

**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.

- 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** : 29 June 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.

MANAGEMENT ECHELON

- POST 24/115** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: MPDOH/JUNE/18/01**
- SALARY** : R1 127 334 per annum (all inclusive package) the package includes a basic salary (70% of package) the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Provincial Office, Nelspruit
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA. Five (5) years' experience at a senior managerial level supported by experience in financial management, including strategic involvement at SMS level. A valid driver's license. Skills: Proven experience in public sector accounting, reporting, risk management, internal controls and/or auditing. Experience in programme management as well as diversity and change management. Clear understanding of priorities of government. High level of communication and consultation skills. Ability to work proactively and under pressure. Track record in the preparation and management of strategic plan, business plans and budgeting ability to implement, monitor and evaluate internal systems controls to ensure sound financial management and other resources management practices. An in-depth knowledge of PFMA, Treasury Regulations and PPPFA. An understanding of good cooperate governance principles (King III) and all other relevant financial regulations and budget laws. Public Service Act. Public Service Regulation. National Treasury regulations. National Treasury & DPSA Circulars. General Accounting Principles. Division of Revenue Act; and other relevant acts, policies and regulations. Planning. Team development. Decision making. Problem solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Prepare reports

- required in terms of Public Service statutory framework by collecting, formatting & explaining information.
- DUTIES** : Develop, implement and maintain appropriate mechanisms/strategic to timeously respond to the changing needs of financial information and the interpretation thereof, and render technical advice to the Head of Department. Give expert advice on the strategic financial planning of the Department through analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operation and estimates of future revenues and expenditures. Oversee budgetary process within the Department, exercise budgetary control and provide early arrangement at a strategic level. Monitor the implementation of the Provincial Clean Audit Strategy. Oversee the preparation and submission of annual financial statements and liaise with the Audit – General. Liaise with relevant role – players within National and Provincial Department. Responsible for management of Human Resources in the respective Chief Directorate.
- ENQUIRIES** : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
- NOTE** : Short listed candidates will need to undergo a competency assessment and write a Technical exercise.
- POST 24/116** : **CHIEF DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/JUNE/18/02**
- SALARY** : R1 127 334 per annum (all inclusive package) the package includes a basic salary (70% of package) the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual’s personal needs.
- CENTRE** : Provincial Office, Nelspruit
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in health related field as recognised by SAQA. Five (5) years experience at a senior managerial level preferably in health related field. An honours or master’s degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Facility Boards. 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 both Annual Performance and District Health Plans. Verbal and written communication skills. Driver’s license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.
- DUTIES** : Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the district. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Co-ordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO’s). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the chief directorate, internally in the department and externally with all stakeholders.
- ENQUIRIES** : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
- NOTE** : Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

