

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Mpumalanga Department of Health invites suitably qualified applicants to apply for the posts as indicated below, provided that they meet the appointment requirements before the

- APPLICATIONS** : The Head of Department OR Hand delivered to: Provincial Office No 3 Government Boulevard Department of Health Riverside Mbombela Private Bag X 11285 1200 Mbombela, 1200
- FOR ATTENTION** : Ms. D P Khoza
- CLOSING DATE** : 13 April 2018 (at 14h00 sharp) all applications received after the closing date and time will not be entertained.
- NOTE** : The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference. NB :(People with disabilities are requested to apply and indicate such in their application forms) Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please Note: One Application Form Per Post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served.

OTHER POSTS

- POST 13/149** : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/MARCH/18/01**
- SALARY** : R842 028 – 920 703 per.annum. [OSD requirements depending on years of experience] plus rural allowance
- CENTRE** : Bongani TB Hospital
- REQUIREMENTS** : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 5 years' experience after community service. Additional experience in relevant disciplines will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.
- DUTIES** : Provide clinical care to patients. Perform after hour duties and outreach programme. Participate in continued medical education. Perform medical procedures. Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into a team management. Supervise MO1 in proper taking management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico legal problems.
- ENQUIRIES** : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/150 : **DEPUTY DIRECTOR: EXPANDED PROGRAMME ON IMMUNISATION REF NO: MPDOH/MARCH/18/08**

SALARY : R769 026 – 853 50 per.annum [OSD requirements depending on years of experience]

CENTRE REQUIREMENTS : Provincial Office – Nelspruit
: A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional Body of South Africa. At least three (3) to five (5) years' experience in Management Services preferably in vaccine preventable diseases control health related field. An honours or master's degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of vaccine preventable diseases in keeping with the global targets for control, elimination and eradicated of EPI targeted conditions and the established disease control strategies. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on EPI disease control strategies with the focus on surveillance of vaccine preventable diseases and delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES : Develop, implement, monitor and evaluate policy guidelines for and control of vaccine preventable diseases and surveillance. Facilitate the implementation of the improvement plan for vaccine and cold chain management with the focus on the delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies Develop protocols and standard operating procedures (SOPs) for epidemic –prone vaccine preventable disease. Coordinate the control of vaccine preventable disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of vaccine preventable childhood diseases. Provide accurate information to Senior Managers and other stakeholders for evidence –based decision- making and programme planning and evaluation. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role-players and the private sector to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

NOTE : Short listed candidates will need to undergo a competency assessment.

POST 13/151 : **MEDICAL OFFICER GRADE 1 (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/MARCH/18/02**

SALARY : R736 425 – 793 341 per.annum. [OSD requirements depending on years of experience]

CENTRE REQUIREMENTS : Witbank Hospital
: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Rendering of actual clinical. Patient-related services which includes: Assessment of patients. Management of patients, including admission and discharging. Operation of patients which include (a) caesarean section, (b) ectopic pregnancy, (c) elective hysterectomies. Running of high risk clinic.

Presentation of cases, writing of reports. Supervision & teaching of juniors. Receiving of patients from district and regional hospitals.
ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/152 : **MEDICAL OFFICER GRADE 1 (PAEDIATRICS) REF NO: MPDOH/MARCH/18/03**

SALARY : R736 425 – 793 341 per.annum [OSD requirements depending on years of experience]
CENTRE : Witbank Hospital
REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Rendering of actual clinical. Patient-related services which includes: Assessment of patients. Management of patients, which includes admissions and discharging. Running of High Risk Clinic. Presentation of cases and writing reports. Supervision and teaching of juniors and university students. Management of new-borns including premature babies and children in an intensive care unit.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/153 : **MEDICAL OFFICER GRADE 1 (GENERAL SURGERY) REF NO: MPDOH/MARCH/18/04**

SALARY : R736 425 – 793 341 per.annum. [OSD requirements depending on years of experience]
CENTRE : Witbank Hospital
REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging. Supervision and teaching of juniors. Conducting operations: a) elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumpectomy (b) Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/154 : **MEDICAL OFFICER GRADE 1 (PSYCHIATRIC) REF NO: MPDOH/MARCH/18/05**

