



DEPARTMENT OF  
**HEALTH**



REF: S4/1/1  
ENQ: Mompei MM

TO: ALL QULAIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO. ....13..... OF 2024

**ADVERTISEMENT OF POSTS FOR PROVINCIAL OFFICE AND VARIOUS HEALTH FACILITIES**

1. Ensure that you read the conditions and requirements of the posts before applying.
2. By applying it is taken that you agree to the conditions and requirements of the posts.
3. Applications are hereby invited from suitable qualified candidates for vacant posts.
4. Applicants should include a fully completed **new** Z83 form obtainable any government institution or at [www.dpsa.gov.za](http://www.dpsa.gov.za), and must be accompanied by a comprehensive CV, Highest qualification Copy as well as current registration with the Health Professions Council of South Africa [HPCSA], and Identity Document/Valid Passport [Attached to the advert].
5. Applications should complete separate applications where more than one centre is applied for.
6. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 BY APPLICANTS: All details of Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "NO" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the state? If yes (Provide details then it is acceptable for an applicant to indicate not applicable or leave blank to the question," In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.

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7. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted.
8. **All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct] and Assessment as per Directive on Human Resource Management and Development for Public Service Professionalisation effective from 01 April 2024.**
9. Consideration for applications and appointments will ONLY be made at the minimum notch for the post advertised in this circular as funded.
10. The facilities advertised are based on specific operational and service needs. As such, transfers will not be entertained. Therefore, applicants should apply for facilities they know and willing to be stationed at, long term.
11. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only.
12. Applicants responding to this circular should quote the **circular as reference number on the Z83 form.**
13. Kindly note that **NO** payment of any kind is required when applying for posts advertised in this Circular.
14. **The Department reserves the right not to fill any advertised posts.**
15. **To apply, click the link next to the post you are applying for and follow the instructions.**

16. The closing date for the advert is .....19 April 2024.....

General enquires about advertised posts should be directed to Ms Sebake RL /Ms Mompei MM at 015 293 6126/6426 and Ms Sebola MF/Ms Mampshika SM at 015 293 6002/6114 during office hours.



ACTING HEAD OF DEPARTMENT: DR NDZWAMATO NN

19/03/2024

DATE

**THE END**

**ADVERTISEMENT OF POST OF VACANT POSTS FOR PROVINCIAL OFFICE AND VARIOUS HEALTH FACILITIES IN THE LIMPOPO DEPARTMENT OF HEALTH: MARCH 2024**



**POST 1: DIRECTOR: PRIMARY HEALTH CARE SUPPORT AND COORDINATION [ LEVEL 13] =1 POST**

**Salary Package: R1 162 200.00 p.a [All-inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS: A) Qualifications and Competencies**

- An undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA].
- A relevant post graduate qualification in Public Health will be a strong recommendation.
- A minimum of 5 years' experience at middle/senior managerial level.
- Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, excel.
- A valid driver's license. [Attach copy].

**Job purpose**

To coordinate district health services and administrative support services within the District Health Services branch.

**B) Knowledge and Skills**

- Knowledge of district health services and inter phasing of sub-programme systems.
- 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.
- Knowledge Management, Communication, Client orientation and customer focus.
- Service Delivery Innovation: i.e. Has the ability to implement new ways of delivering services that contribute to the improvement of organisational processes in order to achieve organisational goals.
- Problem Solving and Analysis i.e Has the ability to devise and implement the most effective and efficient solutions to manage health/ medical care programs within the approved budget and in terms of strategic objectives. Has the ability to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner.
- Initiative: i.e. Has the ability to take the initiative and to develop new ideas/understanding based on rational consideration and assessment of issues at hand, whilst managing costs and risks.

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- Strategic Orientation i.e. Has the ability to implement provincial health care strategy in terms of the hospital business plan through the identification of outcomes and returns. Recommend appropriate courses of action in relation to the health facilities strategic objectives.
- Applying Technology and ability to utilize appropriate technology in the workplace to enhance productivity and efficiency.
- Knowledge of information management; Monitoring & Evaluation knowledge and competency.
- report writing and ability to draft complex documentation.

**KEY PERFORMANCE AREAS**

- Ensure the effective and efficient overall coordination and support of district management services.
- Provide leadership and high-level strategic direction and policy in the sub-branch.
- Coordinate and monitor NHI activities.
- Coordinate and monitor district health services development and platforms.
- Manage and utilize resources (human, financial, physical and equipments) in accordance with relevant directives and legislation.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 2: DIRECTOR: PRIMARY HEALTH CARE SERVICES [ LEVEL 13] = 2 POSTS**

**Salary Package: R1 162 200.00 p.a. [All-inclusive remuneration package]**

**CENTRES: Capricorn District [1] and Sekhukhune District [1]**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- An undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA].
- A relevant post graduate qualification in Public Health will be a strong recommendation.
- A minimum of 5 years' experience at middle/senior managerial level.
- Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, excel.
- A valid driver's license. [Attach copy].

**Job Purpose**

To co-ordinate district health services and administrative support services within the District Health Services branch.

