

PROVINCIAL ADMINISTRATION: NORTHERN CAPE DEPARTMENT OF HEALTH

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

CLOSING DATE : 02 August 2024

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

MANAGEMENT ECHELON

POST 26/58 : **CHIEF EXECUTIVE OFFICER TERTIARY HOSPITAL REF NO: NCDOH 109/2024**

SALARY : R1 436 022. per annum (level 14) (all-inclusive package, salary)

CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS : An undergraduate qualification (NQF level 7), Qualification as recognized by SAQA, Postgraduate (NQF Level 8) Qualification as recognized by SAQA will be an added advantage, in an Administrative/clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. A valid drivers licence is an inherent requirement Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies.

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative tertiary hospital services. To provide strategic leadership to improve operational efficiency of the hospital service and improve health outcomes. Prepare and execute a strategic plan for the hospital to ensure that it is in line with the 10 Point Plan, National and Provincial, Regional and District Health Plans. Maximise revenue through collection of all income due to the Hospital. Ensure that the Hospital is managed within budget in line with PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Ensure that systems and procedures are in place to ensure effective infrastructure planning and maintenance, as well as availability of essential equipment and maintenance. Develop, implement and maintain human

resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety commitments. Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Oversee clinical governance to ensure a high standard of patient care. Establish strong and viable community networks; and ensure a functional Hospital Board. Responsible for good corporate governance. Improve quality of services through compliance with all domains of the National Core Standards for the prevention of Medico-legal hazards and the promotion of a positive patient experience at the hospital. Manage the hospital's risks to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

**ENQUIRIES
APPLICATIONS**

: MR MG Mlatha, Tel no: (053) 8302 148
: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 26/59

: **CHIEF EXECUTIVE OFFICER REGIONAL HOSPITAL REF NO: NCDOH 110/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824.per annum (all-inclusive package)
: Dr. Harry Surtie Hospital, ZF Mgcawu District
: Undergraduate qualification (NQF 7) as recognised by SAQA in an administrative/clinical field coupled with (5) years' experience in the Health Sector at Middle or Senior 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 drivers licence is an inherent requirements. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. Skills Profile: Proven management competencies with specific reference to the health environment. Ability to manage KPA's of highly qualified specialists. Knowledge of health systems, health services and priorities of health programmes and relevant legislation including but not limited to the following Core Competencies: Ethical leadership, strong strategic capability, program and project management, financial management, change management, people management and empowerment. Process competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Appropriate managerial and leadership experience, Knowledge of the Public Finance Management Act, Public Service act, Health Act, and Public Service Regulations. Knowledge of policy research, analysis and development. Excellent communication (verbal and written) and presentation skills. Human resource management and planning competencies

DUTIES

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

**ENQUIRIES
APPLICATIONS**

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

POST 26/60 : **CHIEF EXECUTIVE OFFICER – COLESBERG (MANNE DIPICO) HOSPITAL, DE AAR HOSPITAL, SPRINGBOK HOSPITAL REF NO: NCDOH 111/2024**

SALARY : R1 003 890.per annum (All-inclusive package)
CENTRE : Colesberg (Manne Dipico) Hospital (Pixley Ka Seme District), De Aar Hospital (Pixley Ka Seme District), Springbok Hospital (Namakwa District)

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

DUTIES : To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative 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 to ensure optimal achievement of health outcomes, the safety of all staff, patients and visitors, environmental safety, and proper management of buildings and other assets.

