

**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 July 2025

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 representativity 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 24/172 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: NCDOH 89/2025 (X3 POSTS)**

SALARY : R586 956 per annum, (OSD)

CENTRE : Provincial Officer, Kimberley

REQUIREMENTS : Bachelor's (NQF 7) in LLB Degree and 8(eight) years 'appropriate proven post qualification in legal experience. An admission as an attorney or para-legal training/experience. Display knowledge and understanding of drafting legal documents. Understand and have advanced knowledge of legal research principles. Display an 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 Case Flow Management. Experience in Medico Legal Law. Skills in problem solving, communication, honesty, integrity, research and computer literacy. Valid Driver's licence.

DUTIES : Manage service level agreements, contracts and vendor performance. Draft legal documents and advice on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for 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 departments goals and objectives and advice the department on possible courses of action during the consultation process, in relation to legal entitlements and departments instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department's interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department. Provide medico-legal services (litigation and legal advisory services).

ENQUIRIES : Ms LV Moleleki 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. All applicants must complete an application register when an application is hand delivered

<u>POST 24/173</u>	:	<u>PHARMACY INTERN REF NO: NCDOH 90/2025 (X8 POSTS)</u> (Contract)
<u>SALARY</u>	:	R440 226 per annum, (TCE package)
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital (X3 Posts), Kimberley, Dr Harry Surtie Hospital (X3 Posts), Upington, De Aar Hospital (X1 Post), De Aar, Manne Dipico Hospital (X1 Post), Colesberg
<u>REQUIREMENTS</u>	:	Degree in Pharmacy accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern before commencement of duty. Competencies (Knowledge/Skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy. Good interpersonal and communication skills. Knowledge of and ability to comply with applicable Pharmacy legislation, National and Provincial Health policies.
<u>DUTIES</u>	:	Adherence to policies, procedures, and expenditure control. All duties will be performed under the direct supervision of a Pharmacist. Assist with the training, education and development of pharmacy staff and other health workers, and promotion of public health. Effective medicine supply management to ensure the safe and reliable procurement, storage, control, and distribution of quality pharmaceuticals. Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Quality Management by demonstrating compliance with National Core Standards, Occupational Health & Safety control, and Good Pharmacy practices.
<u>ENQUIRIES</u>	:	L Vertue Tel No: (053) 830 2702
<u>APPLICATIONS</u>	:	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 . All applicants must complete an application register when an application is hand delivered
<u>NOTE</u>	:	Preference will be given to Northern Cape Bursary holders and applicants residing in the Northern Cape. Only Z83 and CV submitted on application all other documents to be submitted by shortlisted candidates. These vacancies are for the mid-year intake (July/August 2025). Accommodation during Pharmacist Internship will not be provided. Duty can only be assumed once registration as a Pharmacist Intern is complete