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## **B) Knowledge and Skills**

- Knowledge of district health services and inter phasing of sub-programme systems.
- Knowledge of communicable disease including associated management principles and systems.
- 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.
- Knowledge Management, Communication, Client orientation and customer focus.
- Service Delivery Innovation: i.e. Has the ability to implement new ways of delivering services that contribute to the improvement of organizational processes in order to achieve organizational goals.
- Problem Solving and Analysis i.e. Has the ability to devise and implement the most effective and efficient solutions to manage health/ medical care programs within the approved budget and in terms of strategic objectives. Has the ability to systematically identify, analyze and resolve existing and anticipated problems to reach optimum solutions in a timely manner.
- Initiative: i.e. Has the ability to take the initiative and to develop new ideas/ understanding based on rational consideration and assessment of issues at hand, whilst managing costs and risks.
- Strategic Orientation i.e. Has the ability to implement provincial health care strategy in terms of the hospital business plan through the identification of outcomes and returns. Recommend appropriate courses of action in relation to the health facilities strategic objectives.
- Applying Technology and ability to utilize appropriate technology in the workplace to enhance productivity and efficiency.
- Knowledge of information management; Monitoring & Evaluation knowledge and competency.
- Report writing and Ability to draft complex documentation.
- Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, Excel.

## **KEY PERFORMANCE AREAS**

- Ensure the effective and efficient overall coordination and support of district health services.
- Provide leadership and high-level strategic direction and policy in the sub-branch.
- Provide strategic health programmes.
- Provide communicable diseases health programmes.
- Provide health impact assessment and information management.
- Coordinate and monitor district health services development and platforms.

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- Manage and utilize resources (human, financial, physical and equipments) in accordance with relevant directives and legislation.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Capricorn District [1]	<a href="#">CLICK HERE</a>
Sekhukhune District [1]	<a href="#">CLICK HERE</a>

**POST 3: DIRECTOR: INTERNAL CONTROL [LEVEL 13] = 1 POST**

**Salary Package: R1 162 200.00 [All-inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS: A) Qualification and Competencies**

- A Bachelor' degree with Financial Accounting/ Financial Management/Cost Management experience/Auditing as major subject coupled with a minimum of five (5) years in middle/senior managerial experience in the internal control, auditing, or compliance environment.
- CA(SA)/IIA membership, eligibility to register as a CA(SA) or Institute of internal auditors (IIA) will be an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.
- A valid driver's license [Attach copy].

**B) Knowledge and Skills**

- Extensive knowledge and interpretation of accounting and reporting standards (General Recognized Accounting Practice and Modified Cash standards.
- Knowledge of Public Finance Management Act and Treasury regulations.
- Knowledge on internal control framework for Departments (Circular 15 of 2022/23).
- Advanced computer literacy (excel) and report writing skills.
- Ability to adapt to change, work independently and under extreme pressure.
- People management and leadership skills.
- Analysis of data and project management.
- Risk identification and management.

**KEY PERFORMANCE AREAS:**

- Establishing an integrated internal control system through the implementation of an internal assurance service that aims to prevent, detect and correct misstatements/control deficiencies/non-compliance with legislature prior to identification by external assurance providers.

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- Thorough understanding of business processes and the risk profile of the Department.
- Development and monitoring the implementation of audit action plans to correct and prevent control deficiencies (including areas with uncorrected misstatements).
- Performing an Advisory role on financial and compliance matters when required. (This includes conducting research or studies on a topic that has an impact on the internal controls or improvement thereof).
- Facilitation of oversight body reports such as the Accounting Officer's report.
- Liaison with oversight bodies.
- Review of financial statements.
- Keeping abreast of all changes to legislative and reporting requirements that impact the Department and providing inputs to the reviews of policy, delegations, and institutional arrangements.
- Assess impact of changes to legislature or reporting requirements within the operations of the Department and communicate the changes to all units that are impacted by the change.
- Facilitation of assurance services (external and internal audits).
- Interpreting the requested information prior to distribution.
- Reviewing the tracker to manage the received requests and outstanding requests to ensure timely submission of requested information.
- Developing and monitoring the implementation of combined assurance which considers maximizing internal controls to prevent, detect and correct misstatements.
- Analysis of communication of audit findings and the impact of the findings prior to distribution of the findings to the relevant unit.
- Reviewing the tracker to manage the received communication of audit findings and outstanding requests to ensure timely submission of requested information.
- Updating the Executive management on the progress of the audits and areas of concern throughout the audit engagement.
- Effective and consistent communication with the audit team throughout the audit and maintain good relations with assurance providers.
- Loss management
  - ✓ Reviewing the Monthly reporting of unwanted expenditure by the 15<sup>th</sup> of every month
  - ✓ Maintaining the unwanted expenditure register and updating for all movement of transactions (additions, recovered transactions)
  - ✓ Reviewing the determination tests for unwanted expenditure within the prescribed period
  - ✓ Presenting the determination test outcomes the financial misconduct Board
  - ✓ Review and finalize well documented and supported submissions for requests for condonation on irregular expenditure.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**ADVERTISEMENT OF POST OF VACANT POSTS FOR PROVINCIAL OFFICE AND VARIOUS HEALTH FACILITIES IN THE LIMPOPO DEPARTMENT OF HEALTH: MARCH 2024**

**POST 4: CHIEF EXECUTIVE OFFICER] [LEVEL 13] = 1 POST**

**Salary Package: R1 162 200.00 p.a. [All Inclusive remuneration package]**

**CENTRE: Nkhensani Hospital**

**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/senior managerial level.
- A post graduate degree in management or an administrative management will be an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- 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