SALARY : R736 425 – 793 341 per.annum. [OSD requirements depending on years of experience]
CENTRE : Witbank Hospital
REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Rendering of actual clinical, patient-related services, which includes: Assessing of patients, management which includes admission and discharge. Management of high risk psychiatric patients. Management of patients admitted in a seclusion area. Supervision and teaching of juniors. Receiving of referrals for district hospitals. Difficult psychiatric cases that cannot be contained in district / regional hospitals.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/155 : **MEDICAL OFFICER GRADE 1 (NEURO-SURGERY) REF NO: MPDOH/MARCH/18/06**

SALARY : R736 425 – 793 341 per.annum. ([OSD requirements depending on years of experience]

<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital
	:	MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.
<u>DUTIES</u>	:	Rendering of actual clinical, patient-related services which include: Assessment of patients. Management of patients, which include admissions and discharging. Running a Neuro-surgery clinic. Management of trauma cases involving the brain and spine. Supervision and teaching of juniors, conducting of operations including: (a) Craniotomy, (b) Spine (c) Congenital anomalies (receiving of referrals from 1 hospitals (11 Hospitals)
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/156</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MARCH/18/07</u>
<u>SALARY</u>	:	R736 425 – 793 341 per.annum. [OSD requirements depending on years of experience] plus rural allowance
<u>CENTRE REQUIREMENTS</u>	:	KwaMhlanga Hospital
	:	MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.
<u>DUTIES</u>	:	Reporting to the Medical Manager, the incumbent will be responsible for the following: Provide inpatients and outpatient services, Train junior Doctors, medical procedures and perform duties related to maternity, wards, theatre and clinics. Render an essential health service to the community. Manage common emergencies be prepared to work commuted overtime
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/157</u>	:	<u>DEPUTY DIRECTOR: PMDS REF NO: MPDOH/MARCH/18/09</u>
<u>SALARY</u>	:	R657 558 per.annum. (Level 11) plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit
	:	Diploma / Degree in Human Resource Management or Public Administration or relevant qualification, with minimum of seven (7) years' experience in the administration of performance management. At least two (2) years involvement at Assistant Director Level. Knowledge of Performance Management. Good working knowledge of PERSAL and all functions relating to PMDS. Driver's License and willingness to travel. Good working knowledge of Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines.
<u>DUTIES</u>	:	The successful candidate will ensure the management of the administration of the performance management system in the Department. Develop and implement policies related to Performance Management and Development System (PMDS).Ensure compliance to policies and regulations on the implementation of Performance Management and Development System. Monitor the compliance of the performance management system and provide reports on the PMDS. Conduct training sessions on PMDS. Provide technical support to the employees, managers, Senior Management Service (SMS) and Review Committees. Ensure payment of performance bonus awards, notch Progression for Non-OSD and OSD employees and additional salary notches. Manage and maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for SMS and Non-SMS members at all levels.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>NOTE</u>	:	Short listed candidates will need to undergo a competency assessment.
<u>POST 13/158</u>	:	<u>PHARMACIST GRADE 1 REF NO: MPDOH/MARCH/18/10</u>
<u>SALARY</u>	:	R615 945 – R653 742 per.annum. [OSD requirements depending on years of experience]
<u>CENTRE</u>	:	Evander Hospital

