

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

CLOSING DATE : 13 June 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 representativity 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 POSTS

POST 18/207 : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: NCDOH: 68/2025 (X1 POST)**

SALARY : R1 266 450 per annum, (salary will be based on years of experience post registration as a Professional Construction Manager)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : An Honors Degree/ BTech in the Built Environment with a minimum of six (6) year's post qualification experience in construction project management. Registered as a Professional Project Manager with SACPCMP is compulsory. A valid Driver's Licence. Knowledge of programme and project management. Problem solving and analysis skills, Conflict management skills and computer literacy.

DUTIES : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s

ENQUIRIES : Mr X. Mpelekana Tel No: (053) 8302 117

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

POST 18/208 : **DEPUTY MANAGER NURSING, TB PROGRAMME REF NO: NCDOH 69/2025**

SALARY : R1 028 091 per annum, (all inclusive)

CENTRE : Provincial Office, Kimberley

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years' experience in training or facilitation and clinical experience in the management of TB and HIV co-infected patients as well as in health programme management. Knowledge and understanding of public health systems, public service systems and legislation governing public service. Good analytical and problem-solving, presentation, administrative, training/facilitation, stakeholder and project management, report writing, monitoring and evaluation, communication (written and verbal), conflict management and computer literacy (Microsoft Office package) skills. Ability to work independently, in high-pressured environment and with the team and work irregular hours.

DUTIES : Overall Programme management and coordination of TB activities. Review the TB diagnosis and treatment practices, make recommendations and feedback to district and provinces.

Provide technical support on strengthening TB infection and prevention. Review, print and disseminate materials on TB infection control. Conduct training of health care workers on TB clinical management. Provide technical assistance to provinces and districts on the scale up of new diagnostic tests and treatment. Review the TB referral systems and make recommendations for improvement. Review and update training manuals. Monitor and evaluate progress of the TB programme against targets. Strengthen TB management at hospitals, primary health care and community based structures. Conduct support visits to priority districts to monitor programme implementation. Stakeholder management. Manage human and financial resources. Supervise staff and monitor implementation of operational plans. Undertake performance appraisals of staff. Review of the communication strategy on treatment literacy and adherence. Manage financial resources as per PFMA and human resources per prescribed HR policies. Draft and submit reports as required. Participate in stakeholder meetings.

**ENQUIRIES
APPLICATIONS**

: Ms SM Lute Tel No: (053) 8300524
: 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. Applicants must complete an application register when an application is hand delivered.

POST 18/209

: **DEPUTY MANAGER NURSING: TB/HIV CARE & SUPPORT REF NO: NCDOH: 70/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R1 028 091 per annum, (all inclusive)
: Provincial Office, Kimberley
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. A minimum of 8 years working experience in the Health field. Excellent knowledge of and experience in HIV, AIDS, TB and related programmes and policy work thereof. Understanding of the current issues and trends in the Health System. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Knowledge of labour relations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Computer literacy. Valid driver's license and willingness to travel extensively.

DUTIES

: Implement and strengthen strategies to meet NDP, SDG, NSP, APP goals and objectives. Ensure implementation of psychosocial support, differentiated Models of Care (DMOC), linkage and retention in care strategies for HIV, AIDS, TB & NCDs in order to reduce morbidity and mortality rates. Implement Care, support, and treatment adherence guidelines. Draft SOPs and implementation Plans for HIV Care & Support guidelines. Draft SOPs for linkage and provision for psychosocial support for PLWHIV, TB&NCDs. Provide technical support and monitor the formation and maintenance of Adherence Clubs. Develop programmatic targets in consultation with relevant programme and district programme coordinators and managers. Implement DMOC (Differentiated Models of Care) guidelines. Implement strategies to meet TB, HIV&NCDs linkage to care and retention in care. Work collaboratively to strengthen Palliative Care Services. Facilitate and monitor the implementation of treatment, care and support guidelines in all Health facilities. Work collaboratively with internal and external stakeholders to strengthen linkage and retention in care.

**ENQUIRIES
APPLICATIONS**

: Ms SM Lute Tel No: (053) 8300 524
: 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. Applicants must complete an application register when an application is hand delivered.

