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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2024

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Department of Public Works and Infrastructure: kindly note that the post of Deputy Director: Parliamentary and Cabinet Support (Departmental Support to the Ministry) ref no: 2024/41, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-01@dpw.gov.za, Deputy Director: Administration Support and Coordination (Departmental Support to the Ministry) Ref no: 2024/42, Correct salary: R849 702 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service), Email to: Recruitment24-02@dpw.gov.za, Administrative Officer: Registry Services (Departmental Support to the Ministry) Ref no: 2024/43, Correct salary: R308 154 per annum, Email to: Recruitment24-03@dpw.gov.za, Food Service Aid (Departmental Support to the Ministry) Ref no: 2024/44, Correct SALARY: R 131 265 per annum, Email to: Recruitment24-04@dpw.gov.za, advertised in

**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 : 13 May 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. Detailed/comprehensive Curriculum Vitae, indicating positions held dates and key performance responsibilities, should accompany the fully completed and signed Z83. 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 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) 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 14/257 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NCDOH 78/2024 (X1 POST)**

SALARY : R1 976 070 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 Specialist in Family Medicine. Appropriate tertiary qualification in the Health Science (MChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: Grade 1: A Minimum of 3 (three) years appropriate experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following discipline: Family Medicine. Competencies: Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature.

DUTIES : To manage and supervise all Medical Doctors in the Unit. To ensure good clinical and HR as well and finance 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. To develop tertiary services and to assure provision of quality clinical services to patients, as well as teaching and training of junior and senior Doctors.

ENQUIRIES : Dr DG Theys Tel No: (053) 830 2102

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

<u>POST 14/258</u>	:	<u>DEPUTY MANGER NURSING REF NO: NCDOH 79/2024 (X1 POST)</u>
<u>SALARY</u>	:	R974 493 per annum, (TCE package)
<u>CENTRE</u>	:	Northern Cape Mental Hospital
<u>REQUIREMENTS</u>	:	A basic R425 qualification diploma/degree that allows registration with SANC as a Professional Nurse. A postgraduate nursing qualification in health/nursing service management, with a minimum duration of at least 1 year, accredited with SANC according to SANC standards. A postgraduate qualification in one of the registered specialties of nursing with a minimum duration of at least 1 year, accredited with SANC as follows: Orthopaedics, Paediatrics, Neonatology, Critical care, Theatre technology, Oncology, Nephrology, Advanced Midwifery, Primary Clinical care, Traumatology according to SANC standards. A Nursing Education qualification would be an added advantage. A Valid Driver's Licence is required. Experience: A minimum of 9 years' appropriate/recognisable, experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at managerial level.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms A Mintor, Assistant Manager Nursing at 073 184 6400
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
<u>POST 14/259</u>	:	<u>MEDICAL OFFICER REF NO: NCDOH 80/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum, (TCE package) Grade 2: R1 082 988 per annum, (TCE package) Grade 3: R1 253 415 per annum, (TCE package)
<u>CENTRE</u>	:	Northern Cape Mental Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner, Registration with the 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. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs

ENQUIRIES : Dr D.G. Theys Tel No: (053) 8302 102

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/260 : **CLINICAL PSYCHOLOGIST REF NO: NCDOH 81/2024 (X1 POST)**

SALARY : R827 211 per annum, (all-inclusive package)

CENTRE : Northern Cape Mental Health Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist with a relevant registration category (i.e. clinical) and current HPCSA registration for April 2023/March 2024. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa). (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).. Please note this position is a Joint Appointee position, which means that you would be involved with teaching and training within the Psychiatry Department. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising.

DUTIES : Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and statistics. To offer assessment supervision to intern clinical psychologists. To offer psychotherapy supervision to intern clinical psychologists and psychiatry Registrars.

ENQUIRIES : Dr AJ Malgas at 081 714 7204

APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/261 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: NCDOH 63/2024 (X2 POSTS)**

SALARY : R715 977 per annum

CENTRE : Gasegonyana Health Area: John Taolo Gaetsewe District (X1 Post)

Kamden Health Area: John Taolo Gaetsewe District (X1 Post)

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 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

DUTIES : Actively participate in the provision of nursing care to patients; Treat complex health conditions presented at health care facilities. Ensure the formulation of accurate nursing and health care diagnosis to clarify clients' needs including learning, information and counselling. Audit records by analysing data, identification of health problems and diseases in accordance with prescribed norms and standards, Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advise during clinic visits; collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care; Create an enabling environment that is therapeutic and meets the client's need for privacy, confidentiality, well-being and dignity. Perform interventions ranging from personal care with active involvement of patients and other members of the team. Take part in health promotion and illness prevention initiatives and assist in their evaluation, empower individuals, groups and communities in adopting healthy lifestyles and self-care.

