requirements of the job:** Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays.

B) Knowledge and Skills

- Ability to prepare meals according to standardised recipes and menus, as well as safely and correctly handle industrial equipment.
- Basic knowledge of the food service hygiene and safety principles.
- Handle conflict management.

.KEY PERFORMANCE AREAS:

- Perform all tasks emanating from the preparation and serving of food.
- Maintain safety and hygiene standards.
- Assist in the receiving and safe storage of food and other products.
- Assist with the informal in-service training of new employees.
- Clean and purify the kitchen, canteen and equipment's.
- Deliver and Collect food warmers & trolleys from the wards according to the number of patients.
- Promote and maintain safety in the kitchen.

POST 43: CHIEF ARTISAN: GRADE A = 8 POSTS

Commencing Salary Notch: R386 487 p.a.

CENTRES: Mankweng Hospital [1], Tshilidzini Hospital [1], Witpoort Hospital [1], Letaba Hospital [1], Nkhensani Hospital [1], Groblersdal Hospital [1], Dilokong Hospital [1], Thabamooopo Hospital [1]

REQUIREMENTS: A) Qualifications and Competencies

- Appropriate Trade Test Certificate

- Ten years post qualification experience as an Artisan/Artisan Foreman.
- Proven experience in staff supervision.
- **Inherent requirements of the job:** Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
- Valid driver's license [**Attach Copy**].

B) Knowledge and Skills

- Technical report writing skills.
- Good communication and computer literacy skills. (Word, Excel, Outlook).
- Able to read and interpret manufacturing drawings.
- Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential.
- Budgeting and Financial Management
- Good Communication, Problem solving and analysis, Decision making, Planning and organising skills
- Mentoring and coaching

KEY PERFORMANCE AREAS:

- Manage scheduled and preventative maintenance including grounds, plants and equipment at allocated hospital and drainage PHC facilities.
- Manage repairs of equipment, plant, reticulations and service to client satisfaction and provide necessary feedback on completion.
- Manage and Co-ordinate Physical Facility environment of the facility including electro-mechanical installations.
- Manage and supervise Human Resources

ADDRESS LIST

INSTITUTION	TEL NO	ADDRESS
Botlokwa Hospital	015 527 8000	Private Bag X544 DWARSRIVER 0812
Capricorn District	015 290 9000	Private Bag X9530 POLOKWANE 0700
CN Phatudi Hospital	015 355 8000	Private Bag X 4056 TZANEEN 0850
Dilokong Hospital	013 214 7265	Private Bag X 9119 DRIEKOP 1129
Donald Fraser Hospital	015 963 1778	Private Bag X 1172 VHUFULI 0971
Emergency Medical Services	015 295 2312/2999	Private Bag X 9553 POLOKWANE 0700
Elim Hospital	015 556 3201	P. O. Box 312 ELIM 0960
Ellisras Hospital	014 763 2227	Private Bag X218 LEPHALALE 0555
Evuxakeni Hospital	015 812 1138	Private Bag x 9661 GIYANI 0826
F.H. Odendaal Hospital	014 718 5300	Private Bag x1007 MODIMOLLE 0510
George Masebe Hospital	015 423 6000	Private Bag X 2201 SUSWE 0612
Groblersdal Hospital	013 262 3024/5	Private Bag X 8604 GROBLERSDAL 0470
Hayani Hospital	015 963 7600	Private Bag X 2272 SIBASA 0970
Henele Franz Hospital	015 505 8500	Private Bag X5002 BOCHUM 0790
Jane Furse Hospital	013 265 9400	Private Bag X 429 JANE FURSE 1085

Kgapane Hospital	015 328 7800	Private Bag X 742 GA-KGAPANE 0838
Lebowakgomo Hospital	015 633 1800	Private Bag X14 CHUENESPOORT 0745
Letaba Hospital	015 303 8200	Private Bag X1430 LETABA 0870
Louis Trichardt Hospital	015 516 0148	Private Bag X 2417 LOUIS TRICHARDT 0920
Malamulele Hospital	015 851 0026	Private Bag X 9245 MALAMULELE 0982
Malaria Control	015 307 3736	P.O Box 33 TZANEEN 0850
Mankweng Hospital	015 286 1000	Private Bag X 1117 SOVENGA 0727
Maphutha L Malatjie Hospital	015 769 1520	Private Bag X 11020 NAMAKGALE 1391
Matlala Hospital	013 264 5000	Private Bag X 9624 MARBLE HALL 0453
Mecklenburg Hospital	015 619 0056	Private Bag X 1012 BURGERSFORT 1150
Messina Hospital	015 534 0446	Po Box 102 MESSINA 0900
Mokopane Hospital	015 483 4000	Private Bag X 2466 MOKOPANE 0600
Mopani District	015 811 6500	Private Bag X 628 GIYANI 0826
Nkhensani Hospital	015 811 7300	Private Bag X 9581 GIYANI 0826
Philadelphia Hospital	013 983 0112	P.O. Box 1 DENILTON 1030
Polokwane Hospital	015 287 5000	Private Bag X 9316 POLOKWANE 0700
Sekhukhune District	015 633 2300	Private Bag X 04 CHUENESPOORT 0745

Sekororo Hospital	015 383 9400	Private Bag X 404 TRICHARDTSDAL 0890
Seshego Hospital	015 223 5141	Private Bag X4014 SESHEGO 0742
Siloam Hospital	015 973 0004	Private Bag X2432 LOUIS TRICHARDT 0920
St. Rita's Hospital	013 298 1000	Private Bag X1303 GLEN COWIE 1061
Thabamopo Hospital	015 632 4112	Private Bag x37 CHUENESPOORT 0745
Thabazimbi Hospital	014 777 1599	PO Box 79 THABAZIMBI 0380
Tshilidzini Hospital	015 964 1061	Private Bag X 924 SHAYANDIMA 0931
Van Velden Hospital	015 307 4475	Private Bag X4014 TZANEEN 0850
Vhembe District	015 962 1000	Private Bag x 5009 THOHOYANDOU 0950
Voortrekker Hospital	015 491 2236	Private Bag X 2495 POTGIETURSRUS 0600
Warmbaths Hospital	014 736 7300	Private Bag X1618 WARMBAD 0480
Waterberg District	014 718 0600	Private Bag X1026 NYLSTROOM 0510
WF Knobel Hospital	015 295 8364	Private Bag X 544 LONSDALE 0710
Witpoort Hospital	014 769 0025	Private Bag X01 ELLISRAS 0555
Zebediela Hospital	015 662 0787	Private Bag X342 GOMPIES 0631