POST 18/210

: **DEPUTY MANAGER NURSING: CCMT/ART REF NO: NCDOH: 71/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R1 028 091 per annum, (all inclusive)
: Provincial Office, Kimberley
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Extensive knowledge of HIV&AIDS and TB, Public Health, clinical approaches, STI programmes Community Based Services and Community development, district health support services, project/program management and data management. Sound and in-depth knowledge of the Health Act and regulations pertaining to the Act. Sound and in-depth knowledge of relevant prescripts and applicable human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), financial and project management, negotiation, people management, problem-solving, planning, organizing, time management, strategic planning, policy analysis and development, diversity management, facilitation, leadership and

	computer skills. Proven management competencies and leadership qualities. Ability work in a highly pressured environment. A valid driver's license.
<u>DUTIES</u>	: Ensure implementation of HIV Treatment, Care & Support guidelines. Participate in policy, guideline and SOP development. Facilitate re-alignment and implementation of treatment, care and support guidelines in all Health facilities. Facilitate the implementation of the Strategic Plans, NSP for HIV, TB and STIs, APP and operational Plans. Put systems in place for linkage to care, Treatment initiation and Adherence. Facilitate improved collaboration of HIV, AIDS, STIs & TB, between programmes. Provide support to district coordinators in strengthening managerial and technical capacity of districts to implement TB, HIV collaborative activities in partnership with civil society. Strengthen the implementation of community-based HIV/AIDS, STIs & TB and services using the Ward Based Primary Health Care Outreach Teams (WBPHCOT) strategy. Oversee the development of business plans process and assist provinces to develop the business plans according to the DORA requirements, with clear Indicator definitions and targets. Collaborate with the Advocacy and Social Mobilisation (ACSM) unit in the development and review of the communication strategy on treatment literacy and adherence. Manage financial resources as per PFMA and human resources per prescribed HR policies.
<u>ENQUIRIES</u>	: Ms SM Lute Tel No: (053) 8300 524
<u>APPLICATIONS</u>	: 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 . Applicants must complete an application register when an application is hand delivered.
<u>POST 18/211</u>	: <u>ASSISTANT MANAGER NURSING: TB PROGRAMME PROVINCIAL OFFICE REF NO: NCDOH: 72/2025 (X1 POST)</u>
<u>SALARY</u>	: R693 096 per annum
<u>CENTRE</u>	: Provincial Office, Kimberley
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Driver's license and willingness to drive across the province. Knowledge of DSTB/and TB/ HIV Management as well as relevant information systems. Competent in Microsoft Office, Knowledge of District Health Information Systems. Ability to work under pressure. Planning and Organizing Skills.
<u>DUTIES</u>	: Ensure implementation of the NSP and TB strategy plan and TB recovery plan. Provide technical support to all public and private health facilities on Management of Tuberculosis. Develop and Implement Standard Operating procedures for referral and linkage to care. Ensure the availability of TB&TB/HIV treatment/medication and laboratory supplies/consumables. Ensure implementation of Infection Preventing and control in all Public Health Facilities. Coordinate Capacity Building Programmes for all health workers. Coordinate and report adverse drug events of TB Public Health Facilities. Put systems in place for TB& Surveillance and TB Notifications. Put systems in place for tracking, tracing and linkage to care. Promote TB/HIV Integration in all settings in the health system. Ensure implementation of new diagnostics for case finding. Ensure utilization of approved information systems. Analyse, validate data and report on performance of TB&DRTB Programmes. Collaborate with internal and external stakeholders to ensure TB&DRTB in hospitals is addressed at all levels.
<u>ENQUIRIES</u>	: Ms SM Lute Tel No: (053) 8300 524
<u>APPLICATIONS</u>	: 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 . Applicants must complete an application register when an application is hand delivered.
<u>POST 18/212</u>	: <u>ASSISTANT MANAGER NURSING: INPATIENT CARE AND DRTB TB PROGRAMME REF NO: NCDOH 73/2025 (X1 POST)</u>
<u>SALARY</u>	: R693 096 per annum
<u>CENTRE</u>	: Provincial Office, Kimberley
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Valid Drivers Licence and willingness to travel extensively in and outside the province. Knowledge of DSTB/DRTB and HIV Management as well as relevant information systems. Competent in Microsoft Office. Willingness to travel and work under pressure.
<u>DUTIES</u>	: Provide technical support to all public and private health facilities on Management of Tuberculosis. Develop and Implement Standard Operating procedures for referral and linkage to care. Ensure the availability of TB&DRTB treatment/medication and laboratory supplies/consumables. Ensure implementation of Infection Preventing and control in all Public

Health Facilities. Coordinate Capacity Building Programmes for all healthworkers. Coordinate and report adverse drug events of TB Public Health Facilities. Put systems in place for TB&DRTB Surveillance and TB Notifications. Put systems in place for tracking, tracing and linkage to care. Promote TB/HIV Integration in all settings in the health system. Ensure implementation of new diagnostics for case finding. Ensure utilization of approved information systems. Analyse, validate data and report on performance of TB&DRTB Programmes. Collaborate with internal and external stakeholders to ensure TB&DRTB in hospitals is addressed at all levels.

