



# LIMPOPO

## PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF HEALTH

REF: S4/1/1

ENQ: MASELESELE LM

TEL: 015 293 6666

TO: ALL QUALIFYING APPLICANTS

DEPARTMENTAL CIRCULAR NO.....19.....OF 2023

<b>DEPARTMENT OF HEALTH</b>
REGISTRY OFFICE RECEIVED
2023 - 06 - 01
PRIVATE BAG X9302 POLOKWANE 0700
<b>LIMPOPO PROVINCE</b>

#### RE-ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME [EPWP] IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2024

1. Applicants are hereby invited from suitable qualified candidates for EPWP work opportunities up to 31 March 2024.
2. Applications should be submitted on Z83 obtainable from any government institutions and must be accompanied by copies of required qualifications, Identity document and comprehensive CV.
3. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted.
4. Applicants should complete separate applications where more than one centre is applied for.
5. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.
6. Successful candidates will be expected to work eight (8) hours per day.

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7. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only.
8. Applicants responding to this circular should quote circular number and position number as reference on the Z83 application form.
9. **The Department reserves the right not to fill any advertised posts.**
10. **To apply, click the link next to the post you are applying for and follow the instructions.**
11. **The closing date for applications is 09 June 2023**

General enquiries about the advertised posts should be directed to Ms Sebola MF at 015 293 6002, Ms Mampshika SM at 015 293 6114 and Ms Sebake RL at 015 293 6426 during office hours

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ACTING HEAD OF DEPARTMENT: HEALTH

30/05/2023

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DATE

**POSITION NO. 1: ADMIN ASSISTANT: EXPANDED PUBLIC WORKS PROGRAMME REPORTING SYSTEM (EPWP-RS) (3 POSITIONS)**

**REF: LDH/05/05**

**MONTHLY STIPEND: R3 500.00**

**CENTRE: PROVINCIAL OFFICE (Chief Directorate: Infrastructure Management)**

<b>Position No 1</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Provincial Office [3]	<a href="#">Click here to apply</a>

**REQUIREMENTS: (A) Qualifications and Competencies**

- A minimum of Grade 12 (Matric)
- An undergraduate qualification in Information Technology/ Administration/ or Statistical Information Science at NQF level 6 recognized by the South African Qualification Authority (SAQA) will be an added advantage.
- Experience in Office Management, Data Mining, Capturing & Analysis and Records Management.
- Experience in organization of data both electronically and physically, research and analysis of data will be an added advantage.
- Extensive experience in usage of Data Management packages/ Microsoft packages (MS Word, Excel, and Access).

**(B) Knowledge and Skills:**

- Data capturing, office management & human resource management
- Ability to work at a fast pace, **BUT** with attention to detail and accuracy
- Excellent administrative and organizational skills
- Computer literacy and numeracy
- Problem solving, planning, organising and decision making skills
- Conflict resolution skills and good interpersonal skills
- Ability to speak, read and write English and any other local language
- Ensure confidentiality on all collected and stored data
- Shortlisted candidates may be expected to undergo a practical test in computer skills as part of the selection process.

**KEY PERFORMANCE AREAS:**

- On time data capturing, verification and sending reports timeously to the relevant level
- Organize and manage all records and documents in prescribed formats, soft copies and files.
- Maintain databases appropriate to the various records, reports and documents.
  - Data capturing and preparation of all databases and monthly reporting
  - Prepare submissions to various offices/ project managers and follow up
- Generate system reports when required

**POSITION NO. 2: ADMIN ASSISTANT: PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) DATA MINING AND ANALYSIS (3 POSITIONS) REF: LDH/05/06****MONTHLY STIPEND: R3 500.00****CENTRES: PROVINCIAL OFFICE (Chief Directorate: Infrastructure Management)**

<b>Position No 2</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Provincial Office [3]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- A minimum of Grade 12 (Matric)
- An undergraduate qualification in Information Technology/ Administration/ or Statistical Information Science at NQF level 6 recognized by the South African Qualification Authority (SAQA) will be an added advantage.
- Experience in Office Management, Data Mining, Capturing & Analysis and Records Management.
- Experience in organization of data both electronically and physically, research and analysis of data will be an added advantage.
- Extensive experience in usage of Data Management packages/ Microsoft packages (MS Word, Excel, and Access).

**(B) Knowledge and Skills:**

- Data capturing, office management & human resource management
- Ability to work at a fast pace, **BUT** with attention to detail and accuracy
- Ensure confidentiality on all collected and stored data
- Excellent administrative and organizational skills
- Computer literacy & Numeracy
- Problem solving, planning, organising and decision making skills
- Conflict resolution skills and good interpersonal skills
- Ability to speak, read and write English and any other local language
- The candidate may be expected to undergo a practical test in computer skills as part of the selection process.

