

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.*

**CLOSING DATE** : 14 March 2025

**NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. or more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>.

**MANAGEMENT ECHELON**

**POST 08/69** : **CHIEF DIRECTOR: DISTRICT CORE HEALTH SERVICES REF NO: NCDOH 49/2025 (X1 POST)**  
Job Purpose: To manage, co-ordinate and support the provision of District Health Services

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

**CENTRE** : Provincial Office, Kimberley

**REQUIREMENTS** : Health Sciences Degree (NQF7) Public Administration/Public Management or relevant qualification. 5 (five) years 'experience in Senior Management Service Level. Appropriate professionals clinical experience in a health environment. Valid driver's licence, Successful completion of the SMS pre-entry certificate as offered by the National School of Government (NSG). Competency Profile: Strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, conflict management, client orientation and customer care and communication. Planning, organising, project management, financial knowledge and understanding of District Health Services Systems including Primary Health Care, Health Programmes and District Hospital Services. Decision making and problem-solving skills, have and understanding of legislative prescripts governing the public service. Knowledge of government communication structures and principles. Sound knowledge of the relevant legislation such as National Health Act, Public Finance Management ACT (PFMA), Public Service Act, Public Service Regulations and Policies.

**DUTIES** : To provide district health management services and support. To manage and coordinate HAST, TB and Communicable Diseases. To manage and coordinate MYCAW&MH. Provide strategic direction, leadership support the implementation of non-communicable disease policies and guidelines and coordinate the monitoring and evaluation of all non-communicable disease programmes. Manage and coordinate the health promotion, environmental health and nutrition. Manage and coordinate District Health Service Offices. Ensure optimal provision of integrated and appropriate health services and programmes for the entire Province and 5 (five) Districts. Ensure development, implementation and monitoring of strategic and operational plan. Submission of monthly, quarterly and annual reports. Develop, maintain and implement the strategies, policies and programmes in line with national health related legislation and framework. Provide strategic leadership and people management. Preparation and maintenance of the DHS budget to meet the health and service needs of the province in accordance with all prescripts system geared towards the improvement of service delivery. Oversee and manage the

implementation of health programme activities, budget and policies across interrelated functions in order to ensure that all targets are achieved in line with the strategic plans of the department. Develop appropriate environment for implementing medium and long term plans to mitigate the impact of HIV/AIDS and Tuberculosis, maternal mortality, malnutrition and child related diseases, communicable diseases as well as men's health trends and identify strategies for evaluation services. Ensure the development and implementation of effective communication strategies and reliable information systems for the benefit of the department. Provide strategic leadership to Provincial and District teams in development, implementation, monitoring and reporting on district health and health programmes.

**ENQUIRIES  
APPLICATIONS**

: Mr MG Mlatha Tel No: (053) 8300500  
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/70**

: **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: NCDOH 50/2025 (X1 POST)**  
Job Purpose: To professionally render human resource management practices and strategically monitor the Chief Directorate. Provide overall strategic management and leadership in the HRM&D Chief Directorate.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 436 022 per annum, (TCE Package)  
: Provincial Office, Kimberley  
: Degree in Public Management and/or related (NQF Level 7) qualification as recognised by SAQA. A Master's Degree will serve as an added advantage. Five (5) years' experience in Senior Management Service level (SMS) in the health sector. Successful completion of the pre-entry certificate for SMS as offered by the National School of Government (NSG). Valid driver's license. Competency Profile: Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations, PSCBC Resolutions. Strategic and leadership management, Programme and Project Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Leadership and team building skills. Analytical problem-solving skill. Policy development. Financial management and formal presentation skills.

**DUTIES**

: Strategic Management – Define and review on a continual basis the purpose, objectives, prioritise and activities of the Chief Directorate. Participate in the Chief Directorate strategic planning process. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate and all the resources employed by it. Financial Management – assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure. Manage and facilitate the provisioning of human resource management and development practices – oversee and monitor the implementation and reviewing of human resource management policies. Manage human resource administration services – provide a strategic management, guidance and advice in respect of human resource management practices, render a service with regard to appointments, leave administration and service conditions. Manage the coordination of human resource utilization and development programmes – actively manage the performance, evaluation and rewarding of staff within the Chief Directorate. Manage and facilitate the provisioning of change management and organisational development. Management and facilitate human resource planning, strategy and systems. Manage and monitor the implementation of sound labour Relations Services – handle all employee relations matters regarding misconduct, disputes and grievances, actively manage and promote the maintenance of discipline within the Chief Directorate. Active involvement in the compilation of the human resource plan and service delivery improvement programme. Research, develop and introduce systems, platforms and electronic toolkits to improve operations within the human resource management environment.