ENQUIRIES : Ms SM Lute Tel No: (053) 8300 524
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. Applicants must complete an application register when an application is hand delivered.

POST 18/213 : **ASSISTANT MANAGER NURSING: REGIONAL TRAINING CENTRE REF NO: NCDOH 74/2025 (X1 POST)**

SALARY : R693 096 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A minimum of 5 years working experience in the Health field. Excellent knowledge of and experience in APC, IMCI, EPI, SRH, HAST and related programmes and policy work thereof. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver's license and willingness to travel extensively.

DUTIES : Co-ordinate the overall planning, implementation and monitoring of the provincial training plan and strategy. Provide technical assistance for the district teams on identified training needs. Innovatively leading and advising on evidence-based approaches for improving the integration of all activities. Collaborate with National Department of Health (NDoH) and all health programmes and external stakeholders. Provide strategic direction and operational support to the district teams and partners to ensure compliance with programmes policies, guidelines and SOPs. Conduct skills audits, capture and report to relevant stakeholders. Provide mentoring to health care workers on clinical guidelines. Fulfil financial and reporting requirements for the Regional Training Centre. Participate in developing business plans, District Implementation Plans and operational plans to integrate the training plans and activities. Lead in supervision and monitoring of training implementation. Track and support training activities to ensure optimal delivery of required services and timeous meeting of targets. Prepare weekly, monthly, quarterly and annual narrative progress reports including DORA reports. Assist District task teams to identify priority activities for training needs. Co-ordinate and facilitate trainings and workshops. Facilitate technical assistance for district co-ordination teams and Primary Health Care facility staff.

ENQUIRIES : Ms O. Lesejane Tel No: (053) 8302 130
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. Applicants must complete an application register when an application is hand delivered.

POST 18/214 : **ASSISTANT MANAGER NURSING: CHILD & ADOLESCENT ART SERVICES REF NO: NCDOH 75/2025 (X1 POST)**

SALARY : R693 096 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Excellent knowledge of and experience in HIV and AIDS and related programmes and policy work thereof. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver's license and willingness to travel extensively.

DUTIES : Ensure that NDP, SDGs, NSP and APP goals and objectives are met. Support implementation of key peads, child and adolescent interventions aimed at reaching planned targets. Implement creative strategies to ensure that the UNAIDS 95-95-95 target for children and adolescents are met. Provision of technical support to district and facilities on implementation of Peads &

Adolescent Matrix of intervention tool. Work closely with stakeholders to ensure that HIV prevention and treatment activities are integrated into all Child, Adolescent and School Health and VTP (Vertical Transmission) programmes. Co-ordination of the Child& Adolescent TWG on monthly& quarterly basis. Monitor implementation of key programme activities at facility, district and provincial level, and provide feedback regarding performance at each of these levels. Technical support on guideline implementation including data and information management. Liaise with stakeholders within and outside of the health sector in order to strengthen Child& Adolescent HIV/AIDS prevention, treatment and support services. Support the Operation Phuthuma activities, including the provincial nerve centres.

ENQUIRIES : Ms SM Lute Tel No: (053) 8300 524
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. Applicants must complete an application register when an application is hand delivered.

POST 18/215 : **ASSISTANT MANAGER NURSING: HIV, STI PREVENTION STRATEGIES REF NO: NCDOH 76/2025 (X1 POST)**

SALARY : R693 096 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge of District Health system and Information systems. Driver's Licence and willingness to drive across the province.

DUTIES : Ensure that goals and objectives of NDP, SDG, NSP and APP are achieved, Implement effective & efficient HIV Combination Prevention strategies i.e HTS, MMC, Condoms, PreP. PEP and other innovative biomedical and structural strategies. Support social behaviour change and communication campaigns. Coordinate Key Populations and High Transmission Areas service provision. Manage financial and non-financial resources allocated to HIV Prevention strategies, compile and submit report as required. Support training for HIV prevention programmes. To monitor and evaluate implementation of the programme in all districts and to strengthen partnership with internal and external stakeholders.