- POST 24/117** : **MEDICAL SPECIALIST (FAMILY PHYSICIAN) GRADE 1 & 3 REF NO: MPDOH/JUNE/18/05**
- SALARY** : R991 857 – R1 316 136 per annum (OSD Requirements) (Depending on the years of experience in terms of relevant OSD) plus Commuted Overtime and Rural Allowance
- CENTRE REQUIREMENTS** : Piet Retief Hospital
: Appropriate Qualification that allows registration with HPCSA as Medical Specialist (Speciality). Registration: HPCSA registration as Medical Specialist (Family Medicine Speciality). Experience: appropriate qualification in the relevant discipline that allows registration as medical specialist with HPCSA plus 5 years' experience after registration with HPCSA as a medical specialist. Foreign candidates require 6 years relevant experience after registration with HPCSA, of whom it is not required to perform community service. Current registration: 2018-2019.
- DUTIES** : Manage Clinical Unit. Provide clinical care to patients. Train medical officers and be prepared to work commuted overtime. Manage division/ wards for the relevant disciplines. Manage outpatient department for the relevant discipline. Provide quality improvement activities in the relevant discipline. Monitor and supervise medical officers within the relevant disciplines. Arrange and supervise CPD and peer review to train interns/community service doctors and medical officers. Formulate clinical governance guidelines and procedures. Assist with national core standards compliance. Manage Human Resource in the unit. Manage financial resources. Manage assets in the unit. Manage outreach programmes for the sub-district. Provide expert opinion on medico-legal challenges.
- ENQUIRIES NOTE** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
: This post replaces an advertised post of Head of Clinical Unit (Medical) Grade 1 in the DPSA Vacancy Circular 18 of 2018 posted on 04 May 2018 under post number 18/58 (MPDOH/May/18/01)
- POST 24/118** : **DIRECTOR: ADVOCACY, COMMUNICATION AND SOCIAL MOBILISATION REF NO: MPDOH/JUNE/18/03**
- SALARY** : All inclusive salary SMS Package of 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
: An undergraduate qualification (NQF Level 7) in Health Sciences as recognised by SAQA. Five years experience at a senior managerial level preferably in Health Information or related field. Extensive knowledge of the District Health Information System. Good presentation skills and ability to communicate at all levels. Advanced knowledge of Ms Word, Excel and Power Point. Good analytic skills. Report writing skills. Possession of a valid Code B driver's licence.
- DUTIES** : Mobilize decision makers and communities on HIV and AIDS, STIs and TB programmes and policies. Advocate for policy reviews and implementation. Plan and manage social mobilization interventions to raise awareness on Public health issues. Plan targeted mobilization and Behaviour Change Communication for vulnerable groups and difficult to reach population. Produce information, education and communication (IEC) material to support awareness on HIV and AIDS, STIs and TB issues. Communicate HIV and AIDS, STI and TB policies and programmes to the general public. Participate in National, Provincial and District communication to enhance Provincial Communication strategies. Compile information for media briefs, statements for Provincial Leadership. Liaise with local media and radio to promote awareness on communicable and non-communicable diseases. Produce communication and social mobilization plans for the programme. Strengthen the integration of HAST services into the PHC package services. Ensure effective integration of HAST programme at provincial, district, sub district and facility level.
- ENQUIRIES NOTE** : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

POST 24/119 : **DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION REF NO: MPDOH/JUNE/18/04**

SALARY : All inclusive salary SMS Package of 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
: An undergraduate qualification (NQF Level 7) as recognised by SAQA. Five (5) years' experience at a senior managerial level in the Human Resource Management field. Knowledge in Human Resource Management concepts, principles, policies and procedures. Human Resource provisioning. Job analysis methods. Organisational Design. Training and development. Labour Relations processes. Employee Health and Safety management. Applicable legislative and regulatory requirements, policies and standards.

DUTIES : Determine and evaluate proper implementation of Human Resource Management strategies and policies to meet the Departmental Mandate. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic goals. Develop the Directorate's Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within cost and to required quality. Manage financial and other resources allocated to the Directorate. Advise and assist other managers on Human Resource Management and Development practices and policy matters. HR Functions. Ensure that recruitment is well executed to ensure that the Department is correctly staffed with the right number of personnel with skills relevant to the service delivery needs. Participate in the development and administration of the personnel services budget. Assist the Department in designing a proper organisational structure, role of divisions, work units and post classifications. Oversee the proper implementation and monitoring of the Performance Management and Development Process in line with the Provincial PMDS Policy. Manage employment relations functions, employee health and wellness, employee compensation, service benefits and allowances, and training and development of the Department. Offer strategic support in the management and maintenance of Human Resource Information Systems.

ENQUIRIES NOTE : Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

OTHER POSTS

POST 24/120 : **MEDICAL OFFICER: GRADE 2 REF NO: MPDOH/JUNE/18/06**
(Replacement)

SALARY : R842 028 - R920 703 per annum. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.