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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.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
NKHENSANI HOSPITAL [1]	<a href="#">CLICK HERE</a>

**POST 5: DEPUTY DIRECTOR: HOD SUPPORT [LEVEL 11] = 1 POST**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS: A) Qualifications and Competencies**

- An appropriate National Diploma/ Bachelor's Degree or equivalent qualification at NQF level 6 as recognized by SAQA.
- A minimum of three [3] years' relevant experience, two [2] years at Assistant Director Level
- Proven extensive experience in office management.
- Proven management competencies and experience.
- Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.
- Client focused strategist.
- Thorough understanding of policy formulation and co-ordination.
- Proven experience or thorough understanding of the health system/sector.
- Experience of, and insight into legislation which impacts on human resources training and development practices & procedures.
- Relevant experience in: -people management, financial management, policy analysis and development, strategic planning, project management, change & knowledge management, negotiation and interacting with key players in Health Care.

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## B) Knowledge and Skills

- Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service
- Negotiation, people management, financial Management, problem solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication, facilitation, co-ordination, leadership skills.
- Group dynamics, diversity management, change and knowledge management.

### KEY PERFORMANCE AREAS:

- Develop the business plan in line with the strategic objectives of the department.
- Ensure effective and efficient management and support of the office.
- Manage and co-ordinate documentation within the office.
- Facilitate the existence of a functional corporate management system.
- Effective development and implementation of policies, guidelines, prescripts and legislation.
- Develop partnerships and network with relevant stakeholders.
- Manage resources (physical and human).

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

### POST 6: DEPUTY DIRECTOR: RISK MANAGEMENT [LEVEL 11] = 2 POSTS

Salary Package: R811 560.00 p. a [All Inclusive remuneration package]

CENTRES: Waterberg District (1) Vhembe District (1)

#### REQUIREMENTS:

##### A) Qualifications and Competencies

- An appropriate 3-year Diploma/Bachelor's Degree (accredited by SAQA at NQF level 6 or higher) in Risk Management, Forensic Investigation, Policing Administration/ Management, Security Risk Management, Law, Audit, Financial Management relevant to the core functions of the post.
- An applicable post graduate qualification relevant to the core functions of the post, relevant training and development in a Middle Management Learning Programme, Leadership and Management Training Programme and Project Management, and / or designation in Certified Ethics Officer or Certified Fraud Examiner may be an advantage.
- Applicants who are registered with at least one or more of the following professional bodies: The Ethics Institute (TEI) / Association of Certified Fraud Examiners (ACFE) / Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA) or related professional bodies may receive preference.
- A minimum period of five (05) years' appropriate experience in the field of the post at level of Assistant Director or equivalent.
- A valid drivers' license [Attach Copy]

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*22*

## B) Knowledge and Skills

- Strategic capability, analytical ability and leadership, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, audit and assurance, audit and risk management experience, stake holder relations and customer focus.
- Knowledge of systems, processes, procedures, policies and legislation relevant to the field of the post, such as the Minimum Anti-Corruption Capacity Requirement, Public Service Act, as well as Public Finance Management Act, Public Service Regulations, Risk Management Framework in the Public Sector and other relevant legislation.
- Computer literate (Microsoft Word / Power Point / Excel).

### KEY PERFORMANCE AREAS:

- Management of unethical behaviour that might lead to corruption in terms of Minimum Anti-Corruption Capacity Requirement.
- Investigation of unethical behaviour cases.
- Facilitate risk assessment and interventions required in managing the risks within the district.
- Business Continuity Management (BCM).
- Monitoring of ethics and fraud risk implementation plans.
- Communication of ethics initiatives and intervention through education, training, and awareness.
- Manage and utilize human, financial, physical and information resources in the immediate post environment in accordance with the strategies, priorities, and regulatory framework of the Department.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Waterberg District [1]	<a href="#">CLICK HERE</a>
Vhembe District	<a href="#">CLICK HERE</a>

**POST 7: DEPUTY DIRECTOR: HEAD OF MAINTENANCE [INFRASTRUCTURE MANAGEMENT [[LEVEL 11]  
= 2 POSTS**

**Salary Package: R811 560.00 p.a. [All Inclusive remuneration package]**

**CENTRE: Pietersburg Hospital [1], Mankweng Hospital [1]**

#### REQUIREMENTS:

##### A) Qualifications and Competencies

- A minimum of appropriate National Diploma/Bachelor's Degree in Building or Mechanical or Electrical Engineering or equivalent qualification at NQF level 6 as recognized by SAQA.
- At least 6 years post qualification relevant experience.

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**NN**

- At least 3 years proven relevant experience in staff supervision.
- Additional qualifications in built environment project management or Health Facilities Management will be an added advantage.
- Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Database Management; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; willingness and ability to travel to other facilities within the province as and when required; Ability to generate reports through PowerPoint, Word, excel.
- A valid Code B driver's license (Code 08). [Attach certified copy].