ENQUIRIES : Ms SM Lute Tel No: (053) 8300 524
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. Applicants must complete an application register when an application is hand delivered.

POST 18/216 : **ASSISTANT MANAGER NURSING: HIV TESTING SERVICES REF NO: NCDOH 77/2025 (X1 POST)**

SALARY : R693 096 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge of District Health system, Health Information systems and indicators. Valid Driver's license and willingness to drive across the province. Good communication skill (written and verbal). Computer literacy.

DUTIES : Ensure that the NDP, SDG, NSP and APP goals and objectives are met. Implement an effective & efficient HIV testing and counselling programme to ensure targets are achieved. Increase uptake of HTS through expansion of HTS services. Facilitate continuous availability, equal distribution and monitoring of stock levels and commodities required for the implementation of the HTS programme. Support Social Behaviour Change and Communication strategies. Manage financial and non-financial resources allocated to HIV prevention strategies, compile and submit report as required. Support training for HIV, TB and related programmes. Monitor and evaluate implementation of the programme in all districts. Strengthen partnership with internal and external stakeholders.

ENQUIRIES : Ms SM Lute Tel No: (053) 8300 524
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. Applicants must complete an application register when an application is hand delivered.

POST 18/217 : **CLINICAL PROGRAMME COORDINATOR (MASTER TRAINER) REF NO: NCDOH 78/2025 (X3 POSTS)**

SALARY : R549 192 per annum

<u>CENTRE</u>	:	John Taolo Gaetsewe District ZFM District Namakwa District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A qualification in nursing education or Primary Health Care will serve as an added advantage. A minimum of 5 years working experience in the Health field. Excellent knowledge of and experience in HIV, AIDS, STIs & TB and related programmes and policy work thereof. Good knowledge of the District Health System. Knowledge of Public Finance Management Act and related Treasury Regulations. Leadership and excellent presentation skills. Good organising and problem solving skills. Good communication skills (written and verbal). Project management skills. Basic Computer literacy. Valid driver's license and willingness to travel extensively.
<u>DUTIES</u>	:	Co-ordinate the overall planning, implementation and monitoring of the provincial training plan and strategy. Provide technical assistance for the teams on identified training needs. Innovatively leading and advising on evidence-based approaches for improving the integration of all activities. Collaborate with Provincial Department of Health (PDoH) and all health programmes and external stakeholders. Provide strategic direction and operational support to the district teams and partners to ensure compliance with programmatic outcomes. Conduct skills audits, capture and report to relevant stakeholders. Provide mentoring to health care workers on clinical guidelines. Fulfil financial and reporting requirements for the Training Unit. Participate in developing business plans, District Implementation Plans and operational plans to integrate the training plans and activities. Lead in supervision and monitoring of training implementation. Track and support training activities to ensure optimal delivery of required services and timeous meeting of targets. Prepare weekly, monthly, quarterly and annual narrative progress reports including DORA reports. Assist District task teams to identify priority activities for training needs. Co-ordinate and facilitate trainings and workshops. Facilitate technical assistance for district co-ordination teams and Primary Health Care facility staff.
<u>ENQUIRIES</u>	:	(John Taolo Gaetsewe District) Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149 (Namakwa District) Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 (ZF Mgcawu District) Mr M. Beketsana/ Mr. F. van Neel Tel No: (054) 337 0600
<u>APPLICATIONS</u>	:	Application For John Taolo Gaetsewe District: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-itg@ncpg.gov.za All applicants must complete an application register when an application is hand. Applications For Namakwa District: 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 eacloete@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered. Applications For Zf Mgcawu District: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za 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.
<u>POST 18/218</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (HIV PREVENTION) REF NO: NCDOH: 79/2025 (X1 POST)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Namakwa District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge of the District Health System, HIV, AIDS, STIs& TB and related programmes. Understanding of Health Information systems and indicators. Driver's license and willingness to drive extensively in the district and province. Good communication skills (written and verbal). Computer literacy.
<u>DUTIES</u>	:	Ensure that NDP, SDGs, NSP and APP Goals and objectives are achieved. Implement and coordinate effective and efficient prevention programmes i.e. HTS, STIs, MMC, PrEP, PEP, Condoms, Key populations and High Transmission Areas. Link PLWHIV to appropriate treatment care and support. Manage financial and non-financial resources allocated to HIV prevention strategies, compile and submit reports as required. Plan collaboratively on social behaviour modification and reduction of MTC Vertical Transmission. Improve the proficiency of clinicians and non-clinicians on HIV prevention strategies. Conduct monitoring and evaluation at all levels. Maintain a constructive working relationship with the partners and other stakeholders.
<u>ENQUIRIES</u>	:	Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601
<u>APPLICATIONS</u>	:	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