ENQUIRIES : MS Z. Kiti Tel No: (053) 8300 633
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 26/61 : **MEDICAL OFFICER REF NO: NCDOH 112/2024 (15 POSTS)**

SALARY : Grade 1: R949 146.per annum
Grade 2: R1 082 988.per annum
Grade 3: R1 253 415.per annum

CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees 1 year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years'

appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

DUTIES : The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, investigate, diagnose and provide treatment to patients. Participation in activities within the discipline including case presentation and other departmental/unit meetings. Render applicable administration function, attend meetings, workshops and training as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationships and clinical functioning. Perform duties as assigned by the supervisor and other senior officials

ENQUIRIES APPLICATIONS : Dr DG Theys, Tel No (053) 8302 102
: 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 26/62 : **OPERATIONAL MANAGER (GENERAL) REF NO 113/2024 (1 POST)**

SALARY : R520 560.per annum
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. interprofessional, intersectoral and multi-disciplinary team). Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES APPLICATIONS : Dr. E Olivier/Ms. S. Langeveldt Tel no: (053) 802 2911
: 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.

POST 26/63 : **PHYSIOTHERAPIST, REF NO: NCDOH 114/2024 (1 POST)**

SALARY : Grade 1: R376 524.per annum
Grade 2: R439 755.per annum
Grade 3: R514 785.per annum
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Degree in Physiotherapy. Original registration certificate with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist: Independent Practice. Proof of Current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist: Independent Practice. Community service applicants must have independent Physiotherapist practitioner registration by the time of appointment. Experience: **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. **Grade 2:** Experience: Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community Service, as required in South Africa. **Grade 3:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.

DUTIES : Take responsibility for a clinical caseload – assessing, treating and rehabilitating patients, ensuring continuity of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records and daily statistics and write reports. Participate in afterhours duties which include weekend and public holidays. Promote good health practices and ensure optimal care of the patient. Function within a multi-disciplinary team. Implementation of departmental policies and procedures. Ensure responsible utilisation of equipment and consumable resources of the department. Participate in clinical and non-clinical departmental activities and meetings as allocated by supervisor. Provide assistance and training to junior staff and student physiotherapists.

ENQUIRIES APPLICATIONS : Dr. E Olivier/ Ms. A. Paulsen, Tel no: (053) 802 2911
: 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.

POST 26/64 : **RADIOGRAPHER, REF NO: NCDOH 115/2024 (2 POSTS)**

SALARY : Grade 1: R376 524.per annum
Grade 2: R439 755.per annum

<u>CENTRE REQUIREMENTS</u>	: Grade 3: R514 785.per annum : Robert Mangaliso Sobukwe Hospital : Diploma/B Tech Degree in Diagnostic Radiography. Current Proof of 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: A minimum of 20 years relevant experience after registration with HPCSA as a Diagnostic Radiographer. Knowledge And Skills: Computer literacy is 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. Experience in Digital Radiography. Experience in utilisation of computerised Radiography system is recommended. 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. E Olivier/ Ms. J. Du Plooy, Tel no: (053) 802 2911 : Please note applications can be hand delivered to the HRM 3 rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 26/65</u>	: <u>PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 116/2024 (7 POSTS)</u>
<u>SALARY</u>	: Grade 1: R307 473.per annum : Grade 2: R375 480.per annum : Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	: Robert Mangaliso Sobukwe Hospital : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing College (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	: Dr. E Olivier/ Ms. S. Langeveldt Tel No: (053) 802 9111 : Please note applications can be hand delivered to the HRM 3 rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 26/66</u>	: <u>STAFF NURSE, REF NO: NCDOH 117/2024 (3 POSTS)</u>
<u>SALARY</u>	: Grade 1: R209 112.per annum : Grade 2: R248 613.per annum : Grade 3: R290 805.per annum
<u>REQUIREMENTS</u>	: Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	: Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