#### **B) Knowledge and Skills**

- The ability to understand and apply Provincial IDMS.
- Knowledge and application of relevant legislation and policies within the built environment.
- Working knowledge and understanding of the legislative framework governing the Public Service and immovable asset management.
- Knowledge and experience regarding the compliance to the Occupational Health and Safety Act.
- The ability to understand the health services plan of the Department and specifically the requirements for engineering and related support services.
- The ability to understand and apply international and national engineering, waste management and occupational health and safety standards.
- The ability to understand and interpret specifications for engineering & technical services and application of the knowledge for procurement processes.
- The ability to plan and manage projects and programmes related to infrastructure maintenance meet strict project deadlines.
- The ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Methodical, accurate, detailed, time and task oriented.
- A problem solver, willingness to work under pressure and meet deadlines.
- Good organizational abilities, interpersonal, communication and negotiation skills. Possess positive attitude and a team player.
- The ability to prepare reports, submissions and presentations. •the ability to motivate staff, develop competencies and promote a culture of excellence.

#### **KEY PERFORMANCE AREAS:**

- Responsible for the effective and efficient management of the maintenance of the Health Facilities (the Hospital and Geographic Service Area) including all infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost-effective manner.
- Provide infrastructure maintenance, engineering and technical support in the geographic service area.
- Provide infrastructure delivery and works inspection in the geographic service area.
- Plan, implement and manage the maintenance, engineering, and technical support services component of all Health Facilities in the geographic service area.

**ADVERTISEMENT OF POST OF VACANT POSTS FOR PROVINCIAL OFFICE AND VARIOUS HEALTH FACILITIES IN THE LIMPOPO DEPARTMENT OF HEALTH: MARCH 2024**

*NN*

- Provide oversight management of engineering services provided to all Health Facilities in the geographic service area.
- Manage scheduled and preventative maintenance as well as repairs including grounds; plants; water and sanitation installation; electromechanical installations; reticulations and equipment to all Health Facilities in the geographic service area.
- Perform regular compliance inspections and safety audits of health facilities and infrastructure equipment to all Health Facilities in the geographic service area.
- Oversee the representation of infrastructure technical officials in all Health and safety Committees at various health facilities to all Health Facilities in the geographic service area.
- Manage the implementation of general waste risk management plan.
- Provide technical inputs to Health Facilities and/or to draw up specifications for related infrastructure procurement to all Health Facilities in the geographic service area.
- To render technical services and support in terms of management of service providers contracted to provide various infrastructure related services to all Health Facilities in the geographic service area.
- Manage compliance to OHS to all Health Facilities in the geographic service area.
- Manage the finances of the Division.
- Establish and maintain a proper filing system and records management.
- Monitor and report progress and ensure compliance with service delivery imperative and legal prescripts.
- Manage the human resources of the Division.
- Co-operate and work collaboratively with, the in terms of infrastructure and maintenance planning and delivery, the health care services community at large in the provincial, district offices, districts and facility maintenance teams.

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Pietersburg Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Mankweng Hospital [1]	<a href="#"><u>CLICK HERE</u></a>

**POST 8: DEPUTY DIRECTOR: CONDITIONS OF SERVICES [HRM] [LEVEL 11] = 1 POST**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- An appropriate National Diploma/ Bachelor's degree in Human Resource Management/Public Management or equivalent qualification at NQF level 6 as recognized by SAQA.
- A minimum of five [5] years experience in Human Resource Management and related processes, of which three [3] years must be at Assistant Director level.
- Extensive experience and Exposure in managerial position

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## B) Knowledge and Skills

- Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service.
- Negotiation, people management, financial management, problem solving, planning & organizing, time management, strategic planning, policy analysis and development, good communication, facilitation, co-ordination, leadership skills; group dynamics; diversity management, change and knowledge management.
- Knowledge of MS Word, Excel and Access, MS PowerPoint, MS Outlook, Technical knowledge of the PERSAL system [attach copy], Financial Management and Project Management.
- Thorough understanding of policy analysis & interpretation.

## C) Personal Attributes

- Ability to work in a highly pressured environment.

### KEY PERFORMANCE AREAS:

- Develop the business plan in line with strategic objectives of the department.
- Manage and administer all aspects of conditions of service.
- Manage and administer leaves, separation process and termination of service, i.e. resignations, retirement, dismissals, death.
- Manage and ensure administration of service benefits, i.e. housing, salary, pension state guarantees, etc.
- develop internal controls and policies and procedures on service benefits and conditions in line with human resources practices, procedures, guidelines and policies and ensure the implementation thereof.
- Liaise and co-ordinate with various stakeholders.
- Manage resources (physical, human, and financial)

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 9: DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND EFFICIENCY SERVICES [LEVEL 11] = 1 POST**

**Salary Package: R811 560.00 p.a. [All Inclusive remuneration package]**

**CENTRE: Head Office [ Polokwane]**

**REQUIREMENTS: A) Qualifications and Competencies**

- An appropriate National Diploma /Bachelor's Degree in Management Services/ Production Management/Operations Management / Work-study or equivalent qualification at NQF level 6 as recognized by SAQA plus 5 years relevant experience.

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**22**

## B) Knowledge and Skills

- Knowledge of Public Service Act 1999, Public Service Regulations 2001, 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.
- Problem solving, good communication, facilitation, project solving, leadership, analytical, listening, innovative and report writing skills.