CENTRE REQUIREMENTS : Rob Ferreira 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/121</u>	:	<u>DEPUTY MANAGER: NURSING SERVICES REF NO: MPDOH/JUNE/18/09</u>
<u>SALARY</u>	:	R756 525 – R851 463 per annum plus (OSD requirements depending on relevant experience)
<u>CENTRE</u>	:	Tintswalo Hospital
<u>REQUIREMENTS</u>	:	Bachelor's Degree or Diploma in Health Management, Degree or Diploma in General nursing, a minimum of 9 Years appropriate / recognizable experience in nursing after registration as a professional nurse and at least 4 years must be recognizable experience in nursing management level, currently registered with S.A.N.C as a Professional Nurse. Knowledge and skills: understanding of legislation and related and ethical Nursing, practice, knowledge of the scope of practice for the different categories in nursing, ability to plan, organize and coordinate the nursing service, good communication interpersonal skills, implement Batho Pele principles, basic computer literacy skills and a valid driver's licence.
<u>DUTIES</u>	:	Establish the strategic direction of the component to alignment with its business plan, ensure that efficiency and most suitable work procedures are identified, developed and implemented, Facilitate the development of nursing operation/business plan to give strategic directions, Participate in the hospital executive decision making body. Collaborate with other health team members to identify actual and potential areas for nursing and health care research for improvement and maintenance of quality care, Coordinate service and specific care activities within the multidisciplinary teams, coordinate the provision of relevant health care and rehabilitation, Advocate and ensure promotion nursing ethos and professionalism, Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to ensure care, manage and utilize resources in accordance relevant directives and legislations.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>NOTE</u>	:	The shortlisted candidates will need to undergo a competency assessment
<u>POST 24/122</u>	:	<u>MEDICAL OFFICER: ORTHOPAEDICS GR 1- 3: REF NO: MPDOH/JUNE/18/07</u> <u>(X2 POSTS)</u> (Replacement)
<u>SALARY</u>	:	R736 425. - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.
<u>CENTRE</u>	:	Piet Retief Hospital
<u>REQUIREMENTS</u>	:	Matric certificate / grade 12, MBCHB degree or equivalent qualification. Current registration with the Health Professions Council of South Africa as a Medical Practitioner PLUS, registration certificate with Health Professions Council of South Africa as a Medical. Post Community Service Grade 1: Experience: Experience: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates

require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, skills, training and competencies required:-Basic knowledge of diagnosis and management of Orthopaedic pathologies and emergencies. Basic knowledge of diagnosis and management of medical conditions. Good communication, leadership, interpersonal. Basic knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision-making, analytical and communication skills. Computer literacy.

DUTIES : Assess and manage patients in Orthopaedic Outpatients, Wards and High Care, including after-hour service. Consult with colleagues and junior staff. Participate in Quality Assurance/Audit. Responsibility with after-hours participation. Commuted overtime is compulsory. Participate in Academic Programmes in the Orthopaedic Department. Assess and manage patient load and in Clinics, outpatients and high care. Assisting, developing and implementing of New Services and the utilization of New Equipment.

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

POST 24/123 : **MEDICAL OFFICER: ORTHOPAEDICS - GRADE 1 - 3: REF NO: MPDOH/JUNE/18/08 (X2 POSTS)**
(Replacement)

SALARY : R736 425 - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.

CENTRE REQUIREMENTS : Themba Hospital
: Matric certificate / grade 12, MBCHB degree or equivalent qualification. Current registration with the Health Professions Council of South Africa as a Medical Practitioner PLUS, registration certificate with Health Professions Council of South Africa as a Medical. Post Community Service **Grade 1**: Experience Grade 1: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3**: Experience **Grade 3**: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, skills, training and competencies required:-Basic knowledge of diagnosis and management of Orthopaedic pathologies and emergencies. Basic knowledge of diagnosis and management of medical conditions. Good communication, leadership, interpersonal. Basic knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision-making, analytical and communication skills. Computer literacy.

DUTIES : Assess and manage patients in Orthopaedic Outpatients, Wards and High Care, including after-hour service. Consult with colleagues and junior staff. Participate in Quality Assurance/Audit. Responsibility with after-hours participation. Commuted overtime is compulsory. Participate in Academic Programmes in the Orthopaedic Department. Assess and manage patient load and in Clinics, outpatients and high care. Assisting, developing and implementing of New Services and the utilization of New Equipment.

