

**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.*

<b><u>CLOSING DATE</u></b>	:	16 May 2025
<b><u>NOTE</u></b>	:	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 representativity 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. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a> .

**MANAGEMENT ECHELON**

<b><u>POST 14/150</u></b>	:	<b><u>CHIEF DIRECTOR STRATEGY AND SYSTEMS, REF NO: NCDOH 59/2025 (X 1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 436 022.per annum (TCE Package)
<b><u>CENTRE</u></b>	:	Provincial Office, Kimberley
<b><u>REQUIREMENTS</u></b>	:	Degree in Public Management and/or related (NQF Level 7) qualification as recognised by SAQA. Five (5) years' experience in Senior Management Service level (SMS) in the management of Health Services Sector. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. A valid driver's license. Competency Profile: Extensive knowledge and experience of government planning, policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of government systems structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability. Leadership and management skills. Understanding of applied strategic planning and facilitation. Financial Problem Solving and Analytical skills. Knowledge of policy and programme formulation, Good Communication, presentation, strong Interpersonal project management skills. Valid Drivers licence. 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. Strategic and leadership management, Programme and Project

## **DUTIES**

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. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Job Purpose: Oversee department's strategy and systems.

: Manage and provide strategic management and planning of the department. Analyse macroeconomic factors, changes in the department, department capabilities and performance management. Ensure department strategy is formulated in line with government planning cycle and MTEF. Develop the department corporate vision, mission and strategy, Oversee strategic planning and leading strategic initiatives. Advisory to the Accounting Officer. Drive the decision making towards medium and long-term improvement. Establish and review key strategic priorities and ensure they translated into comprehensive strategic plan and monitor the execution of the strategic plan. Ensure that department strategic planning projects reflect organizational strategic priorities. Collaborate with the Communication unit to ensure strategy is well communicated. Serving as a change agent who ensures that priorities are well implemented. Govern and provide data, information, knowledge and evidence in a user friendly manner to enable efficient decision making to improve service delivery. Custodian for departmental monitoring and evaluation process. Manage the provision of policy and strategic planning services. Facilitate strategy and policy development, priority setting and coordination of implementation actions. Provide research, information management, monitoring and evaluation and surveillance services. Manage and facilitate the provision of information communication and technology management services. Provide and govern IT solutions as well as technical support for departmental processes. Manage the provision of legal services. Manage and monitor the provisioning of security, records and work environment management services. Manage the provision of communication and events management services. Effective and Efficient management of Human, Physical and Financial Resources. Management of programme Risks and Audit queries.

## **ENQUIRIES**

: Ms LV Moleleki Tel: 053 8302 100

## **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.

## **OTHER POSTS**

## **POST 14/151**

: **DISTRICT/SUB DISTRICT INFORMATION OFFICERS: REF NO: NCDOH 60/2025 (10 POSTS)**

## **SALARY CENTRE**

: R325 101 per annum (Level 7)  
: **ZF Mgcawu District:**  
Dawid Kruiper Sub-District (1 Post)  
Namakwa District:  
Kamiesberg Sub-District (1 Post)  
Nama Khoi Sub District (1 Post)  
Richtersveld (1 Post)  
Khai Ma Sub District (1 Post)  
**Pixley Ka Seme District:**  
Hantam/Karoo Hoogland Sub District (1 Post)  
**Frances Baard District:**  
Dikgatlong Sub District (1 Post)  
Magareng Sub-District (1 Post)  
Phokwane Sub District (1 Post)  
Sol Plaatjie Sub District (1 Post)

## **REQUIRMENTS**

: Appropriate tertiary qualification / National Diploma in Information Management, Monitoring & Evaluation or Diploma in Statistics, Information Communication Technology , Monitoring and Evaluation. Computer Literate: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such Power Point, MS Excell and MS Word as well as a working knowledge of email). Competency Skills: Experience in Information Management e.g. DHIS, EDR, Tier.net, HPRS, PUP, and other

