

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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.

- APPLICATIONS** : Applications must be delivered to the Provincial Office, Nelspruit. All applications should be directed to: The Head of Department or Hand delivered to: Provincial Office No 3 Government Boulevard Department of HealthRiverside Mbombela; Private Bag X 11285 1200; Mbombela 1200
- FOR ATTENTION** : Ms D Khoza
- CLOSING DATE** : 25 May 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained.
- NOTE** : 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. (People with disabilities are requested to apply and indicate such in their application forms). Apply as early as possible to avoid disappointments, please

MANAGEMENT ECHELON

- POST 19/58** : **HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: MPDOH/MAY/18/01**
- SALARY** : R1 550 331 - R1 645 464 per annum (OSD Requirements) plus Commuted overtime and Rural Allowance
- CENTRE** : Gert Sibande District: Piet Retief Hospital
- REQUIREMENTS** : Appropriate Qualification that allows registration with HPCSA as Medical Specialist (Speciality). Registration: HPCSA as Medical Specialist (Speciality). Experience: 10 years after registration as Medical Specialist in a normal Speciality. Recognition of experience: 5 years. Knowledge and Skills: Sound knowledge of clinical concepts within the relevant discipline. Good operative skills to carry out advanced clinical services. Research and organisational ability. Conflict management.
- DUTIES** : Manage Clinical Unit. Manage HR and Assets. Provide clinical care to patients. Train junior Doctors and be prepared to work commuted overtime. Provide clinical care to patients. Manage division/ wards for the relevant discipline. Manage outpatient department for the relevant discipline. Provide quality improvement activities in the relevant discipline. Arrange and supervise CPD and peer review to train interns/community service doctors and junior doctors. Manage Human Resource in the unit. Manage financial resources. Manage assets in the unit. Manage outreach programmes for the District Hospitals. Facilitate development of clinical.
- ENQUIRIES** : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 19/59** : **CLINICAL MANAGER (MEDICAL) GR 1 REF NO: MPDOH/MAY/18/02 (2 POSTS)**
- SALARY** : R1 052 712 – 1 168 350 per annum (all-inclusive salary package) Plus Commuted Overtime and Rural Allowance
- CENTRE** : Gert Sibande District: Embhuleni Hospital
Ehlanzeni District: Tonga Hospital

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.
<u>DUTIES</u>	:	Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/60</u>	:	<u>MEDICAL OFFICER GR3 REF NO: MPDOH/MAY/18/03 (2 POSTS)</u>
<u>SALARY</u>	:	R977 199 – R1 221 723 per annum (OSD Requirements) plus Commuted Overtime and Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Gert Sibande District: Piet Retief Hospital
<u>REQUIREMENTS</u>	:	MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. At least 10 years or more experience after registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees-Minimum of 11 years of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.
<u>DUTIES</u>	:	Provide clinical care to patients. Perform after hour duties and participate in outreach programmes. Participate in continuing 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 team management. Supervise Medical Officers/ Community Service Medical Officers Allied Health Staff in proper taking, managing and storage of health information, including discharge summaries. Deal with disability grants assessments. Provide input in medico-legal problems.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/61</u>	:	<u>DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/MAY/18/04</u>
<u>SALARY</u>	:	R948 174 per annum [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	Bachelor's degree in health related field with at least 5 years' experience at middle management of health services. At least 3 years' experience in Quality Assurance settings. A qualification in quality management will be an added advantage. Ability to work independently. Prepared to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Experience within the Public Health Care System, Client orientation and customer focus. Experience of change management and service delivery innovation. Financial management experience combined with good analytical and planning skills. Project management and report writing skills. People management and communication skills. Leadership skills. Knowledge and understanding of the National Core Standards for health establishments. Advanced computer literacy especially experience in data base management .Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health facilities. Serve as liaison between the department and the office of standards compliance. Provide technical support and advice to management and staff on clinical quality issues. Develop systems and coordinate processes for licensing of health establishments in the province. Plan, coordinate and manage systems and processes for the provincial Quality Assurance programme implementation

terms of: Infection Prevention and Control. Complaints management and adverse events. Customer care and client satisfaction. Clinical audit and research.