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

<u>POST 24/124</u>	:	<u>MEDICAL OFFICER - GR 1 - 3 REF NO: MPDOH/JUNE/18/10 (X3 POSTS)</u>
<u>SALARY</u>	:	R736 425 – R977 199 per annum (All – inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime)
<u>CENTRE REQUIREMENTS</u>	:	Themba Hospital (2); Standerton TB Hospital 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. Multi-disciplinary management and teamwork.
<u>DUTIES</u>	:	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, and Lumpectomy. Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/125</u>	:	<u>MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/18/11</u> (Replacement)
<u>SALARY</u>	:	R736 425 – 793 341 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance and Commuted Overtime in line with prescripts
<u>CENTRE REQUIREMENTS</u>	:	Shongwe Hospital MBCHB degree with a recognized University. 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, 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.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/126</u>	:	<u>MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/18/12 (X2 POSTS)</u>
<u>SALARY</u>	:	R736 425 – 793 341 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus Commuted Overtime and Rural Allowance
<u>CENTRE</u>	:	Nkangala District: KwaMhlanga Hospital Embhuleni Hospital
<u>REQUIREMENTS</u>	:	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: 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 G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 24/127 : **DEPUTY DIRECTOR – HEALTH TECHNOLOGY OPERATIONS REF NO: MPDOH/JUNE/18/13**

SALARY : R657 558 per annum. MMS all inclusive 70/30 split SMS package that must be structured according to the MMS 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)
: Diploma/ Degree in Electrical or Clinical Engineering. Extensive experience in clinical engineering and maintenance models for medical equipment [Minimum of 8 year's post qualification of which 4 years must be in supervisory position in a Clinical Engineering Environment]. Knowledge of the South Africa's Health Care Act (2003) and the healthcare system. Knowledge of the PFMA and the Treasury Regulations. Leadership and management skills in people, strategic planning and its implementation. Knowledge of key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure. Valid driver's license (minimum code B) is a must for the individual who must be prepared to travel extensively throughout the province.

DUTIES : To manage Clinical Engineering workshops and maintenance of medical equipment for all healthcare facilities throughout Mpumalanga Province. Develop policy frameworks, norms and guidelines for maintenance of medical equipment. Compile service level agreements (SLA) with suppliers for maintenance of medical equipment. Monitor adverse events reporting and institute corrective measures for medical equipment. Develop and implement monitoring and evaluation system for maintenance of medical equipment.

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

POST 24/128 : **PHARMACIST GR1 REF NO: MPDOH/JUNE/18/14 (X3 POSTS)**
(Replacement)

SALARY : R615 945 – R653 742 per annum (depending on the years of experience) plus OSD Benefits

CENTRE REQUIREMENTS : Shongwe Hospital, Standerton Hospital, Carolina 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 Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

POST 24/129 : **HEAD OF DEPARTMENT: PSYCHIATRY HEALTH NURSING (PN-D3) REF NO: MPDOH/JUNE/18/15**
(Replacement)

SALARY : R514 962 – 596 976 per annum (depending on the years of experience) plus OSD Benefits

CENTRE REQUIREMENTS : Mpumalanga College Of Nursing, KaBokweni
: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver's license; Computer literacy. Registration: SANC as Professional Nurse in Nursing Education. A minimum of 9 years appropriate/recognizable 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/recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education.

DUTIES : Co-ordinate theory and practical for Psychiatric Nursing Science for the basic program. Develop and design curricula. Conduct research in own field. Guide, supervise and evaluate performance of academic staff working under him/her and that of students. Compile, keep records and reports of his/her span of control. Implement national, provincial and institutional policies relevant to the discipline. Promote team work amongst team members. Teach Psychiatry Health Nursing Science. Be willing to travel in and out of the province.