### KEY PERFORMANCE AREAS:

- Develop the business plan in line with strategic objectives of the department.
- Manage and coordinate design and development of strategic focused structures.
- Manage and coordinate the process management improvement.
- Manage and coordinate job evaluation system within the department.
- Manage resources (human and physical).

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

### POST 10: DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY [LEVEL 11] = 1 POST

Salary Package: R811 560.00 p.a [All Inclusive remuneration package]

CENTRE: Head Office [Polokwane]

#### REQUIREMENTS:

##### A) Qualifications and Competencies

- An appropriate National Diploma/Bachelor's Degree in Occupational Health and Safety or equivalent qualification at NQF level 6 as recognized by SAQA.
- Registration with a Professional body.
- Proven management competencies and experience.
- Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines into legislation which impacts on human resources training and development practices & procedures.

##### B) Knowledge and Skills

- Knowledge of Public Service Act 1999, Public Service Regulations 2001, 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, Provisioning Administration, Public Service Administration and Human Resource Policies.

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- Problem solving, good communication, facilitation, project solving, leadership, analytical, listening, innovative, report writing, conflict resolution, negotiation, technical, quantitative, presentation and co-ordination skills.

**KEY PERFORMANCE AREAS:**

- Develop the business plan in line with strategic objectives of the Department.
- Monitor and coordinate Occupational Health and Safety.
- Manage and monitor prevention of occupational injuries and diseases.
- Manage the implementation of policies, procedures, and guidelines.
- Manage resources (human, physical and financial).

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Head Office [1]	<a href="#"><u>CLICK HERE</u></a>

**POST 11: DEPUTY DIRECTOR: ICT INFRASTRUCTURE [GITO] [LEVEL 11] = 1 POST**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS: A) Qualifications and Competencies**

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Computer sciences, Information Systems or Information Technology at NQF level 6 as recognized by SAQA.
- A minimum of five (5) years working experience as an Assistant Director or equivalent position in Information and Communication Technology Infrastructure.
- A valid driver's license (Attach copy).

**B) Knowledge and Skills**

- Corporate Governance of ICT Policy Framework.
- Excellent knowledge of current protocols and standards, including Active Directory, Group Policies, MS Exchange, Core Switching/Routing, SSL/IPSec, SAN, Virtualization, Business Continuity, Disaster Recovery.
- Experience in installing network cabling and telephony systems.
- Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

**KEY PERFORMANCE AREA:**

- Design and implement short- and long-term strategic plans to make certain network capacity meets existing and future requirements.
- Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use.

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- Practice network asset management, including maintenance of network component inventory, life cycle management and related documentation.
- Provides ownership of problem through final resolution.
- Plan, acquire, and coordinate installation of in-house and remote hardware and software across the department's network.
- Assess, approve, and administer all equipment, hardware, and software upgrades.
- Manage and ensure effectiveness of servers, including e-mail, print, and backup servers, and their associated operating systems and software.
- Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs, and so on.
- Test network and server performance and provide network performance statistics and reports; develop strategies for maintaining network and server infrastructure.
- Oversee the administration of user accounts, permissions, and access rights in Active Directory.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 12: DEPUTY DIRECTOR: MEDICO LEGAL SERVICES [LEGAL SERVICES] [LEVEL 11] =1 POST**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- A minimum of an appropriate undergraduate legal qualification at NQF level 6 as recognized by SAQA.
- A minimum of five [5] years' experience at management level in legal environment.
- Strong legal background and experience in litigation and opinion writing.
- Admission as a Legal Practitioner and Right of Appearance in the High Court will be an added advantage.
- Intermediate competence in computer including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms.
- A valid driver's license [Attach copy].

**B) Knowledge and Skills**

- In-depth knowledge and understanding of litigation especially law relating to labour, personal injury, administrative law, contract law, procurement, etc.
- In-depth knowledge and understanding of legal framework governing or applicable to public service in general and the Department in particular.
- Good communication, report writing, facilitation, co-ordination, liaison, interpersonal, leadership, analytical, planning and organizing, change management skills.
- People management, financial management, problem solving and policy analysis and development.

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- Personal Attributes: Professionalism, assertiveness, responsiveness, pro-activeness, accuracy, flexibility, independent thinking, co-operative, team player and supportive.
- Willing to work under pressure and in changing and difficult circumstances.

**KEY PERFORMANCE AREAS:**

- Give the necessary and professional legal advice and support to the department in the coordination of legal strategies to obtain maximum impact on the department's service delivery.
- Draft, co-ordinate and monitor the drafting of opinions, policies, contracts, memoranda of understanding, service level agreements and other necessary legal documents for the department.
- Manage all aspects of own office, including registering, assessing and accounting for all cases allocated to the office.
- Foster effective relationships with all stakeholders (internal and external).
- Manage and utilize departmental resources (including but not limited to financial and human) in accordance with relevant directives and legislation in line with the directorate and department's strategic objectives.

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 13: DEPUTY DIRECTOR: LABOUR RELATIONS [LEVEL 11] =4 POSTS**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRES: Waterberg District [1], Sekhukhune District [1], Vhembe District [1], Mopani District [1]**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- An appropriate three [3] year National Diploma/Bachelor's Degree in Labour Relations or Law at NQF level 6 as recognized by SAQA with 5 years relevant experience in Labour Relations or Law or any qualification at NQF level 6 as recognized by SAQA with 8 years' experience in Labour Relations.

