

**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** : 25 October 2024

**NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

**OTHER POSTS**

**POST 37/59** : **CLINICAL MANAGER (EMERGENCY CENTRE AND ANAESTHESIOLOGY & THEATRE) REF NO: NCDOH: 175/2024 (X2 POSTS)**

**SALARY** : R1 348 635 per annum

**CENTRE** : Robert Mangaliso Sobukwe Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Competencies: Strategic capability and leadership. Change Management, planning and organizing, strategy, policy development, project management, financial management, client orientation and focus, people oriented. High level computer literacy. Knowledge of Public Health Policies and procedures, relevant legislation and public service regulations. Understanding of expectations of customers. Knowledge Management, Health Information Management, Clinical Governance and Economics, Evidence based Medicine and Monitoring, Evaluation and Reporting.

**DUTIES** : Functioning as a Medical Manager in a Tertiary Hospital with an ambitious and innovative team, a Medical Manager will be expected to add value as follows: Provide and inspire medical services to deliver excellent Tertiary medical services. Plan, manage, monitor and evaluate activities of medical services directorate. Plan, manage, and control resources allocated to medical service directorate. Lead and manage the development of Unit. Ensuring decentralized management and accountability and ensure adhere to clinical governance.

**ENQUIRIES** : Dr. D Theys Tel No: (053) 830 2102

**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 [nhealthhr@ncpg.gov.za](mailto:nhealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

- POST 37/60** : **MEDICAL SPECIALIST REF NO: NCDOH 176/2024 (X10 POSTS)**
- SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum
- CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital  
: Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology, Internal Medicine, General Surgery, Obstetrics and Gynaecology, Orthopedics, Oncology, Radiology, Ophthalmology, Plastic Surgery, Family Medicine, Urology, Emergency and Critical care. Registration with the Health Professional Council of South Africa as Medical Specialist in the required/mentioned field. Experience: **Grade 1:** None after registration with HPCSA as Medical Specialist in the required/mentioned field. **Grade 2:** Experience, a minimum of 5 years' experience after registration with the HPCSA as Medical Specialist. **Grade 3:** Experience, a minimum of 10 years' experience after registration with the HPCSA as Medical Specialist.
- DUTIES** : To provide and develop Tertiary Services and to ensure the provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure clinical governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment), to provide outreach services to the rest of the province.
- ENQUIRIES APPLICATIONS** : Dr. D Theys Tel No: (053) 861 4770  
: 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 [nhealthhr@ncpg.gov.za](mailto:nhealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 37/61** : **CHIEF EXECUTIVE OFFICER – KAKAMAS HOSPITAL, ZF MGCAWU DISTRICT REF NO: NCDOH 177/2024 (X 1 POST)**

- SALARY** : R1 003 890 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Kakamas Hospital, ZF Mgcawu District  
: 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. 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 APPLICATIONS** : Ms Z. Kiti Tel No: (053) 830 0633  
 : 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 [nhealthhr@ncpg.gov.za](mailto:nhealthhr@ncpg.gov.za). Applicants must complete an application register when an application is hand delivered.

**POST 37/62** : **MEDICAL OFFICER REF NO: NCDOH 178/2024 (X2 POSTS)**

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

**CENTRE REQUIREMENTS** : Robert Mangaliso Sobukwe Hospital  
 : 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. Examine, investigate, diagnose and the treatment of 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** : Dr. D Theys Tel No: (053) 802 2911

**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](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 37/63** : **DEPUTY MANAGER NURSING: HEAD OF NURSING SERVICES REF NO: NCDOH 179/2024 (X1 POST)**

**SALARY** : R974 493 per annum  
**CENTRE** : Northern Cape Mental Health Hospital  
**REQUIREMENTS** : Basic R425 qualification (is diploma/degree in Nursing) or equivalent qualification that allows for registration with the SANC as Professional Nurse Experience: minimum of 10 years/ appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in Nursing. At least 5 years of the period referred to above must be appropriate experience at management level. A Post Basic qualification in Advanced Mental Health speciality such as Child and Adolescent psychiatry, Geriatric Psychiatry, Forensic Psychiatry Psychiatry will serve as an added advantage.

**DUTIES** : Provide Guidance and Leadership towards the realization of strategic goals and objectives of the Nursing Directorate and Department. Provide Professional, technical and management support for the provision of quality patient care through proper management of nursing programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery and reducing medico-legal risks. Establish, maintain, and participate in inter-professional and multidisciplinary teamwork that promotes efficient and effective health care. Manage the specialist-nursing department at the directorate. Responsible for Nursing Clinical governance in clinical facilities and management towards effective patient care. Implement strategies to increase the number of specialist nurses and training to improve patient care with rigorous programmes. Provide regular reports regarding the progress made re speciality training and speciality in service training. Promote quality of nursing care through sound education and training implementation. Identify opportunities for and foster clinical nursing research. Collaborate in research to improve clinical nursing practice. Compilation of a quality manual, which includes nursing policies. Jointly develop and monitor a quality assurance system for clinical training. Manage and utilise resources in accordance with relevant directives and legislation. Development and implementation of nursing related education and training programmes. The incumbents will be performing outreach services within the Department and will be requested to travel extensively within the province.

**ENQUIRIES** : Mr A. Links, Chief Executive Officer, Northern Cape Mental Hospital at 071 323 6781

**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](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

**POST 37/64** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE REF NO: NCDOH 181/2024 (X1 POST)**

**SALARY** : R656 964 per annum  
**CENTRE** : Olifantshoek CHC (John Taolo Gaetsewe District)  
**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. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: Grade 1: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality.