**ENQUIRIES  
APPLICATIONS**

: Mr MG Mlatha Tel No: (053) 830 2100  
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/71**

: **CHIEF EXECUTIVE OFFICER: REGIONAL HOSPITAL REF NO: NCDOH 51/2025 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum, (all-inclusive package)  
: Dr. Harry Surtie Hospital, ZF Mgcawu District  
: Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative/clinical field coupled with (5) years' experience in the Health Sector at Middle/senior Management Level. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela)

required prior to appointment. A valid driver's licence is an inherent requirement. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program 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. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies.

**DUTIES**

: To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative regional hospital services. To provide strategic leadership to improve operational efficiency of the hospital service, to improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a 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. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospital's risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES APPLICATIONS**

: DR KA Kantani Tel No (053) 8302 148  
 : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/72**

: **DIRECTOR: FINANCIAL ACCOUNTING REF NO: NCD0H 52/2025 (X1 POST)**  
 Job Purpose: To manage the directorate and provide strategic leadership. Maintain proper accounting, records and preparing departmental accounts. Oversee all accounting systems and procedures in line with relevant prescripts, legislation, regulations, frameworks and departmental policies.

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive package)  
 : Provincial Office, Kimberley  
 : Degree in Financial Accounting and/or related NQF7 qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior management. Successful completion of the pre-entry certificate for SMS as offered by the National School of Government (NSG) A valid B (08) driver's licence is an inherent requirement. Competency Profile: Knowledge of the Public Finance Management Act and Treasury Regulations, Strategic capacity and leadership, Knowledge management, Service delivery innovation, Planning, organizing, leading and controlling skills, Programme and project management; Change management, Extensive People management and empowerment ,Extensive Financial management ,Strong computer skills (MS Excel, pivot tables, MS Word, BAS, Vulindlela, Etc.) ,Sound analytical and numerical skills, Client orientation and customer focus ,The ability to work under pressure, consolidating high-volume Excel databases, Excellent verbal and written communication skills Computer literate, communication, organizing, presentation, and problem solving skills.

**DUTIES**

: Develop and monitor the implementation of financial administration and accounting policies, systems, and processes. Monitor financial risks in the department. Provide reconciliation, accounting and reporting services. Certification of payroll and processing employee costs, claims and transfers. Management of resources and staff development. Reengineering of financial accounting processes and work flows to facilitate effective internal controls. Assess and evaluate

internal controls to establish gaps with the objective to enhance or develop new controls. Identification of financial and other transversal policy gaps, develop such policies and standard operating procedures. Liaison and interaction with relevant stakeholders such as Provincial and National Treasuries and other departments. Develop and implement an audit rectification plan to address audit findings. Preparation of Interim and Annual Financial Statements. Enforce compliance with laws, regulations, prescripts, practice notes, policies and procedures and monitor such compliance. Support districts and facilities on financial accounting Manage the performance of the Unit to ensure quality service delivery and achievement of the key strategic objectives. Prepare monthly management reports, statutory reports and other internal and external reporting. Proper management of cash flow to ensure spending within available cash. Ensure suppliers are paid within 30days as required prescribed by the regulations. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and management of finances. Effective and Efficient management of Human, Physical and Financial Resources. Management of programme Risks and Audit queries.

**ENQUIRIES  
APPLICATIONS**

: Mr GV Tsholo Tel No: (053) 830 0500  
 : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/73**

: **DIRECTOR: LEGAL SERVICES REF NO: NCDOH 53/2025 (X1 POST)**  
 : Job Purpose The purpose of the Directorate is to ensure that a professional, credible, accessible and quality assured legal services is rendered to the department, ministry and stakeholders.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive package)  
 : Provincial Office, Kimberley  
 : Bachelor's Degree in LLB (NQF7) with 5 (five) years' experience in Middle/senior Management Level. Admitted as Advocate or Attorney. Valid driver's licence, Successful completion of the SMS pre-entry certificate as offered by the National School of Government (NSG). Competency Profile: Knowledge of the South African legal system, legal practices and spheres. Legislative drafting skills (drafting of all types of legal agreements) Negotiation skills. Experience in providing litigation support in court cases for and against the Department. Compliance management skills. Computer literacy, Good communication and interpersonal skills. Project management skills. Strategic capability and leadership. Innovative and analytical thinking skills. Planning and organizing skills. Knowledge of and experience in financial management. Problem-solving skills. People management skills. Experience in providing litigation support in court cases for and against the department.

**DUTIES**

: Advising the head of department and the member of the executive council on exercising their statutory responsibility in order to avoid and minimize legal risks, reputational risks and medico legal exposure of the department. Reviewing existing legislation, identifying shortcomings and drafting and implementing new legislation .Effectively managing litigation and litigation support in cases for and against the department. Effective management of internal and external legislation. Provide legal training and building capacity of the department's personnel to understand and engage with legal matters, such as contracts and service level agreements. Compile quarterly and annual legal reports outlining the department's performance.

