

**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.

- 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 to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed 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 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. 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, 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 request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

OTHER POST

- POST 28/245** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: NCDOH 91/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : An appropriate Degree or equivalent qualification at NQF Level 6. Three (3) years appropriate years' administrative experience in the Public Service. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Extensive related experience in political or executive offices will serve as an added advantage. Proven management competencies. Working knowledge of the political and parliamentary process covered in South Africa. A valid drivers' licence.
- DUTIES** : Manage the administrative and co-ordination activities within the office of the executive authority – Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their

classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority – Brief the Head of Ministry on matters with regard to the executive authority's portfolio on the agenda of cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority – Manage the distribution of memoranda to cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of cabinet/executive council and alert the Head of Ministry and executive authority of actions to be taken and due dates. Supervise employees - General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

ENQUIRIES

: Mr S Ndelaphi Tel No: (053) 830 2000