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

POST 24/130 : **HEAD OF NURSING SCHOOL PN-D3 REF NO: MPDOH/JUNE/18/16**
(Replacement)

SALARY : R514 962 – R596 976 per annum (OSD benefits depending on the years of experience)

CENTRE REQUIREMENTS : Embhuleni Hospital
: A Basic qualification accredited with the SANC in terms of Government Notice 425 (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. Valid driver's license. Willingness to travel extensively and work from different accredited clinical training facilities. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing at least 6 years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Excellent verbal and written communication skills, organizational and management skills. Ability to think critically and analytical, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

DUTIES : Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Monitor and evaluate the efficacy of the implementation of the curriculum. Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.

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

<u>POST 24/131</u>	:	<u>OPERATIONAL MANAGER: NURSING – PHC (PN-B3) REF NO: MPDOH/JUNE/18/17</u> (Replacement)
<u>SALARY</u>	:	R499 953 – R562 698 per annum (depending on the years of experience) plus OSD Benefits
<u>CENTRE REQUIREMENTS</u>	:	Phake Clinic 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. 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 24/132</u>	:	<u>OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/JUNE/18/18</u>
<u>SALARY</u>	:	R499 953 – R562 698 per annum (depending on the years of experience) plus OSD Benefits
<u>CENTRE REQUIREMENTS</u>	:	Seabe CHC Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree / diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be Appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing - General. Current registration with the South African Nursing Council. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit

		reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/133</u>	:	<u>OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/JUNE/18/19</u>
<u>SALARY</u>	:	R499 953 – R562 696 p a depending on the years of experience) plus OSD Benefits
<u>CENTRE REQUIREMENTS</u>	:	Fig-Tree Clinic Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be Appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing - General. Current registration with the South African Nursing Council. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/134</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH – GRADE 1 (MALARIA PROGRAMME) REF NO: MPDOH/JUNE/18/20</u>
<u>SALARY</u>	:	R459 558 – R510 042 per annum [OSD requirements depending on years of experience]
<u>CENTRE REQUIREMENTS</u>	:	Bushbuckridge Sub – District 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. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)

<u>POST 24/135</u>	:	<u>CHIEF RADIOGRAPHER DIAGNOSTIC GRADE 1 REF NO: MPDOH/JUNE/18/21</u>
<u>SALARY</u>	:	R414 069 – R459 558 per annum (OSD benefits depending on the years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Carolina Hospital A three year degree/diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic Radiographer after registering with HPCSA.
<u>DUTIES</u>	:	Provide a 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National patients Right Character and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA. Knowledge of National Core standards and Six Key priorities.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/136</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL GRADE 1): PN-A5 REF NO: MPDOH/JUNE/18/22</u>
<u>SALARY</u>	:	R394 665 – R444 195 per annum. OSD requirements depending on the years of experience)
<u>CENTRE REQUIREMENTS</u>	:	KwaMhlanga Hospital Basic R425 qualification (i.e. diploma/degree in nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.
<u>DUTIES</u>	:	Coordinate infection control and prevention programme, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/137</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (QUALITY ASSURANCE) (PN-A5) REF NO: MPDOH/JUNE/18/23</u>
<u>SALARY</u>	:	R394 665 – R444 195 per annum. (OSD benefits depending on the years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Carolina Hospital Registration with the S.A.N.C as a Professional Nurse. Eight (8) years recognizable experience in nursing. Appropriate competencies in quality assurance activities. Diploma in Health Services Management and total Quality Management qualification will be an added advantage. Diploma/Degree in General Nursing (Bridging course or four years comprehensive course).Diploma in midwifery/ Psychiatry. Submission of certified copies, personal documents and SANC receipt. Knowledge and Skills: Understanding of Legislation, related legal and ethical nursing practices. Knowledge in quality nursing activities. Knowledge of the scope of practice for the different categories in nursing. Ability to plan, organize and coordinate the program with other health components. Computer literacy. Knowledge and understanding of quality assurance policies. Good communication and interpersonal skills. Presentation skills. People management and application of Batho Pele Principles.
<u>DUTIES</u>	:	Coordinate quality improvement programs with relevant stakeholders. Compile reports on compliance and non-compliance to quality standards. Facilitates the development and implementation of policies, norms and standard with regards to