ENQUIRIES : Mr KM Taolo Tel No: (053) 775 1155
APPLICATIONS : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibistad or E-Mailed at lmoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/262 : **OPERATIONAL MANAGER SPECIALTY REF NO: NCDOH 82/2024 (X1 POST)**

SALARY : R656 964 per annum
CENTRE : Northern Cape Mental Health 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. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing 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 in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty.

DUTIES : Coordination of optimal, holistic specialised nursing care provided within the set standards and professional/legal framework. Manage effectively the utilisation and supervision of resource both physical and human resources. Coordination of the provision of effective training and research. Provision of effective support of nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms A Mintor Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/263 : **CHIEF OCCUPATIONAL THERAPIST REF NO: NCDOH 83/2024 (X1 POST)**

SALARY : Grade 1: R545 262 - Grade 2: R623 229 per annum
CENTRE : Northern Cape Mental Health Hospital, Kimberley
REQUIREMENTS : A degree in Occupational Therapy. Registration with the HPCSA. Independent registration with Health Professions Council of South Africa (HPCSA). A driver's license will be an advantage. Experience: **Grade 1:** A minimum of three years appropriate registration experience in Occupational Therapy after registration with the HPCSA as Occupational Therapist. **Grade 2:** A minimum of eight years appropriate experience in Occupational Therapy after registration with the HPCSA as Occupational Therapist. Knowledge: Public Service Act and Regulations. Mental Health Care Act. Criminal Procedures Act. Batho-Pele

principles. Labour relations: Disciplinary and Grievance Procedures. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics. Working knowledge of quality assurance measures and performance management system. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook). Skills: Good communication (written and verbal), leadership, interpersonal skills and conflict management. Human resource and financial management skills. Ability to function under pressure in a challenging environment and provide psychosocial rehabilitation services to Mental Health Care Users. Experience working in a psychiatric setting will be an advantage.

DUTIES : To ensure comprehensive assessment and therapeutic management of Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment. Perform clinical responsibilities with applicable legislation. Administer standardized and clinical assessments to patients requiring functional capacity evaluations, forensic observations, general level of functioning and other clinical reports. Attend multidisciplinary meetings and clinical team meetings, be actively involved in these and the efforts to establish a functional clinical team. Actively engage in the planning and implementation of Mental Health Care User related functions, health awareness campaigns and fundraising activities. Maintain up to date and accurate clinical records, daily statistics and relevant reports. To review reports written by Occupational Therapy staff members before being released. Effectively manage the functions and operations within the OT unit and complete administrative duties within the department. To provide orientation to all new staff members and community service occupational therapists. Management of resources within the department, which includes planning for stock taken and financial resource management. Participate in the mentorship, supervision and training of subordinates as well as conducting performance reviews and leave management. Assist with co-ordination of in-service training of OT staff. Maintain record of all CPD trainings for Occupational Therapy Department. Ensure Implementation of Quality Assurance programme within the Occupational Therapy Department. Initiate, implement and Monitor Quality Assurance Audits within the Department (Clinical Audits and QIP's). Planning, develop, implementation and monitoring of operational and procurement plans for the department. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards effective patient service delivery, in line with National Standards.

ENQUIRIES : Dr. A. J. Malgas, Head of Psychology at 081 714 7204
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/264 : **OPERATIONAL MANAGER – GENERAL REF NO: NCDOH 84/2024 (X1 POST)**

SALARY : R520 560 per annum
CENTRE : Northern Cape Mental Health & DRTB
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 an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of 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, inter-sectoral and multi-disciplinary teamwork. Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Ms A Mintor, Assistant Manager Nursing at 073 184 6400

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 14/265** : **CLINICAL NURSE PRACTITIONER REF NO: NCDOH 67/2024 (X3 POSTS)**
- SALARY** : Grade 1: R451 533 – R520 560 per annum
Grade 2: R553 545 – R676 068 per annum
- CENTRE** : Bendel Clinic (X1 Post)
Laxey Clinic (X1 Post)
Olifantshoek CHC (X1 Post)
- 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 (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.
- DUTIES** : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Health Area Manager. Ensure implementation of the ideal PHC/CHC standards.
- ENQUIRIES** : Mr KM Taolo Tel No: (053) 775 1149
- APPLICATIONS** : Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Center, Mothibistad or E-Mailed at Imoemedi@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- POST 14/266** : **OCCUPATIONAL THERAPIST REF NO: NCDOH 85/2024 (X1 POST)**
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Northern Cape Mental Health & DRTB
- REQUIREMENTS** : A degree in Occupational Therapy. Registration with the HPCSA. One year relevant experience after registration with the HPCSA as Occupational Therapist. Independent registration with HPCSA. A driver's licence will be an advantage. Experience: **Grade 1:** None or 1 year relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 2:** 10 years appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 3:** 20 years appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant Experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist.
- DUTIES** : Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for in – and out – patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardized and clinical assessments to

patients requiring FCEs and other clinical reports. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Plan and implement health awareness campaigns and staff in service training. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Administer PMDS and evaluation of support staff. Participate in the mentorship and training of community service therapists, OTT and students. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards effective patient service delivery, in line with National Standards.