**B) Knowledge and Skills**

- Research, communication, analytical, presentation, planning and negotiation skills.
- Competence in computer including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms.

**KEY PERFORMANCE AREAS:**

- Investigation, Initiation and Chairing of Disciplinary / Disciplinary Hearings
- Management and Resolution of Grievances

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- Appear and represent the department in at CCMA and Bargaining Councils (PHSDSBC & PSCBC) in conciliations and arbitrations.
- Represent the department in the Bargaining Chamber and Council.
- Facilitate and Co-ordinate Workplace Committees at District and Facilities (hospitals).
- Manage Strikes and Industrial Actions.
- Provide general Labour Relations advisory services to the District Management and Hospital Management.

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Waterberg District [1]	<a href="#">CLICK HERE</a>
Sekhukhune District [1]	<a href="#">CLICK HERE</a>
Vhembe District [1]	<a href="#">CLICK HERE</a>
Mopani District [1]	<a href="#">CLICK HERE</a>

**POST 14: DEPUTY DIRECTOR: INTERNAL CONTROL [LEVEL 11] =2 POSTS**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS:**

**A) Qualification and Competencies**

- An appropriate National Diploma/ Bachelor's degree with Financial Accounting/ Financial management/Cost Management/Auditing as major subject or equivalent qualification at NQF level 6 as recognized by SAQA coupled with a minimum of five (5) years' experience and three (3) years post articles or junior management experience in the internal control, auditing or compliance environment.
- CA(SA)/IIA membership, eligibility to register as a CA(SA) or Institute of internal auditors (IIA) will be an added advantage.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.
- A valid driver's license [Attach copy.

**B) Knowledge and Skills**

- Extensive knowledge and interpretation of accounting and reporting standards (General Recognized Accounting Practice and Modified Cash standards).
- Knowledge of Public Finance Management Act and Treasury Regulations.
- Knowledge on internal control framework for Departments (Circular 15 of 2022/23).
- Advanced computer literacy (excel) and report writing skills.
- Ability to adapt to change, work independently and under extreme pressure.
- People management and leadership skills.

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- Analysis of data.
- Project management.
- Risk identification and management.

**KEY PERFORMANCE AREAS:**

- Establishing an integrated internal control system through the implementation of an internal assurance service that aims to prevent, detect and correct misstatements/control deficiencies/non-compliance with legislature prior to identification by external assurance providers.
- Thorough understanding of business processes within the Department.
- Development and monitoring the implementation of audit action plans to correct and prevent control deficiencies (including areas with uncorrected misstatements).
- Thoroughly understanding of Departmental risk profile.
- Assisting with hands-on approach in implementing recommended controls in all units where control deficiencies/misstatements have been noted.
- Performing an Advisory role on financial and compliance matters when required. (This includes conducting researches or studies on a topic that has an impact on the internal controls or improvement thereof).
- Facilitation of oversight body reports such as the Accounting Officer's report.
- Liaison with oversight bodies.
- Managing/tracking and monitoring the implementation of oversight bodies resolutions.
- Preparation of disclosure notes.
- Review of financial statements.
- Keeping abreast of all changes to legislative and reporting requirements that impact the Department and providing inputs to the reviews of policy, delegations and institutional arrangements.
- Communicate changes to legislature or reporting requirements to units that are impacted by the change.
- Liaison with Districts, vertical programs and Tertiary hospitals.
- Facilitation of assurance services (external and internal audits).
- Receiving requests for information and interpreting the requested information prior to distribution.
- Receipt of responses to requests for information and reconciling the response to the request prior to submission to assurance providers.
- Maintaining a tracker to manage the received requests and outstanding requests to ensure timely submission of requested information.
- Key role player in implementation of combined assurance which considers maximizing internal controls to prevent, detect and correct misstatements.
- Receipt and analysis of communication of audit findings prior to distribution of the findings to the relevant unit.
- Maintaining a tracker to manage the received communication of audit findings and outstanding requests to ensure timely submission of requested information.
- Ensuring adherence to the audit steering committee framework.

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**22**

- Updating the Executive management on the progress of the audits and areas of concern throughout the audit engagement.
- Travelling to facilities during audits to facilitate the audits.
- Introducing innovative, efficient and cost-effective ways of facilitating the assurance engagements.
- Effective and consistent communication with the audit team throughout the audit and maintain good relations with assurance providers.
- Loss management
  - ✓ Identification and Monthly reporting of unwanted expenditure by the 15<sup>th</sup> of every month.
  - ✓ Maintaining the unwanted expenditure register and updating for all movement of transactions (additions, recovered transactions.
  - ✓ Conducting and finalizing determination tests for unwanted expenditure) within the prescribed period.
  - ✓ Facilitate the presentation of determination test outcomes the financial misconduct Board.
  - ✓ Prepare well documented and supported submissions for requests for condonation on irregular expenditure.