**ENQUIRIES  
APPLICATIONS**

: Ms LV Moleleki Tel No: (053) 8300601  
 : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/74**

: **DIRECTOR: QUALITY ASSURANCE MANAGEMENT REF NO: NCDOH 54/2025 (X1 POST)**  
 : Job Purpose To oversee the management and provision of strategic leadership for the quality assurance directorate and support to district management towards the realization of set strategic goals and objectives.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive package)  
 : Provincial Office, Kimberley  
 : Health Sciences Degree (NQF7) Public Administration/Public Management or relevant qualification. 5 (five) years 'experience in Middle/senior Management Level. Appropriate professionals clinical experience in a health environment. Valid driver's licence, Successful completion of the SMS pre-entry certificate as offered by the National School of Government (NSG). Competency Profile: Strategic planning, project management, policy analysis and development, financial management, communication and people management, problem solving, decision making and presentation skills. Relevant legislation and district health systems skills including the health act and associated regulations and policies. Advanced computer literacy skills (MS Word, Excel and Power Point), project, report writing and risk management skills. Knowledge of the Public Service Act, Public Service Regulations and legislative frameworks.

**DUTIES**

: Oversee compliance with quality assurance policies, guidelines and standard operating procedures and provide expert guidance and support for implementation. Provide strategic management in the quality assurance directorate. Oversee effective coordination, control,

monitoring and evaluation of quality improvement, i.e oversee effective implementation and compliance with patient safety incident guidelines, clinical governance guidelines and infection prevention and control guidelines, strategic framework and the national quality improvement programmes, the functionality and quality learning centre. Ensure adequate support provisioning to the health establishment staff and senior/executive management with the implementation of the ideal health establishment realisation and maintenance and office of health standard compliance requirements. Manage the interventions aimed at improvement of patient experience care, consumer quality, reporting, investigation and manage complaints, oversee the effective implementation and compliance with patient waiting time. Effective administration and management of interventions targeted at the private health establishments – inspections and licensing.

**ENQUIRIES  
APPLICATIONS**

: Ms ZC Kiti Tel No: (053) 8300500  
 : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/75**

: **DIRECTOR: MATERNAL, YOUTH, CHILD, ADOLESCENT, WOMEN AND MEN'S HEALTH  
REF NO: NCDOH 55/2025 (X1 POST)**

Job Purpose To provide overall leadership, strategic guidance and technical support to ensure provision of quality care of mother's, babies and children under 5 (five) years, SRHR, youth and adolescents and nutrition towards reduction morbidity and mortality.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive package)  
 : Provincial Office, Kimberley  
 : Health Sciences Degree (NQF7) Public Administration/Public Management or relevant qualification. 5 (five) years 'experience in Middle/senior Management Level. Appropriate professionals clinical experience in a health environment. Valid driver's licence, Successful completion of the SMS pre-entry certificate as offered by the National School of Government (NSG). Competency Profile: Knowledge of the Nursing Act, Health Act, Patients' Rights Charter and Batho Pele Principles. Strategic planning, project management, policy analysis and development, financial management, communication and people management, problem solving, decision making and presentation skills. Advanced computer literacy skills (MS Word, Excel and Power Point), project, report writing and risk management skills. Knowledge of the Public Service Act, Public Service Regulations and legislative frameworks.

**DUTIES**

: Implementation of provincial policies, guidelines for transformation, planning and evaluation of MCYWH&N programmes in line with the strategic framework of the department – conduct audits, recommend on expert committee national advisory group on immunization, chapters on death profiling for the province compiled and submit to the national ministerial committee, establish functional provincial death committees and surveillance system, implement the key recommendations on saving mothers, babies and children under 5 (five) years. Networking and collaboration with external stakeholders – establishment of partners and external stakeholders. Financial and people management – draft business plans, respond to audit queries efficiently and effectively. Monitoring and evaluation health information system and surveillance system of vaccine preventable diseases in all facilities in the province – managers trained on the use of health information reports and reviews, support provincial research projects.

**ENQUIRIES  
APPLICATIONS**

: Ms ZC Kiti Tel No: (053) 830 0500  
 : Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/76**

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NCDOH 56/2025 (X1 POST)**

Job Purpose: To manage and provide supply chain management services

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum, (all-inclusive package)  
 : Provincial Office, Kimberley  
 : Degree in Financial Accounting and/or related NQF7 qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior management. Successful completion of the pre-entry certificate for SMS as offered by the National School of Government (NSG) A valid B (08) driver's licence is an inherent requirement. Competency Profile: Knowledge of the Public Finance Management Act and Treasury Regulations, Risk Management Framework, systems and strategy relating to the Public Service. Strategic capacity and leadership, service delivery innovation, planning, organizing, leading and controlling skills, programme and project management; change management, people management and empowerment. Strong computer skills (MS Excel, pivot tables, MS Word, BAS, Vulindlela, Etc.). Sound analytical and numerical skills and ability to work under pressure. Excellent verbal and written communication skills. Understanding of whistle blowing process, anti-corruption and accompanying prescripts and legislation.