- DUTIES** : Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services, Usage of equipment and machinery, Research responsibility.
- ENQUIRIES** : Mr. KM Taolo / Mr L. Moemedi Tel No: (053) 775 1149
- APPLICATIONS** : Applications must be e-mailed to [NChealthhr-JTG@ncpg.gov.za](mailto:NChealthhr-JTG@ncpg.gov.za) or be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad. Applicants must complete an application register when an application is hand delivered.
- POST 37/65** : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: NCDOH 182/2024 (X2 POSTS)**
- SALARY** : MR 1: R239 673 per annum  
MR 2: R277 341 per annum  
MR 3: R307 659 per annum  
MR 4: R368 145 per annum  
MR 5: R440 412 per annum
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : LLB Degree. Display knowledge and understanding and drafting of legal documents. Understand and have advanced knowledge of legal and research principles. Display and understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal research, Legal drafting, dispute resolution and cash flow management. A Skills in problem solving analysis, communication, honesty and integrity, research and computer literacy. Experience: **Grade 1:** No previous legal experience required. **Grade 2:** At least 1 (one) year appropriate legal experience after post qualification. **Grade 3:** At least 2 (two) years appropriate legal experience after post qualification. **Grade 4:** At least 5 (five) years appropriate legal experience after post qualification.
- DUTIES** : Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on and ore mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the department on possible courses of acting during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing and provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as guide employees on the advice that should be rendered to the client. Provide support on medico-legal services (litigation and legal advisory services).
- ENQUIRIES** : Ms A. Selao Tel No: (053) 8302 103
- 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](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.
- POST 37/66** : **STAFF NURSE REF NO: NCDOH 183/2024 (X4 POSTS)**
- SALARY** : Grade1: R209 112 - R233 931 per annum  
Grade 2: R248 613 – R279 159 per annum  
Grade 3: R290 805 – R326 337 per annum
- CENTRE** : Northern Cape Mental Hospital, Kimberley
- REQUIREMENTS** : 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 of appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse.
- DUTIES** : Execute duties and functions with proficiency within the prescripts of the applicable legislation. Provide a safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.

Adopt a multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. Implement standards to ensure adherence to National Core Standards and Ideal Hospital measures. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall unit management without the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach, and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES** : Applications for Mental Health Hospital: Ms. AO Mintor Tel No:(053) 802 3600 /Mr T. Khonkhobe Tel No: (053) 802 3607/600.

**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](mailto:nchealthhr@ncpg.gov.za). All applicants must complete an application register when an application is hand delivered.

#### **DEPARTMENT OF PROVINCIAL TREASURY**

***The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.***

**APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7<sup>th</sup> Floor, Post Office Building, Kimberley, or Email applications to: [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za)

**FOR ATTENTION** : Ms. D Barnett

**CLOSING DATE** : 25 October 2024

**NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies) or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Furthermore, all candidates shortlisted for the Non-SMS posts will be subjected to a Practical Exercise/Technical assessment and an Ethical Conduct assessment. Correspondence will be limited to interviewed candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment on these positions will be provisional, pending the issue of security clearance. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

## OTHER POSTS

**POST 37/67** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION**  
**REF NO: NCPT/2024/43**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Diploma/Degree: (NQF6/7) in Public Administration, Public Management or related fields. 3-4 years' relevant experience in the Public Service at Assistant Director Level. A valid driver's license. Skills & Knowledge: Knowledge of functional areas covered by the executive authority's portfolio. Basic interpersonal relationship, Problem solving, Planning and organizing, Ability to interpret relevant directives, Analytical thinking, Routine notes, memos and reporting, Public Service Laws and regulations, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, and Regulations, Computer literacy, Report Writing, Project Management skills, Ability to interpret and apply relevant policies and procedures directives and polities.

**DUTIES** : Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification: Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/Executive council. Liaise with senior managers in the institution within the executive authority's portfolio. Co-Ordinate the activities of the executive authority's office: Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/Executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep recording of Cabinet/Executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entails the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effective.

**ENQUIRIES** : Ms D Sebolai at 081 502 6954

**POST 37/68** : **HR REGISTRY CLERK REF NO: NCPT/2024/44**  
Contract: 12 Months

**SALARY** : R216 417 – R254 928 per annum (Level 05), (plus 37% in lieu of benefits)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Grade 12. Zero to One (1) year relevant experience in Public Sector. Skills & Knowledge: Knowledge of planning and organizing, Records management, Registry duties and practices as well as data capturing, Storage and retrieval procedures in terms of the working environment, duplicate/ binding/faxing and delivering of document, understanding of the work registry. Ability to communicate verbally or in writing (formally or informally), Photocopy machine, fax machine, binding machine. Interpersonal, Computer Literacy.

**DUTIES** : Provide registry counter services: attend to clients, Receive and register hand delivered mail/files including job applications, handle telephonic and other enquiries received: Handle incoming and outgoing correspondence: Received all mail, sort, register and dispatch mail. Distribute notice on registry issues. Liaise with units for tracking of files. Render an effective filing and records

management service: Opening and closing of files according to records classification system. Filing/ storage and tracing (electronically/ manually) and retrieval of documents and files. Complete index cards for all files. Maintain the filing tracing schedule. Recording of all hand delivered and online job applications. Handle archiving and transferring of records: Dispatch and archive files, maintain the files register. Follow up on transfer of files for transferred officials from various departments. Process documents for archiving and disposal, Electronic scanning of documents. Sort and package files for archive and distribution. Compile lists of documents to be archived and submit to the supervisor. Keep record of archived documents.

**ENQUIRIES**

:

Ms D Barnett at 066 210 4066