

**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.

<u>CLOSING DATE</u>	:	11 July 2025
<u>NOTE</u>	:	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: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 22/223</u>	:	<u>CHIEF EXECUTIVE OFFICER – SPRINGBOK HOSPITAL REFERENCE NO: NCDOH 87/2025</u>
<u>SALARY</u>	:	R1 059 105.per annum (All-inclusive package)
<u>CENTRE</u>	:	Springbok Hospital (Namakwa District)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative field coupled with (5) years' experience in the Health Sector at Junior/Middle Management Level at Regional and District Hospital. 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

DUTIES

and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative district 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 hospitals risks ensuring 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

: MS Z. Kiti Tel No: (053) 8300 633
: 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 22/224

: **ADMINISTRATIVE CLERK: REVENUE MANAGEMENT REF NO: NCDOH 88/2025(X4 POSTS)**

SALARY CENTRE REQUIREMENTS

: R228 321 per annum (Level 05)
: Mental Health Hospital
: Senior Certificate/ Matric Certificate, 1 to 2 years' experience in a Financial Management environment will serve as an added advantage. Skills Profile: Interpretation skills. Innovation and Creativity skills. Interpersonal skills. Computer skills. Competency Profile: Ability to communicate issues in a tactful manner. Ability to adapt to changes in the workplace. Ability to work under pressure. Knowledge: Public Financial Management Act. Public Service Act. Public Service Regulations Act. Basic Conditions of Employment Act.

DUTIES

: Effective revenue collection in line systems and controls. (Capture names and surnames, address, contact details of next of kin, medical aid number if a patient belongs to a medical aid scheme. –Classify patients according to their income groups. – Out patient: cash payment, issue a receipt for cash received. Follow ups on all patient outstanding accounts including medical aid patients. Capture receipts on BAS. Reconciliation of revenue between BAS and billing system. (Reconcile cash received for bank deposits. – Clear and reconcile patient accounts on system. Provide accurate billing and timeous reporting to oversight bodies (-Reconcile print outs of payments to clear patient debt). Provide record keeping services. (Safeguard finance and patient records). Perform administrative/clerical duties as required.

ENQUIRIES

: Applications for Mental Health Hospital: Mr A. Links/Mr T. Khonkhobe Tel No: (053) 8023607/600.

APPLICATION

: Must Be E-Mailed nchealthhr@ncpg.gov.za or Hand Delivered or Couriered Via Postal Services to Portion 84, Bultfontein Farm, Number 80 On R31, Barkly Road, Kimberley. Applicants Must Complete an Application Register When an Application Is Hand Delivered.

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity, affirmative action employer. It is intended to promote presentively (race, gender and disability) through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS

: To apply for the below positions, please forward your applications to the following addresses: Provincial Office: Please forward your application quoting the relevant reference number to: Senior Manager, Human Resources Employee Practices, Department of Social Development Private Bag X5016, Kimberley, 8300 or applications that are hand delivered must be brought to the foyer (HR Block C) of Latlhi Mabilo Complex Building where they must be placed in the appropriately marked box at: 257 Barkley Road, Kimberley. Alternatively, applicants can email their applications to applications-dsd@ncpg.gov.za. Applicants must complete and sign an application register when an application is hand delivered. Applications can also be addressed to the district offices as per application's need:

Namakwa District Office: Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X11, Springbok, 8240 OR hand delivered at 70 Van Riebeeck Street, Springbok, 8240 OR Email to applications-dsd-nam@ncpg.gov.za

Zwelintlanga Fatman Mgcawu District Office: Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X5892, Upington, 8800 OR hand delivered at Old Sanatorium Building, Clarkia Road, 8800 OR Email to: applications-dsd-zfm@ncpg.gov.za

John Taolo Gaetsewe District Office: Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X556, Kuruman, 8300, OR hand delivered at Corner Polman & Keuler Street, Tsineng Road, Kuruman 8460 OR Email to: applications-dsd-jtg@ncpg.gov.za

Frances Baard District Office: Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X5063, Kimberley, 8300 OR hand delivered at N.G. Meyer Building, c/o Duncan & Tyburn Street, Kimberley, 8301 or Email to applications-dsd-fb@ncpg.gov.za

Pixley ka Seme District Office: Please forward your application quoting the relevant reference number to the Department of Social Development, Private Bag X5063, Kimberley, 8300 Private Bag X1001, De Aar, 7000 OR hand delivered at Orion Hostel, Alpha Street, De Aar, 7000 OR Email to: applications-dsd-pks@ncpg.gov.za No applications will be accepted by staff in offices in the building.