ENQUIRIES : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/62 : **DIRECTOR: HAST REF NO: MPDOH/MAY/18/05**
(Re-advertised)

SALARY : R948 174 per annum [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Provincial Office (Nelspruit)
: Appropriate recognized post-graduate degree or equivalent qualification preferably in Public Health. At least three (3) years' experience in HIV, AIDS, STI and TB Management. At least five (5) years' experience at Middle Management level. Must possess extensive leadership skills, strategic capabilities, and Financial Management program and Project Management skills. Must be innovative and have good communication skills (verbal and written). Human Resource Management. Must have good analytical problem solving skills, Must also have knowledge in Information Management and Research. Knowledge and understanding of the District Health system. Full understanding of the Comprehensive Care Management Treatment and Support including TB. Leadership and strategic planning abilities. Computer literacy. Willingness to travel and work beyond normal working hours. A valid Code B driver's license.

DUTIES : Provide strategic leadership to the Head of Department on HIV and AIDS and TB issues. Co-ordinate and support the integration of the HIV and AIDS, STI and TB Programmes with other health-care programmes in the province. Facilitate, prepare and monitor the budget for the programmes. Ensure efficient management and functioning of the Provincial Nerve Centre. Co-ordinate information management on the HAS, TB and related programmes. Monitor and evaluate effectiveness of the HIV and AIDS, STI and related programmes. Facilitate the development of provincial policies in line with the national policy guidelines and protocols. Attend all Senior Management meetings including national meetings.

ENQUIRIES : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

OTHER POSTS

POST 19/63 : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/MAY/18/07**

SALARY : R842 028 – R920 703 per annum [OSD requirements depending on years of experience] plus Commuted Overtime and Rural Allowance

CENTRE REQUIREMENTS : Gert Sibande District: Carolina Hospital
: 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 G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/64 : **MEDICAL OFFICER: GRADE 01 & 02 REF NO: MPDOH/MAY/18/06**

SALARY : R736 425 – R920 703 per annum [OSD requirements depending on years of experience] plus Commuted Overtime

CENTRE : Ehlanzeni District: Rob Ferreira Hospital, Nelspruit

REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 01 to 05 years' experience after community service. Additional experience in Paediatrician 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 : 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 G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/65 : **MEDICAL OFFICERS GR 1 REF NO: MPDOH/MAY/18/08 (8 POSTS)**

SALARY : R736 425 – R793 341 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus Commuted Overtime and Rural Allowance

CENTRE : Ehlanzeni District: Shongwe Hospital; Lydenburg Hospital; Tintswalo Hospital; Sabie Hospital
Gert Sibande District: Embhuleni Hospital
Nkangala District: Bernice Samuel Hospital [3 posts]

REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 01 year experience of community service. 1 year relevant experience after registration with a recognised foreign health professional council and or the HPCSA as a Medical Practitioner (Independent Practice for Foreign Qualified employees of whom it is not expected to perform community service as required in South Africa. 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 : 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: elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumpectomy. Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.

ENQUIRIES : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 19/66 : **DEPUTY DIRECTOR: PMDS REF NO: MPDOH/MAY/18/09**
This is a re-advertisement and all those who applied are required to re-apply

