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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2023
DATE ISSUED 27 OCTOBER 2023

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.

**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.

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| <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 |
| <u>CLOSING DATE</u> | : | 10 November 2023 |
| <u>NOTE</u> | : | Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. |

OTHER POSTS

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| <u>POST 39/167</u> | : | <u>MEDICAL OFFICER REF NO: NCDOH 11/2023 (X7 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R906 540 per annum, (TCE package) Grade 2: R1 034 373 per annum, (TCE package) Grade 3: R1 197 150 per annum, (TCE package) |
| <u>CENTRE REQUIREMENTS</u> | : | Robert Mangaliso Sobukwe Hospital, Kimberley Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Officer, Registration with the HPCSA as Medical Officer. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employee, 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. |
| <u>DUTIES</u> | : | The candidate will be expected to render quality patient-care for all patients within in the relevant unit. Exam, 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. |
| <u>ENQUIRIES</u> | : | Dr E. Olivier/Dr Saeed Tel No: (053) 8022124 |
| <u>POST 39/168</u> | : | <u>CHIEF DIETICIAN REF NO: NCDOH 12/2023 (X1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R520 785 – R578 367 per annum |
| <u>CENTRE</u> | : | Robert Mangaliso Sobukwe Hospital |

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| <u>REQUIREMENTS</u> | : | A appropriate qualification that allows registration with the HPCSA as a Dietician. Registration with the HPCSA as a dietician. A minimum of three (3) years' experience as a Dietician after registration with the HPCSA. |
| <u>DUTIES</u> | : | The candidate will be expected to ensure the nutrition overall management of the patients. Conduct patient assessment, counselling and treatment. Ensure availability of nutritional supplements. Ensure a functional referral system is in place for high risk patients. Ensure compliance of CPD. Coordinate and facilitate the nutrition education, promotion and advocacy program. Support National Nutrition related Health Calendar days. Ensure quality assurance of nutrition relation services. Conduct auditing, support and capacity building of SAM patients. Develop quality improvement plans. Monitoring of food services units with the National FSU tool. Collaborate with relevant internal and external stakeholders regarding the nutrition services (DOH, DOE, NGO's, CBO's, DSD etc.) Ensure monitoring and evaluation of the nutrition service. Monitor facilities to improve nutritional status and inpatient care of MAM and SAM. Monitoring data and conducting site visits to facilities. |
| <u>ENQUIRIES</u> | : | Dr E. Olivier Tel No: (053) 802 2124 |
| <u>POST 39/169</u> | : | <u>PROFESSIONAL NURSE SPECIALTY REF NO: NCDOH 13/2023 (X6 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R431 264 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Robert Mangaliso Sobukwe Hospital Grade 1: 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 Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science. Experience: 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 Paediatric Nursing Science, Advanced Paediatric and Neonatal Nursing Science. Grade 2: Basic R425 qualification (i.e) diploma/degree in nursing) or equivalent qualification that allows registration the SANC as a Professional Nurse. A post – basic nursing qualification, with the SANC in one of specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 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. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialised nursing case with set standards and within a professional/legal framework. Effective utilization of human and physical resources. Monitor the linen and cleaning in conjunction with housekeeping staff. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Ms S. Alexander Tel No: (053) 802 2130 |
| <u>POST 39/170</u> | : | <u>PROFESSIONAL NURSE – GENERAL REF NO: NCDOH 14/2023 (X9 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R293 670 – R337 860 per annum Grade 2: R358 626 – R409 275 per annum Grade 3: R431 265 – R543 969 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Robert Managaliso Sobukwe Hospital 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. |

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| <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</u> | : | Ms S. Alexander Tel No: (053) 802 2130 |
| <u>POST 39/171</u> | : | <u>STAFF NURSE REF NO: NCDOH 15/2023 (X7 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R1 99 725 – R222 939 per annum Grade 2: R237 210 – R264 948 per annum Grade 3: R277 752 – R337 860 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Robert Managaliso Sobukwe Hospital 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. 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</u> | : | Ms S. Alexander Tel No: (053) 802 2130 |
| <u>POST 39/172</u> | : | <u>NURSING ASSISTANT GRADE 1-3 REF NO: NCDOH 16/2023 (X2 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R157 761 – R175 728 per annum Grade 2: R184 026 – R205 281 per annum Grade 3: R216 876 – R264 948 per annum |
| <u>REQUIREMENTS</u> | : | Qualification that allows registration with the SANC as Nursing Assistant, registration with SANC as Nursing Assistant. Experience: Grade 1: None, Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant, Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant. |
| <u>DUTIES</u> | : | Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices, perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of elementary nursing care and nursing standards as determined by the relevant health facility, promote quality of elementary. Legal and ethical nursing practices, perform and elementary clinical nursing practice in accordance with the scope quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant facility. |
| <u>ENQUIRIES</u> | : | Ms S. Alexander Tel No: (053) 8022130 |