**KEY PERFORMANCE AREAS:**

- On time data capturing verification and sending reports timeously to the relevant level
- Organize and manage all records and documents in prescribed formats soft copies and files.
- Maintain databases appropriate to the various records, reports and documents.
  - Data capturing and preparation of all databases and monthly reporting
  - Prepare submissions to various offices/ project managers and follow up
- Generate system reports when required

**POST NO. 3: INFRASTRUCTURE GENERAL WORKER: PLUMBING (7 POSITIONS) REF: LDH/05/07**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Provincial Office (Chief Directorate: Infrastructure Management) (2); Pietersburg Hospital (2); Mankweng Hospital (3).

<b>Position No 3</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Provincial Office [2]	<a href="#">Click here to apply</a>
Pietersburg Hospital [2]	<a href="#">Click here to apply</a>
Mankweng Mankweng [3]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general plumbing.
- Certificate in plumbing works;

- Appropriate competencies in plumbing works
- Basic experience in plumbing (attach reference letter)

**(B) Knowledge and Skills:**

- Knowledge of OHSA Act.
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment. Problem solving, planning, organizing and decision making skills
- Communication skills
- Ability to work in a team setting
- Shortlisted candidates may be expected to undergo a practical test in plumbing as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to plumbing, according to standards.
- Test and repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

**POST NO. 4: INFRASTRUCTURE GENERAL WORKER: HORTICULTURE/ LANDSCAPING/ GARDENING  
(25 POSITIONS) REF: LDH/05/08**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Provincial Office – Chief Directorate: Infrastructure Management (13); Pietersburg Hospital (8); Mankweng Hospital (4).

<b>Position No 4</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Provincial Office [13]	<a href="#">Click here to apply</a>
Pietersburg Hospital [8]	<a href="#">Click here to apply</a>
Mankweng Hospital [4]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general garden maintenance (attach reference letter).

- A minimum of an appropriate recognized qualification in horticulture or landscaping will be an added advantage.
- Basic experience in chain saw work and or working with mowers.
- Basic experience in horticulture/ landscaping/ gardening (attach reference letter)

**(B) Knowledge and Skills**

- Perform general garden maintenance tasks as given by the supervisor.
- Planting, pruning, paving, watering, mowing and tree felling work.
- Remove garden refuse and load onto truck to be transported to dumping site.
- Maintenance of flower beds and weeding etc.
- Ability to perform chainsaw or mowing duties when required.
- Problem solving, planning, organizing, decision making, conflict resolution and good interpersonal skills.
- Ability to speak, read and write English and communicate in any other local language.
- Shortlisted candidates may be expected to undergo a practical test in horticulture, landscaping & gardening as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to plumbing, according to standards.
- Test repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

**POST NO. 5: INFRASTRUCTURE GENERAL WORKER: (ELECTRICAL) (8 POSITIONS) REF: LDH/05/09**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Provincial Office – Chief Directorate: Infrastructure Management (2); Pietersburg Hospital (3); Mankweng Hospital (3).

<b>Position No 5</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Provincial Office [3]	<a href="#">Click here to apply</a>
Pietersburg Hospital [2]	<a href="#">Click here to apply</a>
Mankweng Hospital [2]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general electrical work.
- Certificate in electrical work;
- Appropriate competencies in electrical work
- Basic experience in electrical work (attach reference letter)

**(B) Knowledge and Skills:**

- Knowledge of OHSA Act.
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment. Problem solving, Planning, organizing and decision making skills
- Communication skills
- Ability to work in a team setting
- Shortlisted candidates may be expected to undergo a practical test in electrical work as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to electrical work, according to standards.
- Test repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

**POST NO. 6: INFRASTRUCTURE GENERAL WORKER OPERATORS (BOILER) (6 POSITIONS) REF: LDH/05/10**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Pietersburg Hospital (3), Mankweng Hospital (3)

<b>Position No 6</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Pietersburg Hospital [3]	<a href="#">Click here to apply</a>
Mankweng Hospital [3]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general boiler work.
- Appropriate Competency Certificate as a boiler operator or relevant certificate will be an added advantage;
- Basic experience in boiler operation - attach reference letter.

**(B) Knowledge and Skills:**

- Knowledge of OHSA Act.
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment. Problem solving, planning, organizing and decision making skills
- Communication skills
- Ability to work in a team setting
- Shortlisted candidates may be expected to undergo a practical test in boiler operation as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to Boiler Operation according to standards.
- Test repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

**POST NO. 7: INFRASTRUCTURE GENERAL WORKER CARPENTRY (4 POSITIONS) REF: LDH/05/11**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Provincial Office – Chief Directorate: Infrastructure Management (2); Pietersburg Hospital (1); Mankweng Hospital (3).