<u>REQUIREMENTS</u>	:	Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with the current Pharmaceutical and related legislation. Appropriate experience gained after registration. CORE competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection of drugs. Develop a hospital medicine formulary. Monitor expenditure on Pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, interns, community servers and junior pharmacist.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/159</u>	:	<u>OPERATIONAL MANAGER: CHC (3 POSTS) REF NO: MPDOH/MARCH/18/11</u>
<u>SALARY</u>	:	R499 953 – R562 698 per.annum. [OSD requirements depending on years of experience]
<u>CENTRE REQUIREMENTS</u>	:	Ntunda CHC; Strydom Block Clinic; Kinross Clinic
	:	Basic R425 qualification / Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration / Management. A minimum of nine (9) years of appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing, at least five (5) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Demonstrate understanding of nursing legislation and related legal and ethical nursing .Practices. Supervision and performance evaluation of junior staff members. Implement systems and appropriate measures to ensure quality patient care. Supervise and evaluate the treatment of common and minor conditions. Apply the principles of PHC in service rendering, for the maintenance of professional excellence.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/160</u>	:	<u>OPERATIONAL MANAGER SPECIALITY (NIGHT SUPERVISOR) REF NO: MPDOH/MARCH/18/12</u>
<u>SALARY</u>	:	R499 953 – R562 698 per.annum. (PN-B3) [OSD requirements depending on years of experience]
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital
	:	Basic R425 qualification / Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration / Management. A minimum of nine (9) years of appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing, at least five (5) years of the period referred to above must be appropriate or recognizable experience in the specific speciality after obtaining the one year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/161</u>	:	<u>ASSISTANT MANAGER: MENTAL HEALTH REF NO: MPDOH/MARCH/18/14</u>
<u>SALARY</u>	:	R499 953 – R579 579 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Gert Sibande District

<u>REQUIREMENTS</u>	:	A three year Bachelor's Degree or Diploma in Nursing or equivalent qualification and registration with the professional body as a Mental Health Practitioner. Current Registration with a relevant registering body (SANC). Five years' experience in the co-ordination of mental health services or as an operational manager of a mental health unit. Knowledge of the Mental Health Care Act and other relevant Public Administration policies. Knowledge and experience in policy development, strategic planning, financial management, contract and project management, programme development, monitoring and evaluation. The individual must be able to work under pressure. A valid code 8/10 drivers' license. Competencies: understanding mental health related policies. Strategic leadership qualities. Good verbal and written communication and people skills.
<u>DUTIES</u>	:	To develop policies relevant to the Mental Health Programme. Provide strategic leadership in all the component of mental health. Develop a strategy that will ensure the successful implementation of the Mental Health Care Act. Manage the Service Level Agreements in Mental Health. Develop a district plan for the establishment of community based mental health services. Develop district strategies that address substance abuse prevention, treatment and rehabilitation. Monitor and evaluate implementation and report accordingly.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/162</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH – GRADE 1 (MALARIA PROGRAMME) REF NO: MPDOH/MARCH/18/13</u>
<u>SALARY</u>	:	R459 558 – R510 042 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Nkomazi Sub – District
<u>REQUIREMENTS</u>	:	Diploma / Degree in Environmental Health or equivalent qualification plus 6 years relevant experience. Computer literacy. Driver's License. A proof of registration certificate with the Health Professionals Councils of South Africa (HPCSA) as an Environmental Health Practitioner. A valid driver's license. At least 5 years' experience in a Malaria Control Programme. Knowledge regarding vector control and elimination strategies. Understanding of departmental policies. Knowledge of PFMA, PPPFA, Good interpersonal relationship, management expertise ability to lead, organize, control and motivate staff. Must prepare to work under pressure and awkward time.
<u>DUTIES</u>	:	Assist in coordinating malaria control. Organizing training, facilitate the development of malaria strategies. Operational and annual planning, planning of vector control and surveillance strategies. Implementing malaria operational research, organize and implement malaria awareness campaigns. Asset management and Human resource management. Management of transport in the sub-district. Provide guidance to subordinates. Implementation of recruitment and selections processes. Prepare monthly reports.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/163</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY NURSING) – PN B2) REF NO: MPDOH/MARCH/18/17</u>
<u>SALARY</u>	:	R418 701– 514 962 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science: Operating Theatre. Candidates should also be registered with SANC with both these qualifications indicated. A minimum of 10 years appropriate/recognisable experience as a professional nurse after registration with SANC in General Nursing. Experience in Theatre Nursing. Good interpersonal relations.
<u>DUTIES</u>	:	Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient's Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anaesthetist; manage CSSD Unit and General Management of theatre section.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