SALARY : R657 558 per annum (Level 11) plus benefits

CENTRE : Provincial Office, Nelspruit

- REQUIREMENTS** : A recognized three-year degree or National Diploma in Human Resource Management or Public Administration or any relevant qualification, with at least three (3) to five (5) years' experience in the administration of performance management. 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
- POST 19/67** : **PHARMACIST GR1 (REPLACEMENT) REF NO: PDOH/MAY/18/14 (2 POSTS)**
- SALARY** : R615 945 – R653 742 per annum OSD requirements depending on the experience plus Benefits.
- CENTRE REQUIREMENTS** : Ehlanzeni District: Shongwe Hospital
Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Relevant 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. Valid Driver's License.
- DUTIES** : Ensure proper selection and procurement of drugs and surgical items for the Hospital. Ensure rational use 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 Pharmacists.
- ENQUIRIES** : Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 19/68** : **ASSISTANT MANAGER: NURSING (SPECIALITY) REF NO: MPDOH/MAY/18/10**
- SALARY** : R546 315 – R614 874 per annum [PN-B4] OSD requirements (Depending on the years of experience plus benefits)
- CENTRE REQUIREMENTS** : Ehlanzeni District: Rob Ferreira Hospital (Replacement)
Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in Nursing or equivalent qualification that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in the relevant specialty. Minimum of 14 years' experience after registration with the SANC. Knowledge in all primary health care programmes including HIV/AIDS, STI and TB. Registration with SANC as a Professional Nurse with Specialty. Excellent communication skills. Computer Literacy and Presentation skills. Ability or willingness for frequent travel in and outside the Province. Compulsory Driver's license. Registration as an Assessor with HWSETA and Knowledge on SAQA and NQF will be an advantage.
- DUTIES** : Co-ordinate and conduct trainings for the Province mainly on HIV and AIDS STI and TB. Liaise with the Regional Training Centre, HRD and other

		Stakeholders. Support the District and Facilities with trainings and Mentorship. Identify training needs. Work with different partners in provision of training. Monitor and Evaluate training programmes. Review training manuals and programmes. Supervision of facilitation at all levels. Compile training reports and submit respectively. Ensure availability of training equipment and material. Perform any other duties as assigned.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/69</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL ORTHOTIC AND PROSTHETIC [MOP WORKSHOP MANAGER] REPLACEMENT) REF NO: MPDOH/MAY/18/11</u>
<u>SALARY</u>	:	R459 558 – R510 042 per annum OSD requirements depending on the experience plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Gert Sibande District: Ermelo Hospital MOP Workshop A degree /Diploma in Medical Orthotic and Prosthetic, registration with HPCSA 3-5 years' experience. A degree / diploma in management will be added advantage. A valid driver's license is required(code EB).Knowledge of relevant legislation such as National Health act, Public Finance Management Act(PFMA), Public Service Act and related regulations and policies. Extensive interpersonal skills, ability to negotiate with different stake holders, skills in facilitation and program management, computer literacy and report skills and Innovative thinking.
<u>DUTIES</u>	:	Manage, coordinate and develop of MOP services at Institutional and District level Implement the program according to the National norms and standards. Monitor and evaluate services delivery and report accordingly. Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop. Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices. Coordinate all trainings and Continued Professional Development activities at the institution.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/70</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/18/12 (2 POSTS)</u>
<u>SALARY</u>	:	R334 545 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Gert Sibande District: Embhuleni Hospital Ehlanzeni District: Bushbuckridge Sub District Office
<u>REQUIREMENTS</u>	:	Degree / Diploma in Public Administration with 5 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.
<u>DUTIES</u>	:	Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/71</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/MAY/18/13 (2 POSTS)</u>
<u>SALARY</u>	:	R344 545 per annum [Level 09] plus benefits
<u>CENTRE</u>	:	Nkangala District: Witbank TB Hospital, KwaMhlanga Hospital
<u>REQUIREMENTS</u>	:	Bachelor's Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (5) years' experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations,

		PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver's license.
<u>DUTIES</u>	:	Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advise and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/72</u>	:	<u>OPERATIONAL MANAGER: NURSING – PHC (PN-B1) REF NO: MPDOH/MAY/18/15 (REPLACEMENT) (9 POSTS)</u>
<u>SALARY</u>	:	R499 953 – R562 698 per annum (depending on the years of experience) plus OSD benefits
<u>CENTRE</u>	:	Nkangala District: Tweefontein D Clinic, Tweefontein M Clinic; KwaMhlanga CHC Gert Sibande District: Trichardt Clinic Ehlanzeni District: Jerusalem Clinic, Matsulu CHC, KaNyamazane CHC, Kaapmuiden Clinic, Mbombela Mobile Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council. Proof of current registration with the SANC as Professional Nurse. A minimum of nine (9) years appropriate / recognisable nursing experience 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 speciality after obtaining the one year post-basic qualification as mentioned above.
<u>DUTIES</u>	:	Responsible for the management and co-ordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care facility. Manage planning to practice a holistic health service on a short- / medium- / long term basis and provide effective management and administrative support to Primary Health Care services. Manage personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Co-ordinate the provision of effective mobile Primary Health Care services attached to the fixed facility and also manages the Health Programmes, Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate data, Security, Cleaning, Infection control and Ground services. Organise a cost-effective service on a daily basis and participate in community involvement and attend to community engagements as required. Collect and collate monthly Primary Health Care data and discuss at staff meetings.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/73</u>	:	<u>OPERATIONAL MANAGER: GENERAL OPD PN-A5 REF NO: MPDOH/MAY/18/16 (2 POSTS)</u>
<u>SALARY</u>	:	R394 665 - R444 195 per annum plus benefits in line with OSD requirements
<u>CENTRE</u>	:	Ehlanzeni District: Rob Ferreira Hospital; Shongwe Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Recognizable experience in OPD after registration as a Professional Nurse with SANC.

<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 G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/74</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: MPDOH/MAY/18/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R394 665 - R444 195 per annum plus benefits in line with OSD requirements Ehlanzeni District: Rob Ferreira Hospital (Nelspruit) Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse with basic qualification in General Nursing. A minimum of at least 7 year appropriate/recognizable experience in General Nursing after registration as a Professional Nurse with SANC.
<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 G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/75</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY NURSING) (PN-B1) REF NO: MPDOH/MAY/18/18 (7 POSTS)</u> Operating Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R340 431 – 394 665 per annum (Dependent on experience) Ehlanzeni District: Rob Ferreira Hospital, Nelspruit; Tintswalo Hospital Basic R425 qualification accredited with SANC in terms of Government Notice (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 with a duration of at least 1 year experience. A minimum of 4 years appropriate/ recognisable experience after registration with SANC as a Professional Nurse and experience in Theatre Nursing after registration with SANC in one of the R212 Specialties. 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 G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/76</u>	:	<u>PROFESSIONAL NURSE (PHC) (PN-B1) REF NO: MPDOH/MAY/18/24 (11 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R340 431 – 394 665 per annum (Dependent on experience) Nkangala District: Simunye Clinic; Pullenshope Clinic; Hendrina Clinic; Civic Centre Clinic; Kriel Clinic; Mmamethake Clinic Ehlanzeni District: Mashishing Clinic (2 posts); Lydenburg Gate Clinic; Kaapsehoop Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with SANC in terms of Government Notice (Diploma/Degree in nursing) or equivalent qualification that allows registration