CLOSING DATE

: 24 July 2025 at 16H00. It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the closing date and time.

NOTE

: Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. In addition, Social Service Professionals will be required to submit proof of registration with the South African Council for Social Service Professions (SACSSP) and certificate of service for recognition of previous experience before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Furthermore, if you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 22/225</u>	:	<u>CLINICAL NURSE GRADE 1 - 2 REFNO: CN/LPOS/FB/1/25</u>
<u>SALARY</u>	:	Grade 1: R476 367.per annum Grade 2: R583 989.per annum
<u>CENTRE</u>	:	Lorato Place of Safety (Kimberley)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus a basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). A valid motor vehicle driver's license. Experience: Grade 1: Minimum of four (4) years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC. Grade 2: Minimum of fourteen (14) years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC. At least ten (10) years of the fourteen (14) must be appropriate / recognisable after obtaining the 1-year post basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. Ability to function independently and to prioritise work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Centre. Provide quality patient care, follow norms and standards. Participate in quality improvement programmes. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure effective and efficient management of resources. Ensure that equipment(s) are functional and ready all the time. Ability to prioritise, coordinate activities of patient management according to protocols. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the Centre. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles.
<u>ENQUIRIES</u>	:	Mr. Matome Ndadza at 060 978 7985 / (053) 833 1051
<u>POS 22/226</u>	:	<u>SOCIAL WORKER GRADE 1 - 4: (44 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R325 200.per annum Grade 2: R397 119.per annum Grade 3: R477 564.per annum Grade 4: R585 441.per annum
<u>CENTRE</u>	:	Namakwa District: Kamiesberg Ref No. SW/KAMIES/NAMA/2/25 (3 Posts) Karoo Hoogland: Ref No. SW/KHL/NAMA/3/25 (3 Posts) Hantam Ref No. SW/HANT/NAMA/4/25 (2 Posts) Khai-Ma s Ref No. SW/KM/NAMA/5/25 (2 Posts) Nama-Khoi Ref No. SW/NMK/NAMA/6/25 (3 Posts) Richtersveld Ref No. SW/RTV/Nama/7/25 (1 Post) Kamiesberg Ref No. SWPROBATION/KAM/NAMA/8/25 (1 Post) Richtersveld Ref No. SWGBV/RICHTER/NAMA/9/25 (1 Post) Zwelintlanga Fatman Mgcawu District: Daniëlskuil Ref No. SW/DAN/ZFM/10/25 (2 Posts) Keimoes Ref No. SW/KEI/ZFM/11/25 (1 Post) Kakamas Ref No. SW/KKS/ZFM/12/25 (1 Post) Augrabies Ref No. SW/AUG/ZFM/13/25 (1 Post) Dawid Kruiper: Ref No. SW/DK/ZFM/14/25 (3 Posts) Groblershoop Ref No. SWPROBATION/GROB/ZFM/15/25 (1 Post) Kenhardt Ref No. SWPROBATION/KEN/ZFM/16/25 (1 Post) Upington District Ref No. SWGBV/UPT/ZFM/17/25(1 Post) Keimoes Ref No. SWGBV/KEIM/ZFM/18/25 (1 Post) Postmasburg Ref No. SWGBV/POST/ZFM/19/25 (1 Post) John Taolo Gaetsewe District:

Frances Baard District:

Sol-Plaatjie Ref No. SW/SOL/FB/21/25 (5 Pots)

Pixley Ka Seme District:

Emthanjeni: Ref No. SW/EMTHA/PKS/22/25 (2 Posts)

Siyancuma Ref No. SW/SIYA/PKS/23/25 (3 Posts)