<u>POST 13/164</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/MARCH/18/20</u>
<u>SALARY</u>	:	R417 552 per.annum. [Level 10] plus benefits
<u>CENTRE</u>	:	Gert Sibande District
<u>REQUIREMENTS</u>	:	A diploma / degree in Labour Relations with (five) 5 years relevant experience. Knowledge and skills in Public Service legislation in the areas of employment relations, PSA, LRA, EEA, BCEA and stakeholder management. Ability to interpret the government prescripts.
<u>DUTIES</u>	:	Implement the disciplinary and dispute resolution process in the Department which includes Grievance investigation, Misconduct investigation, and represent Department at Provincial, Bargaining Chamber and Conduct Disciplinary hearing, render advisory service to management and employees as well as compilation of monthly reports.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/165</u>	:	<u>CHIEF RADIOGRAPHER - GRADE 1 REF NO: MPDOH/MARCH/18/15</u>
<u>SALARY</u>	:	R414 069 – R459 558 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Middelburg Hospital
<u>REQUIREMENTS</u>	:	Diploma / Degree in Radiography. Current registration with HPCSA as a Radiographer. Must have completed community service obligations. Five (5) years' experience as a Radiographer. Knowledge of radiography equipment and procedures. Knowledge of safety protocols in compliance with the radiation protection board. Must have a caring ethos in execution of patient related tasks. Good verbal and written communication skills. Knowledge and experience of Public Service Policies, Acts and Regulations. Computer literacy and information management. Knowledge of PFMA. Knowledge of Batho Pele Principles. Ability to work under pressure.
<u>DUTIES</u>	:	Responsible for performing general and specialized radiography duties including working in wards and theatres. Produce good quality images and have the ability to assist with special procedures. Participate in quality improvement programs and adhere to implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/166</u>	:	<u>OPERATIONAL MANAGER: WELLNESS CLINIC (GENERAL) (2 POSTS) REF NO: MPDOH/MARCH/18/16</u>
<u>SALARY</u>	:	R394 665 – R444 195 per.annum. ([OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Carolina Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification / Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration / Management. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a professional nurse in general nursing.
<u>DUTIES</u>	:	Knowledge and understanding of nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize Own work and that of support personnel to ensure proper nursing care.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

<u>POST 13/167</u>	:	<u>LECTURER (PN-D1) (4 POSTS) REF NO: MPDOH/MARCH/18/18</u>
<u>SALARY</u>	:	R340 431 – R394 665 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Mpumalanga College of Nursing Middelburg Hospital Embhuleni Hospital Bethal Hospital
<u>REQUIREMENTS</u>	:	Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Valid driver's license code 8 (EB).
<u>DUTIES</u>	:	Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical Care. Support the mission and promote the image of the college Implement assessment strategies to determine learners' competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical Manage learners record .Be responsible for clinical accompaniment, counselling and support of learners.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/168</u>	:	<u>LECTURER (PN-D1): PRIMARY HEALTH CARE REF NO: MPDOH/MARCH/18/19</u>
<u>SALARY</u>	:	R340 431 – R394 665 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE</u>	:	Mpumalanga College of Nursing
<u>REQUIREMENTS</u>	:	Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Valid driver's license code 8 (EB)
<u>DUTIES</u>	:	Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical area. Support the mission and promote the image of the college Implement assessment strategies to determine learners' competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical Manage learners record. Be responsible for clinical accompaniment, counselling and support of learners.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/169</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/MARCH/18/21</u>
<u>SALARY</u>	:	R334 545 per.annum. (Level 9) plus benefits
<u>CENTRE</u>	:	Mapulaneng Hospital
<u>REQUIREMENTS</u>	:	A diploma / degree in Labour Relations with (five) 5 years relevant experience. Knowledge and skills in Public Service legislation in the areas of employment relations, PSA, LRA, EEA, BCEA and stakeholder management. Ability to interpret the government prescripts.
<u>DUTIES</u>	:	Implement the disciplinary and dispute resolution process in the Department which includes Grievance investigation, Misconduct investigation, and represent Department at Provincial, Bargaining Chamber and Conduct Disciplinary hearing, render advisory service to management and employees as well as compilation of monthly reports.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/170</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EXPANDED PROGRAMME ON IMMUNISATION REF NO: MPDOH/MARCH/18/22</u>
<u>SALARY</u>	:	R281 418 per.annum. (Level 8) plus benefits.
<u>CENTRE</u>	:	Provincial Office, Nelspruit