eacloete@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

<u>POST 18/219</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (CCMT/ART) REF NO: NCDOH: 80/2025 (X1 POST)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Frances Baard District
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide direct support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that clinical audits are conducted at a sub-district level and development of quality improvement plans. Participate in the formulation of the District Treatment, Care & Support operational and business planning process. Participate in provincial, district and sub-district HAST meetings i.e district quarterly performance reviews, provincial reviews/nerve centre meetings. Lead the district to achieve the 959595 strategy for HIV with much focus on the 2nd and 3rd 95 of the treatment cascade. Work in close collaboration with other stakeholders i.e Care & Support coordinator to implement HAST programme activities and improve programme outcomes. Collaborate with the district master trainer to capacitate health care workers on guidelines and new programmatic mandates. Compile monthly/adhoc reports as and when needed and submit to supervisor and provincial CCMT manager. Monitor performance of programmatic data elements.
<u>ENQUIRIES</u>	:	Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
<u>APPLICATIONS</u>	:	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: ncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.
<u>POST 18/220</u>	:	<u>OPERATIONAL MANAGER (TB FOCAL- HOSPITALS) REF NO: NCDOH 81/2025 (X8 POSTS)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
	:	Pixley Ka Seme District: New Central Karoo (De Aar) Hospital, Manne Dipico Hospital, Bill Pickard Hospital
	:	Frances Baard District: Prof Z.K.Matthews, Connie Vorster Hospital, ZF Mgcawu District: Postmansburg Hospital, Kakamas Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional. Registration with a professional council: Registration with SANC as a Professional/Enrolled Nurse. Experience: 7 years appropriate/recognisable experience in nursing after registration as Professional with SANC in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's license and a willingness to travel in and outside the province Competencies in TB & HIV. Community Prevention and Control (knowledge/skills): Work experience in HIV and TB programme implementation. Good understanding of the South African public health national and provincial policies. Nurse related Community Practices and Health Programme Policies. Extensive experience with client tracking (via telephone and in person through home visits). Knowledge of health information systems eg DHIS, Tier HPRS ect. Good interpersonal, collaborative, leadership and communication skills. Solid data management, analysis and interpretation abilities, Computer literacy (MS Word, Excel and PowerPoint) and Good report writing skills. Good planning, organisational, project management and training skills.
<u>DUTIES</u>	:	Coordinate TB activities in the hospitals, in close collaboration with hospital management, TB Manager, HAST and Facility Managers. Implement TB FAST Model. Implement hospital-based TB Quality Improvement (QI) activities, including establishing QI teams (where none exist) and facilitating QI meetings. Support data collection and data management activities by working closely with data capturers and data management teams; Promote high quality data collation and data management; Support in-hospital TB and HIV care and prevention activities, including screening, patient education, sputum collection and HIV testing; Provide mentorship and support for provision of appropriate treatment for latent TB infection (LTBI) Support linkage to care in hospital, in close collaboration with the TB Linkage Officer. Support active TB case finding using appropriate messaging and IEC material. Promote and support implementation of effective infection prevention and control activities throughout the hospital. Ensure profile and service data on TB patients are accurate and reported to M&E team in a timeous manner. Ensure staff adhere to standard operating procedures (SOP) with respect to personal protective equipment (PPE). Coordinator and facilitate TB/TB IPC training in the hospital. Collaborate with internal and external stakeholders to strengthen TB&IPC in the hospitals.
<u>ENQUIRIES</u>	:	(Robert Mangaliso Sobukwe Hospital) Ms. H Alexander/Ms M. Visser Tel No: (053) 802 9111

(Pixley Ka Seme District) Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

(frances baard district) Mr MC Joka /Mr ND Mohamad Tel No: (053) 861 4770

(ZF Mgcawu District) Mr M. Beketsana/Mr. F. van Neel Tel No: (054) 337 0600

APPLICATIONS

: **Robert Mangaliso Sobukwe Hospital:** Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

Pixley Ka Seme District: Applications must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

Frances Baard District: 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: VncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

ZF Mgcawu District: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za 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.

