



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH

REF: S4/1/1

ENQ: MASELESELE LM

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO. 29 OF 2024

ADVERTISEMENT OF VACANT POSTS IN THE DEPARTMENT OF HEALTH



1. Ensure that you read the conditions and requirement of the post BEFORE you apply.
2. By applying it is taken that you agree to the conditions and requirements of the post.
3. Applicants are hereby invited from suitable qualified candidates for vacant posts in the Department of Health.
4. Applications should include a fully completed **new** Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV], Highest qualification, ID copy as well as Current registration with the relevant statutory body where applicable.
5. Applicants 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 the fields in 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?" then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "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.
7. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation.
8. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted.

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9. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
10. The successful candidates for SMS posts will be required to submit disclosure of financial interest, complete permanent contract of employment for members of Senior Management Services as well as successful completion of an SMS pre-entry programme (Nyukela) and obtained a certificate for Nyukela.
11. The successful candidates will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
12. People with disabilities and encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000.
13. Applicants responding to this circular should quote on the Z83 form, the **circular number** as reference.
14. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular.
15. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.
16. **Hand delivery applications should be submitted at the Department of Health, No 18 College Street, Fidel Castro Ruz Building [Office No 063].**
17. **The closing date for applications is 30 August 2024**

**NB 1: Note: The circular of advertised vacant posts will be posted on the following websites:
www.ldoh.gov.za, www.dpsa.gov.za and www.limpopo.gov.za**

NB 2: Applicants can also apply through the following website <https://erecruitment.limpopo.gov.za>.

General enquiries about the advertised posts should be directed to Mr Maselesele LM at 015 293 6666/ Ms Mompei MM at 015 293 6126 and Ms Sebake RL at 015 293 6426 during office hours.



ACTING HEAD OF DEPARTMENT: HEALTH

05/08/2024

DATE

POST 1: DIRECTOR: DISTRICT HEALTH SERVICES COORDINATION [LEVEL 13] = 1 POST

Salary Package: R1 216 824.00 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.
- 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.

POST 2: CHIEF EXECUTIVE OFFICER] [LEVEL 13] = 1 POST

Salary Package: R1 216 824.00 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

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 3: DIRECTOR: DISTRICT HEALTH SERVICES [LEVEL 13] = 1 POST

Salary Package: R1 216 824.00 p.a. [All-inclusive remuneration package]

CENTRES: Sekhukhune District

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.

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

POST 4: SENIOR CLINICAL MANAGER [HEAD OF INSTITUTION] = 1 POST

Salary Package: R1 561 734.00 [All-inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance.

CENTRES: Zebediela 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 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: SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 = 3 POSTS

Salary Package: R1 561 734.00 [All-inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance.

CENTRE: Nkhensani Hospital [1], Mokopane Hospital [1]

Salary Package: R1 561 734.00 [All-inclusive remuneration package] plus 22% of basic salary ISRDS Nodes rural allowance.

CENTRE: St Rita's 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; 6
- 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 6: EMS COLLEGE PRINCIPAL = 1 POST

Salary Package: R1 006 809.00 [All-inclusive remuneration package]

CENTRE: EMS College [Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- Grade 12 certificate or equivalent qualification.
- An appropriate B-TECH Degree/ Bachelor of Health Sciences qualification (NQF Level 7) as recognized by SAQA in Emergency Medical Care
- Registration with the Health Professions Council of South Africa (HPCSA) with a minimum of 3 years' experience after registration with the HPCSA as an Emergency Care Practitioner (ECP).
- A valid and current registration with the HPCSA as ECP.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms.
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. [Attach copy]

B) Knowledge and Skills

- Broad knowledge and understanding of EMS regulations and other related policies.
- Knowledge of health-related Acts, Regulations and Guidelines.
- Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act.
- Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills.
- Knowledge of the legislative and policy framework informing EMS communications and operations.
- Experience in the EMS training environment.

KEY PERFORMANCE AREAS:

- Manage the development and application of Emergency Medical Care education programmes.
- Responsible for maintaining accreditation status with HPCSA and institutions of higher learning for courses offered by the Limpopo College of Emergency Care.
- Management and quality assurance of Higher Education Institution Programmes, rescue training, American Heart Association Courses and Continuous Professional Development programmes.
- Revise and update protocols and standard operating procedures of the EMS college.

- Ensure that training at the EMS college complies with the relevant legislation, including the Higher Education Qualification Sub-framework and the skills Development Act.
- Responsible for the management of all college resources including human resource, budget and assets.