<u>ENQUIRIES</u>	:	Dr. E Olivier/ Ms. S. Langeveldt, Tel no: (053) 802 2911
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the HRM 3 rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 26/67</u>	:	<u>DATA CAPTURER REF NO: NCDOH 118/2024 (37 POSTS)</u>
<u>SALARY</u>	:	R183 279.per annum
<u>CENTRE</u>	:	Frances Baard District: Lerato Park Clinic (1 Post) Ritchie Clinic (1 Post) Phutanang Clinic (1 Post) Floors Clinic (1 Post) Warrenton Clinic (1 Post) Sakhile Clinic (1 Post) Kimberley Clinic (1 Post) Mental Hospital (2 Post) John Taolo Gaetsewe District: Maruping Clinic (1 Post) Tshwaragno Clinic (1 Post) Seoding Clinic (1 Post) Jan Witbooi Clinic (1 Post) Gothusamang Winter Maroro Clinic (1 Post) Kuruman Clinic (1 Post) Padstow Clinic (1 Post) Olifantshoek Clinic (1 Post) Dingleton Clinic (1 Post) Kagung Clinic (1 Post) Mecwetsaneng Clinic (1 Post) Namakwa District: Okiep Clinic (1 Post) Concordia Clinic (1 Post) Komaggas Clinic (1 Post) Lekkersing Clinic (1 Post) Hondekliipbaai Clinic (1 Post) Pixley Ka Seme District: Hopetown Clinic (1 Post) De Aar Clinic (1 Post) Schmitsdrift Satelite Clinic.(1 Post) ZF Mgcawu District: Kenhardt CHC X (1 Post) Augrabies Satelite (1 Post) Keimoes Clinic (1 Post) Lingelethu Clinic (1 Post) Boichoko Clinic (1 Post) Dr Harry Surtie Hospital (2 Posts) Karos Clinic (1 Post) Vilandersbrong Satelite Clinic (1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate or equivalent. Skills Profile: Good interpersonal and communication skills. Basic computer literacy skills. Experience in data capturing or information systems will be an added advantage. Competency Profile: Computer literacy: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such as MS Access, PowerPoint, MS Excel and MS Word as well as a working knowledge of E-Mail). Knowledge of customer care relations. Knowledge of minimum information standards and how data is collected. Knowledge of DHIS or other information systems used in the public health. Good inter-personal relationship skills. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure collection of data according to the National Indicator Data Set (NIDS) – comply with standard data element definitions and data collection tools. Ensure use of standard data recording registers/tools. Ensure adherence to the National Information Management Policy. Ensure all facility data is correct, complete and consistent. Ensure timeous reporting of facility monthly reports to districts i.e. Tier.Net dispatch files. Ensure that monthly input forms correspond to source documents e.g. registers on a regular basis. Proper file keeping in health care facilities. Capturing of data into WebDHIS (including DHIS Daily Capturing), Tier.Net, EDRweb and other patient management systems. Run Validation checks, data integrity checks to ensure quality. Conduct regular data quality audits and participate in external audit activities. Export data and send to next level according to Provincial data flow procedure. Prepare and update graphs on key indicators on monthly basis. Prepare monthly reports on key indicators and targets for presentation at facility meetings (in accordance to facility monthly plans). Provide feedback through the facility manager to all staff involved in data collection on the quality of the data. (once a month). Perform administrative/clerical duties as required.
<u>ENQUIRIES</u>	:	Frances Baard District: Mr M. Joka Tel No: (053) 861 4770 John Taolo Gaetsewe District: Mr KM Taolo Tel No: (053) 775 1149

Namakwa District: Mr D. Grootboom Tel No: (027) 7121601
Pixley Ka Seme District: Ms S. McCloen Tel No: (053) 632 400/406
ZF Mgcawu District: Mr. M. Beketsana, Tel No: (054) 337 0600.

APPLICATION

: must be e-mailed to nchealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. Applicants must complete an application register when an application is hand delivered.

Applications for John Taolo Gaetsewe District: Application must be e-mailed to Imoemedi@ncpg.gov.za, hand delivered or couriered via postal services to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.

Applications for Namakwa District: Application must be e-mailed to eacloete@ncpg.gov.za and hand delivered or couriered via postal services to 7 Rivierstreet, Springbok, Postal address: Private Bag x10, Springbok, 8240. Applicants must complete an application register when an application is hand delivered.

Applications for Pixley Ka Seme District: Application must be e-mailed to nchealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered

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