<u>REQUIREMENTS</u>	:	Grade 12 with minimum 6 years' experience or B A Degree in Public Management plus three (3) years' experience. Knowledge in BAS and Logis system, PFMA and policies related to financial management. Extensive knowledge on Procurement/Supply chain management with experience in office administration processes is recommended. The following skills are essential:-Computer literacy, preferably in Microsoft Office and Excel including graphics/calculations and formulas. Public Management and Administration will be an added advantage. Competencies: Knowledge - Understanding Immunisation related policies - Compilation of management reports-Budgeting process-Finance-Telephone etiquette-Planning and organising-Statistics-Computer-Microsoft Office. Skills: Mathematics-Organising-Ability to operate computer-Ability to interpret directives-Problem solving-Analytical thinking-Typing. Personal attributes-Integrity and Honesty-Positive Nature-Hard working and committed-Responsible-Accurate with relevant documents.
<u>DUTIES</u>	:	Assist in the general administration of the SD: EPI Control Commitment Registers for the EPI Programme, taking into account requisitions, orders and checking payments, ensuring that there is no over or under expenditure. Complete procurement process for all activities for the EPI Programme. Assist with the financial planning with the Business Plan, setting up the various expenditure plans and the itemization of the Equitable Share for EPI. Provide and assist in producing monthly, quarterly, 6 months, 9 month and annual reports for EPI with emphasis on financial aspects to Management as requested timeously and utilise financial resources within budget. Generate reports and graphs from DHIS data for the SD: EPI Programme
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/171</u>	:	<u>MEDICAL ORTHOTIST AND PROSTHETIST (GRADE 1) REF NO.: MPDOH/MARCH/18/23</u>
<u>SALARY</u>	:	R281 148 – 321 462 per.annum. (OSD requirements depending on years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Ermelo Hospital
<u>DUTIES</u>	:	A Diploma / degree in Medical Prosthetics and Orthotics. Registration with HPCSA as Medical Orthotics and Prosthetics. Team building skills, knowledge on budgetary related matters, knowledge on procurement procedures, Public Finance Management. Problem solving and analysis, customer focus and orientation. A valid driver's license is an inherent requirement: (Code EB). Manufacturing and Provision of assistive devices, Orthotics and Prosthetics. Attending outreach clinics. Training of students and staff. Report on service delivery. Procure consumables. Maintenance of inventory.
<u>ENQUIRIES</u>	:	Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
<u>POST 13/172</u>	:	<u>CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO.: MPDOH/MARCH/18/24</u>
<u>SALARY</u>	:	R226 611 per.anum. (Level 7) plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital
<u>DUTIES</u>	:	Grade 12 Certificate with minimum five (5) years' experience or Diploma/ Degree in Administration plus two (2) years' experience in patient administration. Computer literacy. Driver's License Knowledge of administration procedures relating to Patient Admin including norms and standards, planning and organizing, Reporting procedures and procurement directives and procedures. Knowledge of computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure. Computer literate. Sound knowledge of patient's fee and relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of PAAB, PPPFM and UPFS. Render supervision of administrative support on 24-hour shift system. Chief Administration Clerk must ensure that shift workers perform their duties according to the prescribed financial regulation. Manage cash flow. To ensure that the PAAP system is used correctly and if they make mistakes, this person must override the system to correct the mistake. Prepare 24 hour shift rosters. Control overtime, standby and Sunday time claims. Control porter and mortuary services. Control transportation of corpses. Assist with tender procedures for transportation of corpses. Handle patient administration. Handle enquiries relating to patients, porters and mortuary services. Proper keeping of records.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/173 : **CHIEF PROVISIONING ADMINISTRATION CLERK REF NO: MPDOH/MARCH/18/25**