		quality assurance in the institution. Conduct time flow studies and client satisfaction survey. Initiate quality improvement projects.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/138</u>	:	<u>OPERATIONAL MANAGER: NURSING (GENERAL UNIT) GR 1 (PN-A5) REF NO: MPDOH/JUNE/18/24</u>
<u>SALARY</u>	:	R394 665 – R444 195 per annum. (OSD benefits depending on the years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Ermelo Hospital Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing). Must be Primary Healthcare trained and be registered with the South African Nursing Council (SANC). Thorough knowledge of nursing care processes, procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele Principles etc. Operational Management skills, good communication, report writing, problem solving, planning and organizing skills. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing.
<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 the primary health care processes (PHC supervision policy) and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship 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, standard and procedures. Manage and monitor utilization of human, financial and physical resources
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/139</u>	:	<u>PROFESSIONAL NURSE GR-1 (PN-B1) REF NO: MPDOH/18/JUNE/25 (X3 POSTS)</u>
<u>SALARY</u>	:	R340 431 – 394 665 per annum. (OSD requirements depending on the years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Siyabuswa CHC Basic R425 qualification (i.e. diploma/degree in nursing) equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic nursing qualification, with a duration of at least 1 year in Primary Health Care accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC 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 amicably 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 24/140</u>	:	<u>PROFESSIONAL NURSE - GRADE 1 SPECIALTY (TRAUMA AND EMERGENCY) PN-B1 REF NO: MPDOH/JUNE/18/26</u>
<u>SALARY</u>	:	R340 431 – R394 665 per annum (depending on years of experience - OSD requirements)
<u>CENTRE</u>	:	Themba Hospital - Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12. Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC as Trauma and Emergency specialty. A minimum of 4-years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Current (2018) proof of registration with SANC. Computer literacy and driver's license will be an added advantage. Ability to work independently and to take decisions. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Health Act. Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Skills Required: Good communication skills; report writing skills; coordination skills; planning and organizational skills; problem solving skills; decision making skills; ability to function as part of a team.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with the set standards and within a professional/legal framework. Effective utilization of resources: Human, material and monitoring of the services. Participation in training and research. Provision of support to nursing services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Maintain professional growth/ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/141</u>	:	<u>LECTURER GRADE 1 REF NO: MPDOH/JUNE/18/27 (X2 POSTS)</u>
<u>SALARY</u>	:	R340 431 – 394 665 per annum. (OSD benefits depending on the years of experience)
<u>CENTRE</u>	:	Mpumalanga College of Nursing: KaBokweni (Primary Health Care) Bethal Hospital
<u>REQUIREMENTS</u>	:	A B degree, preferably in Nursing. SANC registration in Clinical Nursing Science, Health Assessment, Treatment and Care and Nursing Education. At least three (3) year's in Clinical Primary Health Care. At least one (1) year experience in PHC teaching / clinical teaching. A valid driver's licence. Willingness to travel extensively and work from different Primary Health Care sites. Display good leadership qualities and interpersonal skills.
<u>DUTIES</u>	:	Provide clinical leadership in Primary Health Care training. Facilitate mainly clinical learning, assess students. Actively participate in clinical work and student supervision for clinical competence. Patient care on Batho Pele principles and self-development to improve service delivery. Partake in research.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/142</u>	:	<u>ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: MPDOH/JUNE/18/28</u>
<u>SALARY</u>	:	R334 545 per annum. (Level 09) plus benefits
<u>CENTRE</u>	:	Ehlanzeni District Office, Nelspruit
<u>REQUIREMENTS</u>	:	Degree or Diploma in Public Administration / Management or Human Resource Management or equivalent qualification plus 8 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.
<u>DUTIES</u>	:	Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation. Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and

application of HRM policies and directives regarding recruitment and selection. Effective management of registry services in the human resource section. Responsible for recruitment advertisements in the department through the use of printed media. Verify qualifications, experience, etc. of candidates. Arrange all aspects of the interviewing process. Draft submissions and cabinet memoranda pertaining appointments of SMS.