	patient and data management systems. A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	: Ensure all data is collected using a standard data element definition and data collection tools (According to National Indicator Data Sets). Implement national data management systems: DHIS, Tier.Net, etc. Regular capturing, collation of facility data into DHIS, Tier.net, GoData (disease outbreak database), EDRweb and other systems. Ensure all data is correct complete and consistent - processing source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents for resolution. Update graphs on key indicators for sub district reports and presentations. Provide facilities with feedback information/Timely availability of data and information. Ensure availability of standard registers, clinical stationeries or other standard recording tools. Conduct technical support visits and data quality audits at least on a weekly basis to health facilities within the sub-district. Conduct trainings of data elements, reporting and recording tools. Capture and submit weekly progress data to district and province. Do administration duties (memos, reports, logistics, etc) in line with sub-districts requirements through collaboration with the Health Area Manager. Ensure adherence to data flow policy (DHIMS policy 2011).
<b><u>ENQUIRIES</u></b>	: Mr. F. van Neel/Mr M. Beketsana Tel no.: (054) 337 0600 (ZF Mgcawu District) Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 Namakwa District) Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206 (Pixley Ka Seme District) Mr MC Joka or Mr ND Mohamad, Tel: 053 861 4770 (Frances Baard District)
<b><u>APPLICATIONS</u></b>	: <b>ZF Mgcawu District:</b> Applications must be e-mailed to <a href="mailto:nchealthhr-zfm@ncpg.gov.za">nchealthhr-zfm@ncpg.gov.za</a> or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered. <b>Application for Namakwa District:</b> Applications: Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to <a href="mailto:namakwahealthhrm@gmail.com">namakwahealthhrm@gmail.com</a> . Applicants must complete an application register when an application is hand delivered. Applications: Enquiries: Ms EA Cloete, Tel No (027) 7121601 <b>Application for Pixley Ka Seme District:</b> Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to <a href="mailto:nchealthhr-Pixley@ncpg.gov.za">nchealthhr-Pixley@ncpg.gov.za</a> All applicants must complete an application register when an application is hand delivered. <b>Application for Frances Baard District:</b> Applications: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: <a href="mailto:ncHealthHR-FBD@ncpg.gov.za">ncHealthHR-FBD@ncpg.gov.za</a> Applicants must complete an application register when an application is hand.
<b><u>POST 14/152</u></b>	: <b><u>SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 61/2025 (1 POST)</u></b>
<b><u>SALARY</u></b>	: R325 101.per annum (salary 7)
<b><u>CENTRE</u></b>	: Provincial Office (Accounts Payable)
<b><u>REQUIREMENTS</u></b>	: An appropriate tertiary qualification Bachelors Degree / National Diploma in Accounting, Finance or Cost Management with 0-2 years experience in the relevant field. A Grade 12 with 3- 5 years experience in the relevant field. Competencies: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).
<b><u>DUTIES</u></b>	: Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service. Supervise human resources/staff
<b><u>ENQUIRIES</u></b>	: Mr Mothapo, Tel no (053) 833 576.

<b><u>APPLICATIONS</u></b>	:	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 <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . Applicants must complete an application register when an application is hand delivered.
<b><u>POST 14/153</u></b>	:	<b><u>ADMINISTRATIVE CLERK (COMMUNICATIONS), REF NO: NCDOH 62/2025 (6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321. per annum (Level 5)
	:	Robert Mangaliso Sobukwe Hospital (1 Post)
	:	Frances Baard District (1 Post)
	:	John Taolo Gaetsewe District (1 Post)
	:	Pixley Ka Seme District (1 Post)
	:	Namakwa District (1 Post)
<b><u>REQUIRMENTS</u></b>	:	Senior Certificate/Matric Certificate, 1 to 2 years experience in the communication field. Purpose: To render administrative services to the Acting Director Office of the HOD, to render general clerical support and communication services and to render general clerical support and videography services.
<b><u>DUTIES</u></b>	:	Provide Communication support services within the district; Render communication duties within the district. Monitor media coverage including social media platforms. Solicit responses and inputs for media statements and media responses. Draft and compile inputs for departmental social media updates. Implementation of District Communication Plan. Designing infographics for Health Calendar activities. Drafting radio scripts for programmes. Monitoring and evaluation of community needs and usage of health information. Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive documents. Distribute documents/packages to various stakeholders as required. Collaborate with internal and external stakeholders; Liaise and interact with various strategic stakeholders within the district. Plan and implement activities in the district. Represent the NCDOH at various structures in the localities. Assist in the facilitation and co-ordination of monthly reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L. Mxekezo, Tel Number: 053 8302 100
	:	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 to <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a> . All applicants must complete an application register when an application is hand delivered.