SALARY CENTRE REQUIREMENTS : R226 611 per.annum (Level 7) plus benefits
: Witbank Hospital
: Grade 12 Certificate with minimum five (5) years' experience or Diploma/ Degree in Administration plus two (2) years' experience in the post of provisioning, stores or in procurement. Knowledge of administrative procedures relating to procurement and provisioning services including norms and standards, planning and organizing. Reporting procedures and procurement directives and procedures. Knowledge and ability to operate computer. Good written and verbal communication skills. Knowledge and understanding of PFMA, PSR, PSA and other relevant prescripts. Good interpersonal relations and the ability to work independently and under pressure.

DUTIES : Adhere to regulations and legislation pertaining provisioning. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries. Provide guidance pertaining to procurement process.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/174 : **CHIEF ACCOUNTING CLERK: REVENUE REF NO: MPDOH/MARCH/18/26**

SALARY CENTRE REQUIREMENTS : R226 611 per.annum. (Level 7) plus benefits
: Middelburg Hospital
: Grade 12 Certificate with minimum five (5) years' experience or Diploma/ Degree in Administration plus two (2) years' experience in revenue. Exposure in the field of salaries and tax will be an advantage. Good Computer skills, Numeracy, Accuracy and Public Service Finance. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and PERSAL Systems.

DUTIES : Ensure proper administration of salaries. Maintain and keep salary records; Amendment of IRP5 Accumulations. Reconciliation of Income Tax Account. Clearing of Suspense Account. Reconciliation between BAS and PERSAL. BAS Payments .and Journals.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/175 : **ADMINISTRATIVE OFFICER: PATIENTS ADMINISTRATION REF NO: - MPDOH/MARCH/18/27**

SALARY CENTRE REQUIREMENTS : R226 611 per.annum. (Level 7) plus benefits
: Middelburg Hospital
: Grade 12 Certificate plus 05 years' experience or Degree or Diploma in Administration with 2 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.

DUTIES : Capturing of patients records on PAAB system, filling of patients files, handling of funds if necessary, Handling of enquiries related to patients. Opening of new/existing of patient files and accounts on PAAB, Complete relevant information pertaining patient details. Determine the fee classification in terms of UPFS; verify classification by obtaining necessary information from patients.

ENQUIRIES : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)

POST 13/176 : **FOOD SERVICE MANAGER (2 POSTS) REF NO: MPDOH/MARCH/18/28**
(Re-advertised)

SALARY CENTRE : R226 611 per.annum. (Level 7) plus benefits
: Sabie Hospital; Barberton TB Hospital

- REQUIREMENTS** : Diploma / Degree in Food Management or equivalent qualification. Knowledge of Food Service Management. Basic computer literacy. Good communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills. Valid driver's license.
- DUTIES** : Direct control of Supervisors and food production staff. Responsible for planning of menus and recipes for normal diets. Responsible for ordering from supplies, control the storage and issuing thereof. Give inputs into the planning, budget and control expenditure in the kitchen by means of cost effective measures and the implementation of prescribed guidelines/procedures. Responsible for planning, implementation and evaluation of food services staff
- ENQUIRIES** : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)
- POST 13/177** : **PHARMACIST ASSISTANT – POST BASIC GRADE 1 REF NO: MPDOH/MARCH/18/29**
- SALARY** : R183 381 – R206 574 per.annum plus benefits
- CENTRE** : Mgobodzi Clinic
- REQUIREMENTS** : Grade 12 certificate plus or equivalent plus basic Pharmacist Assistant Course. Registration with the HPCSA as a Pharmacist Assistant. Very good reading and writing skills. Good interpersonal and reading skills.
- DUTIES** : Ensure proper and procurement of drugs and surgical items. Rational use of drug. Receive stock Transport stock to and from the storeroom to outlets Pre-packing of stock. Capture data on computer. Undergo training and work under direct supervision of pharmacist. Housekeeping issue storeroom stock. Ability to work under pressure.
- ENQUIRIES** : Ms. M G Mokone (013 766 3340) or Ms. G C Nkosi (013 766 3103)