POST 7: EMS OPERATIONAL MANAGER [COMMUNICATIONS] = 1 POST

Salary Package: R1 006 809.00 [All-inclusive remuneration package]

CENTRE: EMS [Head Office – Polokwane]

REQUIREMENTS: A) Qualifications and Competencies

- Grade 12 certificate or equivalent qualification.
- An appropriate CCA, N.Dip Emergency Medical Care, Emergency Care Technician or BTech/ Bachelor's Degree qualification in Emergency Medical Care.
- Registration with the Health Professions Council of South Africa (HPCSA) with a minimum of 3 years' experience after registration with the HPCSA as a Paramedic, Emergency Care Technician (ECT) or an Emergency Care Practitioner (ECP).
- A valid and current registration with the HPCSA as a Paramedic, ECT or ECP.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms.
- Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. [Attach copy]

B) Knowledge and Skills

- Broad knowledge and understanding of EMS regulations and other related policies.
- Knowledge of health related Acts, Regulations and Guidelines.
- Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act.
- Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills.
- Knowledge of the legislative and policy framework informing EMS communications and operations.

KEY PERFORMANCE AREAS:

- Manage EMS communications on the computerized aided ambulance dispatched (CAD) platform.
- Ensure that the provincial communication centre is fully functional and provide technical advice to EMS district managers.
- Attend to EMS communications and public relations within the directorate.

- Provide monthly reports on caseload statistics and conduct EMS trend analysis.
- Ensure systems are in place for the continuous maintenance and functionality of internal radio communication, servers, telephone systems and network connectivity.
- Collect statistics and quality ensure before entering into the district health information system (DHIS).

POST 8: ASSISTANT MANAGER: PHARMACEUTICAL SERVICES= 5 POSTS

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

CENTRES: Musina Hospital [1], Elim Hospital [1], FH Odendaal Hospital [1]; Donald Frazer Hospital [1], Zebediela 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 9: DEPUTY DIRECTOR: MEDICO LEGAL SERVICES [LEGAL SERVICES] [LEVEL 11] = 1 POST

Salary Package: R849 702.00 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.
- 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.

POST 10: ASSISTANT MANAGER: NURSING [PHC] [PN-B4] = 6 POSTS

Commencing Salary Notch: R715 977.00 plus 8% of basic salary PSCBC rural allowance.

Mopani: Mopani District: Duiwelskloof CHC [1], Grace Mogodeni CHC [1], Nkowamkowa CHC [1], Julesburg CHC [1], Shilivana CHC [1], **Vhembe District:** Bungeni CHC [1]

REQUIREMENTS:

A) Qualifications and Competencies

- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a Professional Nurse.
- Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC.
- Current registration with the South African Nursing Council as a Professional Nurse.
- A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing.
- At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
- At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
- **Inherent requirements of the job:** Willingness to do after hours work and be on call including shift work.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy
- Valid driver's license (**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 the Performance Management and Development System.
- Knowledge of the Public Finance Management Act [PFMA] and Treasury Regulations.
- Understanding the application of Batho-Pele principles, Patients' rights charter and quality assurance system.
- Well-developed communication, presentation, negotiation and research skills.
- Operational and people management skills.
- Ability to interact with diverse stakeholders and health users and givers.
- Report writing skills.
- Facilitation and co-ordination skills.
- Problem solving, planning and organizing skills.

KEY PERFORMANCE AREAS:

- Implement Batho Pele principles, Patient Rights Charter and quality assurance programme.
- Ensure the implementation of policy guidelines in the local area.
- Ensure effective management of resources.
- Promote ethics and professionalism.

POST 11: OPERATIONAL MANAGER [PHC] [PN-B3] = 40 POSTS

Commencing salary notch: R656 964.00 p.a. plus 8% of basic salary PSCBC rural allowance.

CENTRES:

Capricorn: De Vrede Clinic [1], Makgato Clinic [1], Hwelereng Clinic [1], Mamushi Clinic [1], Lonsdale Clinic [1], Diane Clinic [1], A Mamabolo Clinic [1], Laastehoop Clinic [1], Mothiba Clinic [1]

Mopani District: Dr Hugo Kabinde Clinic [1], Thomo Clinic [1], Namakgale B Clinic [1], Basani Clinic [1], Raphahlelo Clinic [1], Matsotsosela Clinic [1], Carlotte Clinic [1], Mohlaba Clinic [1], Maphalle Clinic [1]

Vhembe District: Nancefield Clinic [1], Shayandima Clinic [1], Madimbo Clinic [1], Malamulele Clinic [1], Tshino Clinic [1], Mhinga Clinic [1], Vleifontein Clinic [1]

Waterberg District: Manyoga Clinic [1], Vaalwater Clinic [1], Mosesetjane Clinic [1], Mapela Clinic [1], Weltevreden Clinic [1], Shongoane Clinic [1], Abbotspoort Clinic [1], Mokamole Clinic [1], Mookgopong Clinic [1]

Commencing salary notch: R656 964.00 p.a. plus 12% of basic salary ISRDS Nodes rural allowance.

Sekhukhune District: Tshelwaneng Clinic [1], Makeepsvlei Clinic [1], Kwarilaagte Clinic [1], Ngoabe Clinic [1], Eensaam Clinic [1], Penge 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.
- Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy.
- 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 fulfil 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.

THE END