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 15: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT [LEVEL 11] =1 POST**

**Salary Package: R811 560.00 p.a [All Inclusive remuneration package]**

**CENTRE: Hayani Hospital**

**REQUIREMENTS:      Qualifications and Competencies**

- An appropriate National Diploma/ Bachelor's degree in Financial Accounting/ Financial Management/Cost Management /Auditing as major subject or equivalent qualification at NQF level 6 as recognized by SAQA.
- A minimum of five (5) years' experience in the finance environment of which three (3) years must be at supervisory level.
- A valid driver's license [Attach copy]

**B) Knowledge and Skills**

- Extensive knowledge and interpretation of accounting and reporting standards (General Recognized Accounting Practice and Modified Cash standards.
- Knowledge of Public Finance Management Act and Treasury regulations.
- Advanced computer literacy (excel) and report writing skills.
- Ability to adapt to change, work independently and under extreme pressure.
- People management and leadership skills.

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- Analysis of data.
- Project management.
- Risk identification and management.
- Good Understanding of BAS, LOGIS and other financial systems.
- Understanding of the Government Standards Chart of Accounts.
- Well-developed communication skills / interpersonal relations.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.

**KEY PERFORMANCE AREAS:**

- Manage payments processes for the institution.
- Ensure that invoices are processed within 30 days of receipt.
- Manage Revenue Collection and Debt recovery.
- Manage Salary Administration services.
- Manage Budget planning and control.
- Manage Asset and Inventory processes of the institution.
- Manage Supply Chain management processes.
- Manage transport services.
- Ensure compliance with applicable prescripts and procedures.
- Provide standard and adhoc reports.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Hayani Hospital [1]	<a href="#">CLICK HERE</a>

**POST 16: NUCLEAR MEDICINE RADIOGRAPHER: GRADE 1 [SHIFT] [RE-ADVERT] =1 POST**

**Commencing Salary Notch: R444 741.00 p.a.**

**CENTRE: Pietersburg Hospital**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa [HPCSA] in Nuclear Medicine Radiography.
- Registration with the HPCSA in Nuclear Medicine Radiography.
- Experience for Grade 1[Minimum Notch]: less than 10 years appropriate/recognizable experience after registration with the Health with the HPCSA as Nuclear Medicine Radiographer.
- A valid driver's license [Attach copy].
- Willingness to work in a flexi and or shift system.

**B) Knowledge and Skills**

- Sound knowledge of nuclear medicine diagnostic procedure and equipment.
- Clinical competency and dexterity in procedures.

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- Good communication and problem-solving skills.
- Knowledge of health and safety policies, regulations and acts.
- Knowledge of quality assurance procedures and methods.
- Sound knowledge of radiation safety/protection regulations.
- Computer literacy.

**KEY PERFORMANCE AREA:**

- Render effective patient-centred nuclear medicine services for in and outpatients in adherence to the scope of practice and health protocols.
- Assist in/perform complex nuclear medicine procedures.
- Inspect and use equipment professionally to ensure that they comply with safety standards.
- Carry out delegated duties.
- Implement and maintain the quality assurance and Nation Core Standards and norms at the departmental level.
- Perform record keeping, data collection, assist with budget control and asset management.
- Participate in professional development of self and colleagues and members of the interdisciplinary team members.
- Participate in research projects of the Department.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Pietersburg Hospital [1]	<a href="#">CLICK HERE</a>

**POST 17: CHIEF ARTISAN: GRADE A [SHIFT] = 1 POST**

**Commencing Salary Notch: R 434 787.00 p.a.**

**CENTRE: Letaba Hospital**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- Appropriate Trade Test Certificate.
- Ten years post qualification as an Artisan/Artisan foreman.
- Proven experience in staff supervision.
- Inherent requirements of the job: willingness to perform standby duties after hours, over weekend, 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 Safe Act Workplace is essential.
- Budgeting and Financial Management.

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- Good communication, problem solving and analysis, decision making, planning, and organizing skills.
- Mentoring coaching.

**KEY PERFORMANCE AREAS:**

- Identify billable services within Forensic Pathology Services.
- Manage scheduled and preventative maintenance including grounds, plants and equipment at allocated hospitals 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 Facilities environment of the facility including electro- mechanical installations.
- Manage and supervise Human Resource.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 18: ASSISTANT DIRECTOR: INFORMATION SYSTEM AND APPLICATION [GITO] [LEVEL 9]  
=1 POST**

**Commencing Salary Notch: R424 104.00 p.a.**

**CENTRE: Head Office [Polokwane]**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- An appropriate National Diploma/ Bachelor's Degree or equivalent qualification in Computer sciences, Information Systems or Information Technology at NQF level 6 as recognized by SAQA.
- A minimum of three (3) years working experience in Health Information System/s.
- A valid driver's license (Attach copy).

**B) Knowledge and Skills**

- Sound knowledge of Health Information Systems.
- System application support and database management.
- Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.

**KEY PERFORMANCE AREA:**

- Ensure system compatibility with departmental objectives on Hospital Information System i.e. system's ability to deliver required information by the department.
- Ensure that the systems allow the department to make informed decisions.
- Make enhancements to the systems.

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- Continuous visit to institutions to identify gaps in the system.
- Monitor client satisfaction with systems.
- Ensure reliable application and database backups.
- Conduct system needs analysis.
- Lead the department to a more advanced digital environment in ICT.
- Coordinate training on Hospital Information Systems and other ICT applications.
- Ensure that the department has valid software licenses.
- Setting up operating systems, various softwares and new computers.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 19: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT [LEVEL 9] = 7 POSTS**

Commencing Salary Notch: R424 104.00 p.a.