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

POST 24/143 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUNE/18/29**

SALARY : R334 545 per annum (Level 09) plus benefits
CENTRE : Witbank TB Hospital (Nkangala District)
REQUIREMENTS : Degree / Diploma in Public Administration / Management or equivalent qualification with 8 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.

DUTIES : Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Coordinate, 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.

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

POST 24/144 : **ASSISTANT DIRECTOR (FINANCE) REF NO: MPDOH/JUNE/18/30**

SALARY : R334 545 per annum (Level 09) plus benefits
CENTRE : Shongwe Hospital
REQUIREMENTS : Degree / Diploma in Public Finance or equivalent qualification with 8 years relevant experience. Extensive experience in financial management plus valid driver's license. PFMA, Treasury regulations, DORA. Transversal financial systems (BAS, PAAP). Computer Literacy (Microsoft Excel, Word & PowerPoint). Verbal and written communication skills. Ability to work under pressure & meet deadlines. Financial planning & Budgeting.

DUTIES : Capturing of budget and Assist in budget estimates and accurate costing. Monitor expenditure and revenue collection for the Hospital. Monitor expenditure trends and compile IYM on a monthly basis. Ensure proper collection of revenue and debt management and compliance. Manage key performance areas of subordinates. Liaison with the provincial office with matters related to finance management. Regular advise management on financial standing of the Hospital. Ensuring correct allocation of Budget to the system. Coordinates input on budget need. Monitoring the utilization of Conditional Grants and Journalizing of expenditures accordingly. Formulate replies to audit recommendations.

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

POST 24/145 : **CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/JUNE/18/31**

SALARY : R281 418 per annum (Level 08) plus benefits
CENTRE : Bernice Samuel Hospital
REQUIREMENTS : Grade 12 certificate plus 10 years' experience in patient administration or Degree / Diploma in Public Administration / Management plus 5 years relevant experience in patient administration. Extensive knowledge of outpatient administration,

reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24 hour shift environment and be part of the hospitals multi-disciplinary committees. A valid driver licence Code B will serve as an added advantage.

DUTIES : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, exercising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

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

POST 24/146 : **SENIOR STATE ACCOUNTANT REF NO: MPDOH/JUNE/18/32**
(Re-advertisement)

SALARY : R281 418 per annum (Level 08) plus benefits
CENTRE : Barberton Hospital

REQUIREMENTS : Grade 12 Certificate plus 10 years' experience in Finance / Revenue / Debtors / Bookkeeping Management or Degree / Diploma in Finance plus 5 years' experience in Finance / Revenue / Debtors / Bookkeeping Management. Knowledge and Skills: Knowledge and practical experience of Transversal systems, BAS, LOGIS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. A valid driver's license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.

DUTIES : Implement internal financial, policies, regulations, systems and procedures. Facilitate integrated financial planning and budgeting processes. Compile budget estimates. Facilitate and coordinate expenditure review processes. In Year monitoring system. Manage Annual financial Statements. Compile budget reports. Develop and maintain budget database Compile relevant reports.

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

POST 24/147 : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/JUNE/18/33**

SALARY : R281 418 per annum (Level 08) Plus Benefits
CENTRE : KwaMhlanga Hospital

REQUIREMENTS : Grade 12 certificate plus ten 10 years experience in HR or Degree or Diploma in Public Administration / Management plus 5 years experience in HR. Certificate in Persal training will be an added advantage. Extensive knowledge of recruitment and selection, service condition and other human resource related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of PERSAL. Report writing skill and ability to interact with people at all levels. Valid drive's license.

DUTIES : To render Human Resource Administration services. Facilitate and coordinate Performance Management services. Manage and maintain HR management, policies and procedures. Manage recruitment and selection processes. Manage placement and facilitate induction processes. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, revise leave records. Revise Persal transaction including the following: condition of benefits and service benefits (leave, PILIR, IOD, termination of service, long service recognition, housing, medical, relocation, pension benefits, leave gratuities, etc.