<b>Position No 7</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Provincial Office [2]	<a href="#">Click here to apply</a>
Pietersburg Hospital [1]	<a href="#">Click here to apply</a>
Mankweng Hospital [1]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general carpentry work.
- Certificate in carpentry work;
- Appropriate competencies in carpentry work
- Basic experience in carpentry work (attach reference letter)

**(B) Knowledge and Skills:**

- Knowledge of OHSA Act.
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision making skills
- Communication skills
- Ability to work in a team setting
- The candidate will be expected to undergo a practical test in carpentry as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to carpenter, according to standards.
- Test and repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

**POST NO. 8: INFRASTRUCTURE GENERAL WORKER PAINTING (2 POSITIONS) REF: LDH/05/12**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Pietersburg Hospital (1), Mankweng Hospital (1)

<b>Position No 8</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Pietersburg [1]	<a href="#">Click here to apply</a>
Mankweng [1]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general painting work.
- Certificate in painting work;
- Appropriate competencies in painting work
- Basic experience in painting work (attach reference letter)

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**(B) Knowledge and Skills:**

- Knowledge of OHSA Act.
- Knowledge on operation of equipment, tools and materials.
- Knowledge of general built environment.
- Problem solving, planning, organizing and decision making skills
- Communication skills
- Ability to work in a team setting
- Shortlisted candidates will be expected to undergo a practical test in painting as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Painting walls, ceilings, doors and window frames
- Mixing and matching paint
- Applying paint, stain and other finishes using paint brushes, rollers and sprayers.
- Removing old finish using sprayers, chemical compounds or blowtorch
- Maintain supplies such as paint brushes, rollers and tarps.
- Marking driveways

**POST NO. 9: INFRASTRUCTURE GENERAL WORKER MECHANICAL (5 POSITIONS) REF: LDH/05/13**

**MONTHLY STIPEND: R3 500.00**

**CENTRES:** Pietersburg Hospital (2); Mankweng Hospital (3).

<b>Position No 9</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Pietersburg Hospital [2]	<a href="#">Click here to apply</a>
Mankweng Hospital [3]	<a href="#">Click here to apply</a>

**REQUIREMENTS:** **(A) Qualifications and Competencies**

- Junior Certificate / Abet Level 4 Certificate with 1-year experience or Grade 8 with 2 years' experiences in general mechanical work.
- Appropriate Competency Certificate as a mechanical operator or relevant certificate in welding; fitting & turning and boiler making will be an added advantage;
- Basic experience in mechanical work - attach reference letter.

**(B) Knowledge and Skills:**

- Knowledge of OHSA Act.
- Knowledge on operation of equipment, tools and materials.



- Knowledge of general built environment. Problem solving, planning, organizing and decision making skills
- Communication skills
- Ability to work in a team setting
- The candidate may be expected to undergo a practical test in mechanical as part of the selection process.

**KEY PERFORMANCE AREAS:**

- Maintain and repair technical faults related to mechanical work according to standards.
- Test and repair equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Quality assure serviced and maintained equipment and/or facilities.
- Keep and maintain job record/register of maintained and repaired faults.
- Report writing.

**POSITION NO 10: COMMUNITY HEALTH WORK ASSISTANT = (30 POSITIONS) REF: LDH/05/14**

**MONTHLY STIPEND: R3500.00**

**CENTRES:**

**Tertiary Hospitals [30]:** Pietersburg Hospital [15], Mankweng Hospital [15]

<b>Position No 10</b>	
<b>Institution [No. of positions]</b>	<b>Application link</b>
Pietersburg [15]	<a href="#">Click here to apply</a>
Mankweng [15]	<a href="#">Click here to apply</a>

**REQUIREMENTS:**

**A) Qualifications and Competencies**

- A minimum of Grade 12 (Matric)
- An undergraduate qualification at NQF level 6 recognized by the South African Qualification Authority (SAQA) will be an added advantage.
- Working experience as Data Capturer for all programmes rendered in the clinic including capturing community health worker program, patients records and administration in Health Facilities.

**B) Knowledge and Skills**

- Web District Health Information System, Tier.Net Health Patient Registration System.
- Ability to work at a fast pace, but with attention to detail and accuracy.
- Excellent administrative and organizational skills.
- Computer literacy.

- Patient records management including weekly line list printing and capturing come backs to care.
- Ability to speak, read and write English and any other local language.

**KEY PERFORMANCE AREAS:**

- On time Data capturing verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats soft copies and files.
- Retrieving necessary appropriate records (Treatment defaulters at PHC) and reports from the records room.
- Coordinating and collaborating with all the sections including delegated community health workers supervisors in managing records.
- Maintaining databases (including CHW's, CCGs at PHC) appropriate to the various records, reports and documents.
- Performing general office assistant work such as:
  - ✓ Scheduling of appointments and preparations for meetings
  - ✓ Taking minutes during meetings
  - ✓ Data capturing and preparation of all databases and monthly reporting.
  - ✓ Preparing schedules for applicants
  - ✓ Preparing submissions to various offices and follow-up.

**END**