		with SANC as a professional nurse plus Post-basic qualification registration with the SA Nursing Council as a Professional Nurse (PHC). Ability to read and write. Good interpersonal relations.
<u>DUTIES</u>	:	Provide comprehensive health care services in the facility. 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.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/77</u>	:	<u>DENTAL THERAPIST REF NO: MPDOH/MAY/18/19</u>
<u>SALARY</u>	:	R281 148 – 321 462 per annum OSD (depending on qualification and experience plus Rural Allowance)
<u>CENTRE REQUIREMENTS</u>	:	Ehlanzeni District: Barberton Hospital
	:	Degree or diploma in Dental Therapy with a recognised university. Current Registration with the HPCSA. Expert knowledge of oral health care and ethics. A valid driver's license.
<u>DUTIES</u>	:	Removing plaque and other tooth coatings. Applying antibacterial and desensitising agents. Polishing teeth and tooth whitening. Applying sealants and fluorides to teeth to help prevent decay. Taking x-rays. Replacing temporary fillings and crowns. Carrying out simple fillings. Extracting deciduous (milk) teeth. Giving certain types of local anaesthetic
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/78</u>	:	<u>SPEECH AND AUDIO THERAPIST REF NO: MPDOH/MAY/18/20 (3 POSTS)</u>
<u>SALARY</u>	:	R281 148 – 321 462 per annum OSD (depending on qualification and experience plus Rural Allowance at Shongwe Hospital only)
<u>CENTRE REQUIREMENTS</u>	:	Ehlanzeni District: Shongwe Hospital; Rob Ferreira Hospital (2 posts)
	:	A qualification that allows registration with the Health Professions Council of South Africa. SA Qualified employees-No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees -1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver's License.
<u>DUTIES</u>	:	Competent execution of speech and hearing procedures, co-ordinate the provision of clinical services. Assist in the development of speech and hearing department, including conducting research, assist in specified delegated areas, leadership, mentoring and supervisory role. Knowledge, skills and competency: Expert knowledge on clinical conditions of speech and hearing, Good communication and interpersonal relations solving skills, Time management and good administrative skills, Knowledge of labour relations and disciplinary procedures, Computer literacy.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/79</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: MPDOH/MAY/18/21</u>
<u>SALARY</u>	:	R281 148 – 321 462 per annum OSD (depending on qualification and experience plus Rural Allowance)
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District: Mmamethlake Hospital
	:	National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy. SA Qualified employees-No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA.

		Foreign Qualified employees-1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver's License.
<u>DUTIES</u>	:	Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Ensure safety health rules and regulations are adhered to.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/80</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MPDOH/MAY/18/22 (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R227 802 per annum [Level 08] plus benefits Nkangala District: Nkangala District Office, Witbank Ehlanzeni District: Tonga Hospital
<u>REQUIREMENTS</u>	:	Degree or Diploma in Administration plus 5 years relevant experience in HRM. Grade 12 Certificate plus 10 years relevant experience. At least 3 years' experience in the post of Personnel Practitioner/ Principal Personnel Officer. Knowledge: Experience in the sphere of general HRM, recruitment and service benefits matters. Computer Literacy; MS Word, MS Excel, MS Outlook, MS Power Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA problem solving. Display the following competencies: Good verbal and written communication, interpersonal relation skills. Ability to work under pressure and deliver.
<u>DUTIES</u>	:	Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations and retirements. Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid) Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits and leave payout. Create and maintain the complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards, Human Resource Policies and procedures. Manage Human Resources. Manage PMDS in the unit.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/81</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/MAY/18/26 (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R227 802 per annum [Level 07] plus benefits Nkangala District: Bernice Samuel Hospital, Delmas Ehlanzeni District: Bongani Hospital
<u>REQUIREMENTS</u>	:	Degree or Diploma in Administration plus 3 years relevant experience in HRM. Grade 12 Certificate plus 7 years relevant experience. At least 2 years' experience in the post of Personnel Practitioner/ Principal Personnel Officer. Knowledge: Experience in the sphere of general HRM, recruitment and service benefits matters. Computer Literacy; MS Word, MS Excel, MS Outlook, MS Power Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA problem solving. Display the following competencies: Good verbal and written communication, interpersonal relation skills. Ability to work under pressure and deliver.
<u>DUTIES</u>	:	Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations, retirements, Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid) Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits and leave payout. Create and maintain the complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards,