POST 18/221

: **DIETICIAN REF NO: NCDOH 82/2025 (X2 POSTS)**

SALARY

: Grade 1: R397 233 per annum

Grade 2: R463 941 per annum

Grade 3: R543 099 per annum

CENTRE

: Pixley Ka Seme District (X1 Post)

ZFM District (X1 Post)

REQUIREMENTS

Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Registration with the HPCSA in the relevant profession. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA), **Grade 2:** Minimum of 10 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Grade 3: Minimum of 20 years' experience after registration with the Health Professional Council (HPCSA) in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. skills profile: Report writing skills, Computer Literacy, Interpersonal skills, Team work, Resource management (human and other resources), Information Management, Time Management, Planning and execution, Initiative, Communication and presentation skills, Ability to facilitate trainings.

DUTIES

: Nutrition management of patients, Nutrition Education, Promotion and Advocacy, Quality assurance of nutrition related services, Collaborations with Relevant Stakeholders, Monitor and Evaluation.

ENQUIRIES

: ZF Mgcawu District Mr M. Beketsana/ Mr. F. van Neel Tel No: (054) 337 0600

Pixley Ka Seme District Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

APPLICATIONS

: **ZF Mgcawu District:** Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za 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.

Pixley Ka Seme District: Applications must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

POST 18/222

: **RADIOGRAPHER REF NO: NCDOH 83/2025 (X3 POSTS)**

SALARY

: Grade 1: R397 233 per annum

Grade 2: R463 941 per annum

Grade 3: R543 099 per annum

CENTRE

: ZFM District, Pixley Ka Seme District, Namakwa District

REQUIREMENTS

: Diploma/B Tech Degree in Diagnostic Radiography. Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Must have completed Community Service as per the Diagnostic Radiographer. Experience: **Grade 1:** None after registration with HPCSA in the relevant profession. **Grade 2:** A minimum of 10 year's appropriate experience in the relevant profession after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession after registration with HPCSA as Diagnostic Radiographer. Knowledge And Skills: Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH policies governing the Health sector and Radiograph and profession. Knowledge, Skills, Attributes and Abilities. Experience in Digital Radiography. Experience in utilisation of

computerised Radiography system is recommended. Must have computer skills. Good Interpersonal skills. Excellent time management skills and must have knowledge of public service legislation governing the health sector and radiography profession. Compliance in budgeting, radiographic quality assurance, National Core standards, Safety and Infection control principles. Training and supervision of students. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational system.

DUTIES

: Provide and manage imaging procedures as requested by the doctors. Evaluate requests forms by verifying patient information and ensuring patient history and examination correspond. Operate radiological equipment correctly for specific exam. Interrogate images. Ensure an even flow of patient at all times. Ensure adherence to radiation, health and safety protocols. Manage staff radiation procedure and ensure that all staff wear their devices at all times. Protect patient and colleagues from radiation. Monitor personal radiation exposure. Adhere to all infection control policies. Conduct patient care and quality assurance. Ensure patient safety at all times. Protect patient confidentiality. Conduct quality control and safe-keep equipment. Have knowledge of all equipment and troubleshooting when there is a breakdown. Assist and implement quality control procedures. Train junior staff. Report machine faults to Radiographers in charge. Ensure staff/student development. Present for in-service training sessions. Training junior staff at CT/MRI. Develop protocols for CT/MRI. Conduct community outreach services for TB case finding.

ENQUIRIES

: ZF Mgcawu District Mr M. Beketsana/ Mr. F. van Neel Tel no.: (054) 337 0600
Pixley Ka Seme District Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206

APPLICATIONS

: Namakwa District Mr D. Grootboom/Ms EA Cloete Tel No: (027) 7121601
ZF Mgcawu: District Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonias Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonias Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

Pixley Ka Seme: District Applications must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar, 7000

Namakwa District: 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 namakwahealthhrm@gmail.com. Applicants must complete an application register when an application is hand delivered

POST 18/223

: **SOCIAL WORKER REF NO: 84/2025 (X1 POST)**

SALARY

: Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum

CENTRE REQUIREMENTS

: Frances Baard District (Sol Plaatjie Municipality)
: Formal Tertiary qualification in Social Work (Bachelor of Social Arts) that allows professional registration with the SACSSP. Registration with the SACSSP (South African Council for Social Service Profession) as a Social Worker. A valid Driver's. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP.