Hopetown Ref No. SWPROBATION/HOPE/PKS/24/25 (1 Post)

Douglas Ref No. SWPROBATION/DOUG/PKS/25/25 (1 Post)

REQUIREMENTS

: Senior Certificate / Grade 12 qualification or equivalent plus an appropriate Bachelor's Degree in Social Work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A valid motor vehicle driver's license. Experience: **Grade 1:** None. **Grade 2:** Minimum of ten (10) years appropriate /recognisable experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** Minimum of twenty (20) years appropriate /recognisable experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** Minimum of thirty (30) years appropriate /recognisable experience in social work after registration as a Social Worker with the SACSSP. Knowledge: Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organising; Problem solving and analytical skills; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

: Ms. Claudette Farmer at Tel No: 071 220 8407 / (027) 712 8612 Namakwa District
Ms. Charmaine Vos at Tel No: 082 442 9391 Zwelintlanga Fatman Mgcawu District
Ms. Noma tjala Mahumapelo at Tel No: 082 465 0489 / (053) 712 1549 John Taolo Gaetsewe District
Ms. Thembeke Mbethane at Tel No: 060 978 7981 / (053) 872 0773 Frances Baard District
Ms. Zine Motsatsi at Tel No: 063 698 2850 / (053) 631 5008 Pixley ka Seme District

POST 22/227

: **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 - 3 REF NO: PN/SATCEN/26/25**

SALARY

: Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS

: Northern Cape Substance Abuse Treatment Centre (Kimberley)
: Senior Certificate / Grade 12 qualification or equivalent plus a minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in accredited with the SANC in psychiatric nursing. Registration with a professional council: Registration with SANC. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of

	20 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	: Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth / ethical standards and self-development
<u>ENQUIRIES</u>	: Mr. Janico Mckay at Tel No: 072 272 9407 / (053) 802-3326
<u>POST 22/228</u>	: <u>COMMUNITY DEVELOPMENT PRACTITIONERS GRADE 1-3 (X11 POSTS)</u>
<u>SALARY</u>	: Grade 1: R278 169. per annum Grade 2: R334 419. per annum Grade 3: R404 826. per annum
<u>CENTRE</u>	: Namakwa District Nama-Khoi Ref No. CDP/NMK/NAMA/27/25 (1 Post) Richtersveld Ref No. CDP/KAMIES/NAM/28/25 (1 Post) Zwelintlanga Fatman Mgcawu District Dawid Kruiper (2 Post) Ref No. CDP/DAW/ZFM/29/25 (1 post in Rietfontein) Kgatelopele: Ref No. CDP/KGATE/ZFM/30/25 (1 Post) John Taolo Gaetsewe District Joe Morolong Ref No. CDP/JOE/JTG/31/25 (1 Post) Gasegonyane Ref No. CDP/GASE/JTG/32/25 (2 Posts) Francis Baard District Sol Plaatjie Ref No. CDP/SOL/FB/33/25 (2 Posts) Dikgatlong Ref No. CDP/DIK/FB/34/25 (1 Post)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 qualification or equivalent plus an appropriate Bachelor's Degree in Community Development or equivalent qualification as recognised by SAQA. A valid motor vehicle driver's license. Experience: Grade 1: None. Grade 2: Minimum of ten (10) years appropriate /recognisable experience in Community Development work after obtaining the required tertiary qualification. Grade 3: Minimum of twenty (20) years appropriate /recognisable experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; skills needed: presentation; proven computer literacy; written and verbal communication; facilitation; research; knowledge and understanding of basic financial management.
<u>DUTIES</u>	: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments / NPOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<u>ENQUIRIES</u>	: Ms. Ronel Soudens at Tel No: 060 978 7921 / (027) 712 8611 Namakwa District Ms. Elsabe Delie at Tel No: 071 620 4829 Zwelintlanga Fatman Mgcawu District Mr. Phelegetsho Mabijane at Tel No: 079 875 0893 / (053) 712 3401 John Taolo Gaetsewe District Mr. Leon Sebolai at Tel No: 082 454 4116 / (053) 872 4012 Frances Baard District