		Human Resource Policies and procedures. Manage Human Resources. Manage PMDS in the unit.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/82</u>	:	<u>INFORMATION OFFICER REF NO: MPDOH/MAY/18/27</u>
<u>SALARY</u>	:	R226 611 per annum [Level 07] plus benefits
<u>CENTRE</u>	:	Mmamethake Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Degree / National Diploma in Information Management or equivalent qualification. Experience in Information Management. Knowledge in DHIS will be an added advantage. Experience in developing and maintaining Information Systems and databases. Ability to work independently and as part of a team. Valid driver's license.
<u>DUTIES</u>	:	Establish and maintain appropriate systems, analytical tools and information systems. Coordinate the management of the NTSG and HPTD unit information systems and data bases. Adhering to timelines and generating and preparing reports as requested by all stakeholders. Ensure effective capturing of statistics for the NTSG and HPTD unit. Coordinate the collection, analysis and interpretation of data. Verifying correctness of data before submitting to the next level. Ensure timely preparation and presentation of reports for decision makers. Advice and report on performance indicators. Prepare reports develop and maintain information systems, policies, procedures and standards. Conduct Information management user-Awareness and training programs. Supervise and manage ward clerks Prepare various reports for the hospital and advice management of any trends practices and corrective actions where applicable.
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/83</u>	:	<u>ADMINISTRATIVE OFFICER: WAREHOUSE LOGISTIC REF NO: MPDOH/MAY/18/23</u>
<u>SALARY</u>	:	R226 611 per annum plus benefits
<u>CENTRE</u>	:	Gert Sibande District: Bethal Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate with 3 years appropriate experience or Diploma/Degree in Administration or equivalent qualifications. A good understanding of the relevant business processes and warehouse principles and processes. Excellent administrative skills Computer literacy including SAP and MS Office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven .Good interpersonal skills. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Manage the entire office function effectively and efficiently including diary management; scheduling of meetings and workshops and booking of venues; minute taking; telephone answering; filing system etc. Record and distribute minutes and follow up on action items from meetings and workshops. Create reservations, requisitions and purchase orders on SAP. Capture monthly stock counts and reconcile and report on such. Ensure safekeeping of documents and information Coordinate duties of and ensure efficiency of the warehouse messenger in all his/her duties. Perform duties in a safe manner and ensure environmental, health and safety standards are adhered to at all times. Provide excellent customer service and communicate with customers regarding new specifications and stock levels. Compile accurate and relevant reports for the department. View and respond to ad-hoc queries on both internal and external queries. Handle any confidential correspondence and information in the division with care. Ensure adequate refreshment stock is kept available. Ensure compliance to departmental policies and procedures Competencies
<u>ENQUIRIES</u>	:	Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 19/84</u>	:	<u>PHARMACIST ASSISTANT – POST BASIC GRADE 1 REF NO: MPDOH/MAY/18/25 (4 POSTS)</u>
<u>SALARY</u>	:	R183 381 – 206 574 per annum OSD (depending on qualification and experience plus Rural Allowance)
<u>CENTRE</u>	:	Nkangala District: Beatty Clinic; KwaMhlanga Hospital Ehlanzeni District: Shongwe Hospital; Tintswalo Hospital

- REQUIREMENTS** : Appropriate qualification as required by the training facility and the South African Pharmacy Council plus post-basic pharmacy qualification that allows registration as a Pharmacist Assistant. Very good reading and writing skills. Valid driver's license.
- 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. Understanding Batho Pele.
- ENQUIRIES** : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
- POST 19/85** : **STAFF NURSE GRADE 1 REF NO: MPDOH/MAY/18/28 (3 POSTS)**
- SALARY** : R150 819 – R202 674 per annum OSD (depending on qualification and experience plus Rural Allowance)
- CENTRE** : Ehlanzeni District: Barberton TB Hospital; Tintswalo Hospital
Nkangala District: KwaMhlanga Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse). Registration as an Enrolled Nurse with SANC. Good Inter-personal skills. Good understanding of customer care. Knowledge and understanding of nursing legislation and related ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Knowledge of Batho Pele Principles, Patient's Rights Charter and National Core Norms and Standard.
- DUTIES** : Render comprehensive care in the clinic according to scope of practice. Provide quality patient care. Participate in quality improvement programme. Must be able to prevent cross infection in PHC facility. Provide support to Professional Nurse in providing quality patient care.
- ENQUIRIES** : Ms G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)