DUTIES

: Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise / attend meetings with other departments and nongovernmental institutions to take 107 cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities. Supervise all administrative functions required in the unit and undertake the higher level of administrative functions.

ENQUIRIES

: Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770

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: ncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

<u>POST 18/224</u>	:	<u>ADMINISTRATIVE CLERK (COMMUNICATIONS) REF NO: NCDOH 85/2025 (X1 POST)</u> Purpose: To render administrative services, to render general clerical support and communication services and to render general clerical support and videography services
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	ZF Mgcawu District (Upington)
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate, 1 to 2 years experience in the communication field.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms L. Mxekezo Tel No: (053) 8302 100
<u>APPLICATIONS</u>	:	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.
<u>POST 18/225</u>	:	<u>AUXILIARY SOCIAL WORKERS REF NO: NCDOH 86/2025 (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R215 181.per annum Grade 2: R227 292 – R255 534.per annum Grade 3: R270 009 – R334 419 per annum, (depending on years of experience)
<u>CENTRE</u>	:	Frances Baard (X1 Post) John Taolo Gaetsewe (X1 Post) Namakwa (X1 Post) Pixley Ka Seme (X1 Post) Zf Mgcawu (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker, Grade 2: Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker. Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows registration as Social Worker with the SACSP. Grade 3: Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker. Registration with the South African Council for Social Service Professions as Social Auxiliary Worker. A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP or A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.
<u>DUTIES</u>	:	Establish adherence clubs for PLWIH and TB with assistance of District Care and support Coordinators. Facilitate adherence club sessions. Collect pre-dispensed/packaged medication packages for adherence club members. Provision of enhanced adherence counselling (EAC) for unsuppressed clients. Support primary caregivers or conduct disclosure counselling on-behalf of primary care givers. Link PLWHIV&TB to other services. Check on adherence and wellness of adherence club members and refer club members back to facility if necessary. Training and capacity building of CHCWs on adherence clubs and linkage to care. Update adherence club attendance register and compile monthly/quarterly adherence club reports. Work collaboratively with facility managers, district coordinators and external stakeholders to strengthen retention in care.
<u>ENQUIRIES</u>	:	Pixley Ka Seme District Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206 Frances Baard District Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770 Namakwa District Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 ZF Mgcawu District Mr M. Beketsana/Mr. F. van Neel Tel No: (054) 337 0600 John Taolo Gaetsewe District: Mr KM Taolo/Mr L. Moemedi Tel No: (053) 775 1149
<u>APPLICATIONS</u>	:	Pixley Ka Seme District: Applications must be emailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000

Frances Baard District: 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: ncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand delivered.

Namakwa District: 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 eacloete@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

ZF Mgcawu District: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonias Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonias Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered.

John Taolo Gaetsewe District: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand.

DEPARTMENT OF ROADS AND PUBLIC WORKS

the provincial administration of the northern cape is an equal opportunity, affirmative action employer. persons with a disability are encouraged to apply.

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only, via http://ncrpw.ncpg.gov.za
<u>CLOSING DATE</u>	:	13 June 2025
<u>NOTE</u>	:	Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works reserves the right not to make appointments to the advertised posts. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine a candidate's suitability based on the post's technical & generic requirements as well as an integrity (ethical conduct) assessment. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

OTHER POSTS

<u>POST 18/226</u>	:	<u>ASSISTANT DIRECTOR: KEY ACCOUNTS REF NO: DRPW/HR01/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Diploma in Real Estate or related Property Management fields. 3 to 4 years' experience in property management, lease administration, processing of payments and the management of the immovable asset register. A valid code B drivers' license, Computer literate. Experience with government procurement processes, contract management, and lease agreements, Comprehensive knowledge of relevant legislation, including the government Immovable Asset Management Act (GIAMA) of 2000, PFMA, Treasury regulations, Promotion of Access to Information Act (PAIA) of 2000, Promotion of Administrative Justice Act (PAJA) of 2000, and Public Service Regulations, Understanding of risk analysis, legal contract imperatives, and compliance monitoring, Proficiency in Microsoft Office and government finance/management systems, such as Proman, Strong analytical and problem-solving skills.
<u>DUTIES</u>	:	Negotiate, procure, and finalize lease agreements in collaboration with Supply Chain Management and Legal Services, Draft, review, and implement legally compliant lease contracts that align with government regulations and property needs, Conduct risk assessments and develop mitigation strategies for lease agreements, ensuring risk minimization and alignment with departmental objectives, Interpret functional and technical standards to ensure lease specifications are accurate and legally sound, Oversee the payment processes for municipal accounts, rates, taxes, and service fees for leased properties, ensuring timely and