**DUTIES**

: Managing procurement services and provision of quality goods and equipment, ensure that all records are kept safe according to prescripts, managing an effective and efficient tendering

process in all tenders in the department, render a contract administration service for the department, Provide strategic management in the directorate. Oversee an effective administration support and telecommunications service in the department. Ensure compliance with applicable legislation. Manage staff of the directorate. Ensure sound supply chain management practices attaining demand, procurement planning, logistics and contract management. Improve the processes around supply chain management.

**ENQUIRIES  
APPLICATIONS**

: Mr GV Tsholo Tel No: (053) 830 0500  
: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/77**

: **DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NCDOH 57/2025 (X1 POST)**  
Job Purpose: coordinate, plan and direct human resource activities which include the management conditions of service, personnel system, employee health and wellness, recruitment and selection and employee relations

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum, (TCE Package)  
: Provincial Office  
: Degree/Advanced Diploma in Management, Public Management or relevant tertiary qualification (NQF7). A minimum of 5 years' experience at middle/senior management service. Successful completion of the pre-entry certificate for SMS as offered by the National School of Government (NSG) A valid B (08) driver's licence is an inherent requirement. Competency Profile: In-depth knowledge of departmental policies and procedures, Batho Pele Principles, Knowledge of Human Resource Prescripts and Legislations (Public Service Regulations, Public Service Act, White Paper on Human Resource Management, Public Service Commission and Basic Conditions of Employment Act). Computer literate, communication, organizing, presentation, and problem solving skills. Technical Knowledge. Customer Relations Management. Budgeting and Financial management, labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act. Public Finance Management Act (PFMA). Public Service Regulations Skills: problem Solving, Communication (verbal & written). Business report writing, problem solving and decision making. People management and Empowerment. Client Orientation and Customer Focus. Change Management. Work Ethics and Self- Management Business Acumen and Leadership.

**DUTIE**

: Oversee Human Resource Administration for the department. Develop and facilitate the implementation of human resource management and administration policies. Administer recruitment, selection establishment administration and appointment of employees. Administer conditions of service, remuneration and employee benefits. Ensure the correct implementation of Human Resource Practices, Regulations and Legislation. Ensure optimal utilization of Human Resources within the Department Monitor compliance to Human Resource requirements in the Department. Manage the provision of employee health and wellness programmes as well as Occupational Health and Safety Programmes. Facilitate the development and implementation of effective Human Resource administration systems and Controls. Develop and oversee implementation of HR policies effective and efficient management of human, physical and financial Resources. Management of human resource administration programme risks and audit queries.

**ENQUIRIES  
APPLICATIONS**

: Ms LV Moleleki Tel No: (053) 830 2000  
: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 08/78**

: **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: NCDOH 58/2025 (X1 POST)**  
Job Purpose: To develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum, (all-inclusive package)  
: Provincial Office, Kimberley  
: Degree in Built Environment (NQF7). Post graduate qualification in management. 5 (five) years 'experience in Middle/senior Management Level. Registered as a built environment professionals with relevant council. Valid driver's licence, Successful completion of the SMS pre-entry certificate as offered by the National School of Government (NSG). Competency Profile: Knowledge of the following - Construction Industry Development Board Act of 2000 and Regulations, Council of Built Environment Act 2000, Promotion of Access to Information Act of 2000, Public Finance Management Act, DORA, Treasury Regulations, Practice Notes, Departmental Supply Chain Management Policies, Promotion of Administrative Justice Act of 2000, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993, Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Strategic capacity and leadership, service delivery innovation, planning, organizing, leading and controlling skills, programme and project management; change management, people management and empowerment.

**DUTIES**

: Manage the physical resources planning framework, prioritisation model(s), business core briefs and project briefs. Interpret and apply norms and standards. Direct infrastructure analyses and policy formulation. Finalise all infrastructure planning documents. Direct property management. Implement programme and project measurement and evaluation. Prepare monitoring reports – performance and financial report. Complete post project and post occupancy evaluations. Develop built environment and property strategies, policies, systems and functional norms to realise and infrastructure plan as well as provide continuous strategic infrastructure planning. Report on all activities required to implement the infrastructure and related technical support services portfolio in the department. Ensure integration with the departmental corporate assurance programme. People Management and Financial Management of the Directorate.

**ENQUIRIES**

: Mr XS Mpekelana Tel No: (053) 8300500

**APPLICATIONS**

: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.