ENQUIRIES : Dr. A Malgas, Head of Psychology / Mr A Links CEO at 081 714 7204
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/267 : **PHYSIOTHERAPIST REF NO: NCDOH 86/2024 (X1 POST)**

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R514 785 per annum

CENTRE : Northern cape mental health & DR-TB, Kimberley
REQUIREMENTS : Degree in Physiotherapy, registration certificate with Health Professions Council of South Africa (HPCSA) as a physiotherapist independent practice. Experience in both mental health and drug resistant tuberculosis will be beneficial. Experience, **Grade 1:** none after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One year relevant experience after registration with HPCSA in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** minimum 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. Minimum 11 years relevant experience after registration with HPCSA in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** minimum of 20 years' 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. Minimum 21 years relevant experience after registration with HPCSA in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, skills, attributes and abilities: sound knowledge of physiotherapy diagnostic and therapeutic procedures. Good clinical reasoning and decision-making skills. Knowledge, organisation and time management skills. Excellent communication and interpersonal relations. Basic supervisory skills. Participate in mentorship and training of community service therapists.

DUTIES : Responsibility of clinical case load- assessing, treating and rehabilitating patients, ensuring of care and provision of assistive aids and mobility devices. Maintain up to date and accurate clinical records, daily statistics and report compilation. Promote good health practices and ensure optimal patient care. Function in a multi-disciplinary team. Implementation of departmental policies and procedures in accordance to national standards. 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.

ENQUIRIES : Dr A. Malgas or Ms S. de Wee at 081 71 47204
APPLICATIONS : Please note applications can be hand delivered to front of reception at James Exum building or email nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/268 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 87/2024 (X10 POSTS)**

SALARY : Grade 1: R307 473 – R356 832 per annum
 Grade 2: R375 480 – R435 759 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R451 533 - R570 273 per annum</p> <p>Northern Cape Mental Health & DRTB</p> <p>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: Grade 1: None. 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.</p>
<u>DUTIES</u>	<p>Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of 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. inter professional, inter-sectoral and multi-disciplinary teamwork). Manage and monitor proper utilization of human, financial and physical resources: Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms A Mintor, Assistant Manager Nursing at 073 184 6400</p> <p>Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.</p>
<u>POST 14/269</u>	<u>SOCIAL WORKER REF NO: NCDOH 88/2024 (X1 POST)</u>
<u>SALARY</u>	<p>Grade 1: R308 247 – R357 084 per annum, (depending on years of experience)</p> <p>Grade 2: R376 416 – R429 573 per annum, (depending on years of experience)</p> <p>Grade 3: R452 667 – R524 250 per annum, (depending on years of experience)</p> <p>Grade 4: R554 919 – R677 748 per annum, (depending on years of experience)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Northern Cape Mental Health & DRTB</p> <p>Appropriate Bachelor's degree in Social Work or equivalent qualification, Registration with the South African Council of Social Professions as a Social Worker, A valid Code B Driving Licence Competencies: Knowledge of the following. Relevant legislation, policy and prescripts (norms and standards); Supervision Framework for Social Workers. Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions. Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles. Developing and empowering, Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of 133 individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Proven computer literacy; report writing skills; Self-Management skills; Good Planning and organisational skills. Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; written and verbal communication skills Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. Grade 4: A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. (Recognition of experience - one notch for every fully completed two years' as on 31 March preceding the date of appointment less one year for candidates appointed from outside the public services after complying with registration requirements).</p>
<u>DUTIES</u>	<p>Render a social work services with regards to the care, support, protection and development of vulnerable individual, groups, families and communities</p>

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. Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Dr. A Malgas, Head of Psychology at 081 714 7204
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/270 : **STAFF NURSE REF NO: NCDOH 89/2024 (X6 POSTS)**

SALARY : Grade 1: R209 112 – R233 931 per annum, (depending on years of experience)
Grade 2: R248 613 – R279 159 per annum, (depending on years of experience)
Grade 3: R290 805 – R356 832 per annum, (depending on years of experience)

CENTRE : Northern Cape Mental Health 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' 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.

DUTIES : 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.

ENQUIRIES : Ms A Mintor, Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 14/271 : **NUSING ASSISTANT REF NO: NCDOH: 90/2024 (X16 POSTS)**

SALARY : Grade 1: R165 177 – R186 072 per annum
Grade 2: R192 675 – R215 436 per annum
Grade 3: R227 070 – R279 159 per annum

CENTRE : Northern Cape Mental Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None, **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant.

DUTIES : Provide elementary nursing care in accordance with the scope of practice and nursing standards. Implement and development of basic patient care plans to provide quality patient care. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

ENQUIRIES : Ms A Mintor, Assistant Manager Nursing at 073 184 6400
APPLICATIONS : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.