accurate transactions, manage the capturing, tracking, and reconciliation of revenue and expenditure for leased and state-owned properties, Monitor and analyze utility costs, recommending interventions for cost savings and improved facility use, Ensure accurate and up-to-date records in the Proman system to maintain financial transparency and accountability, Conduct regular inspections of leased properties to ensure compliance with maintenance standards and lease agreements, Coordinate with facilities management to address cleaning, gardening, and other upkeep tasks on government properties, Liaise with User Departments and external stakeholders on property usage, occupancy compliance, and timely surrender of unused facilities, Identify potential issues related to property condition or illegal occupation and implement preventative actions as needed, Lead and manage the leases team, setting clear objectives and providing guidance to ensure effective lease management processes, Conduct performance reviews, provide mentorship, and facilitate ongoing training and professional development for team members, Ensure staff compliance with departmental policies, encouraging adherence to standards in property management and service delivery, Delegate responsibilities effectively to maintain a high-performing team aligned with the department's strategic goals.

ENQUIRIES : Ms. M. Kgomongwe Tel No: (053) 839 5618

POST 18/227 : **LABOUR RELATIONS OFFICER REF NO: DRPW/HR02/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS :

National Diploma NQF level 6 in Labour Relations with 1-2 years relevant experience in Labour Relations environment. In depth knowledge of related legislation such as the PSA, PSR. LRA, BCEA and PFMA, proven exposure to the handling of individual and collective dispute/grievances, good verbal and written communication skills, facilitation & presentation skills, mediation & conflict management skills, valid code EB driver's license and willingness to travel, computer literacy. Competencies: knowledge and understanding of the labour relations management environment, knowledge of the PERSAL system, communication and interpersonal skills, computer skills, client orientated, planning & organizing, presentation skills.

DUTIES : Handle misconduct cases and appeals. Promote sound Labour Relations in the Department, Promotion and maintenance of Labour peace and harmonious employer/employee relations, capacity building of the employees on labour relations, facilitate the development & implementation of labour relations policies, facilitate and co-ordinate disputes, monitor the resolution of grievances and disputes, conduct investigations and compiling reports. Keep all stakeholders informed of the progress regarding specific cases, handle disputes, grievances and disciplinary cases, ensure the implementation of collective agreements, provide support for the implementation of collective agreements e.g. PSCBC and GPSSBC. Capture case outcomes on the PERSAL system. Ensure timeous reporting and compliance of the unit.

ENQUIRIES : Mr. N. Mkosana Tel No: (053) 839 2196

POST 18/228 : **ADMINISTRATIVE OFFICER: EPWP PROVINCIAL CO-ORDINATION REF NO: DRPW/HR03/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS :

A degree/diploma in Public Management/Business Management or Business Administration, with at least 3 years' working experience in Public Employment Programs, or a Grade 12 with 3 – 5 years' experience. Knowledge of PFMA and Government budget process, Computer Literate: MS Office, ability to meet deadlines, problem solving skills, planning and organizational skills, analytical thinking, good communication skills. Valid driver's license.

DUTIES : Assist with the facilitation of signing of protocols between the department and EPWP implementing bodies to ensure that funds are transferred for the implementation of projects, Conduct project visits on all projects funded by the department to ensure compliance of the EPWP principles, Submit monthly progress reports on EPWP projects to the Community Development Manager, Provide support to implementing bodies through meetings and engagements, Request monthly progress reports from EPWP Coordinators bodies in the Districts, Review and check reports to ensure that it is compliant before submitting to M&E unit for capturing, Identify challenges on site for project improvement and final assessments, Prepare and present a report on current and planned infrastructure projects funded by the department, Receive protective clothing from suppliers and ensure its safe, Establish project steering committees, Keep record of all Personal Protective Equipment received from suppliers and issued for EPWP projects to district coordinators.

ENQUIRIES : Mr. E. Michaels Tel No: (053) 839 2268