**CENTRES: Jane Furse Hospital [1], Messina Hospital [1], Botlokwa Hospital [1], Ellisras Hospital [1], Mecklenburg Hospital [1], Van Velden Hospital [1], Nursing College [1]**

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- An appropriate National Diploma/Degree with Financial Accounting/ Financial management/Cost Management/Auditing as major subject or equivalent qualification at NQF level 6 as recognized by SAQA.
- A minimum of four (4) years' experience in the finance environment of which two (2) years must be at supervisory level.
- A valid driver's license [Attach copy].

**B) Knowledge and Skills**

- Extensive knowledge and interpretation of accounting and reporting standards (General Recognised Accounting Practice and Modified Cash standards.
- Knowledge of Public Finance Management Act and Treasury regulations.
- Advanced report writing skills.
- Ability to work independently and under extreme pressure.
- People management and leadership skills.
- Ability to adapt to change.
- Analysis of data.
- Project management.
- Risk identification and management.
- Good Understanding of BAS, LOGIS and other financial systems.
- Understanding of the Government Standards Chart of Accounts.
- Well-developed communication skills / interpersonal relations.
- Advance computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.

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**KEY PERFORMANCE AREAS:**

- Manage payments processes for the institution.
- Ensure that invoices are processed within 30 days of receipt.
- Manage Revenue Collection and Debt recovery.
- Manage Salary Administration services.
- Manage Budget planning and control.
- Manage Asset and Inventory processes of the institution.
- Manage Supply Chain management processes.
- Manage transport services.
- Ensure compliance with applicable prescripts and procedures.
- Provide standard and adhoc reports.

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Jane Furse Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Messina Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Botlokwa Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Ellisras Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Mecklenburg Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Van Velden Hospital [1]	<a href="#"><u>CLICK HERE</u></a>
Nursing College [1]	<a href="#"><u>CLICK HERE</u></a>

**POST 20: STATE ACCOUNTANT [REVENUE MANAGEMENT] [LEVEL 7] = 1 POST**

**Commencing Salary Notch: R294 321.00 p.a.**

**CENTRE: Forensic Pathology Services [Polokwane]**

**REQUIREMENTS**

**A) Qualifications and Competencies**

- An appropriate National Diploma/Degree with Financial Accounting/ Financial management/Cost Management Accounting/Auditing as major subject or equivalent qualification at NQF level 6 as recognized by SAQA.
- A minimum of two (2) years' experience in the finance environment.
- A valid driver's license [Attach copy].

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## B) Knowledge and Skills

- Extensive knowledge and interpretation of accounting and reporting standards (General Recognised Accounting Practice and Modified Cash standards.
- Knowledge of Public Finance Management Act and Treasury regulations.
- Advanced report writing skills.
- Ability to adapt to change, work independently and under extreme pressure.
- People management and leadership skills.
- Analysis of data.
- Project management.
- Risk identification and management.
- Good Understanding of BAS, LOGIS and other financial systems.
- Understanding of the Government Standards Chart of Accounts.
- Well-developed communication skills / interpersonal relations.
- Thorough understanding of Public Sector revenue collection processes.
- Advanced computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.

### KEY PERFORMANCE AREAS:

- Identify billable services within Forensic Pathology Services.
- Bill all services on time.
- Liaise with all key stakeholders to ensure that recovery of billed services take place.
- Capture all debtors and receipts in the financial system.
- Perform daily revenue reconciliation.
- Safeguard state resources / forms / books.
- Keep updated debtors book per debtor.
- Handle direct and internet deposits by clients.
- Liaise with all stakeholders on matters affecting cashier duties.
- Maintain updated relevant registers and books.
- Compile relevant reports.

INSTITUTION [NO OF POSTS]	APPLICATION LINK
Head Office [1]	<a href="#">CLICK HERE</a>

**POST 21: ACCOUNTING CLERK [REVENUE MANAGEMENT] [LEVEL 5] = 1 POST**

**Commencing Salary Notch: R202 233.00 p.a.**

**CENTRE: Provincial Office [Polokwane]**

### REQUIREMENTS: A) Qualifications and Competencies

- An appropriate N6/National Diploma/Bachelor's Degree with Financial Accounting/ Financial Management/ Cost Management Accounting/Auditing as major subject or equivalent qualification at NQF level 6 as recognized by SAQA.
- A valid driver's license [Attach copy]

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**B) Knowledge and Skills**

- Knowledge of Public Finance Management Act and Treasury regulations
- Ability to adapt to change.
- Analysis of data
- Well-developed communication skills / interpersonal relations
- Knowledge of record keeping/archive procedures/billing
- Ability to accept accountability and responsibility and to work independently and unsupervised.
- Advanced computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy.

**KEY PERFORMANCE AREAS:**

- Capturing revenue transaction on financial system
- Handle and update all accounting records in line with applicable procedures.
- Issue invoices and follow up outstanding debts.
- Perform reconciliation of revenue transactions
- Filing and record keeping and any other records related activities.
- Perform cashier duties.
- Safeguard state resources/books and registers.
- Provide any other administrative functions as directed from time to time.

<b>INSTITUTION [NO OF POSTS]</b>	<b>APPLICATION LINK</b>
Head Office [1]	<a href="#"><u>CLICK HERE</u></a>

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