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

POST 24/148 : **SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/JUNE/18/34**

SALARY : R281 418.per annum (Level 08) plus benefits
CENTRE : KwaMhlanga Hospital
REQUIREMENTS : Grade 12 certificate plus 10 years' experience in patient administration or Degree / Diploma in Public Administration / Management plus 5 years' experience in patient administration. Understanding and implementation of methods, practices, policies, regulations and acts that governs Patient Administration. Computer literacy, possess knowledge on prescripts governing patient affairs including medical records. Advanced knowledge of report writing skill is a pre-requisite. Knowledge of the public service legislations, policies and procedures such as PFMA, LRA, PSA, Basic Conditions of Employment. Patient Administration knowledge of PAAB, PEIS, UPFS tariffs, Patient Classification, Procedure Manuals will be the added advantage. Ability to work under pressure. Leadership characteristics with firmness towards work.

DUTIES : Responsible for the overall day – to – day administrative management of the Patient Affairs Directorate, Casualty, Medical Records, Ward Clerks, Clinics, X-ray, RAF, Medico Legal, Patient Administration and Messengers. Ensure that Patient Affairs is managed according to policies, procedures efficiently and effectively. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service delivery. Determine internal control strategies to ensure compliance with prescripts. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Determine the Patient Affairs directorate's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manages directorate's budgets. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analysing and maintaining of a high standard of quality assurance. Assist with evaluation and training. Contribute to the hospital planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital's objectives in line with strategic, operational and turnaround strategy of the department. Perform any other duties delegated by the Supervisor.

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

POST 24/149 : **DIAGNOSTIC RADIOGRAPHER GR1 REF NO: MPDOH/JUNE/18/36 (X2 POSTS)**

SALARY : R281 148 – 321 462 per annum. OSD (depending on qualification and experience plus Rural Allowance)
CENTRE : Carolina Hospital, Embhuleni Hospital
REQUIREMENTS : 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.

DUTIES : 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.

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

POST 24/150 : **OCCUPATIONAL THERAPIST GR1 REF NO: MPDOH/JUNE/18/37**

SALARY : R281 148 – R321 462 per annum (OSD benefits depending on the years of experience)

CENTRE : Themba Hospital

REQUIREMENTS : An appropriate Degree / Diploma in Health Sciences (Occupational Therapy). Current registration with the HPCS in category of Occupational Therapy. At least two (2) years' practical experience after registration with the council. Valid drivers' license. Thorough knowledge and understanding of appropriate Legislation and policies related to Occupational Therapy. Good interpersonal skills.

DUTIES : Render occupational therapy services to inpatients, outpatients as well as outlying clinics. Training and supervision of community service and junior Occupational Therapists. Render administrative duties in the Occupational Therapy Department. Participate in quality improvement projects. Participate in the formulation and review of strategic plan in allocated area of work as required. Participate in continuous professional development of subordinates according to the regulations of the Health Professional Council of South Africa and Government regulations in allocated area of work. Manage allocated human resources, including performance appraisal according to the regulations of the Department.

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

POST 24/151 : **PHYSIOTHERAPIST REF NO: MPDOH/JUNE/18/38 (X2 POSTS)**

SALARY : Grade 1: R281 148 per annum (plus benefits)
Grade 2: R331 179 per annum (plus benefits)
Grade 3: R390 123 per annum (plus benefits)

CENTRE : Themba Hospital

REQUIREMENTS : BSC in Physiotherapy. Registration with HPCSA as Physiotherapist and annual proof of payment. Experience in rehabilitation, good communication skills and computer literacy will be an added advantage. Experience: **Grade 1:** Have completed community service. **Grade 2:** A minimum of 10 years appropriate experience in Physiotherapy after registration with HPCSA. **Grade 3:** A minimum of 20 years appropriate experience in Physiotherapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.

DUTIES : Render patient centred Physiotherapy service that complies with standards and norms as indicated by health policies and protocols. Have interest in rehabilitation generally. Render individual and group therapy. Participate in re-integrations program and campaigns. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Physiotherapy Assistants/Technicians). To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core Standards and norms at departmental level. Assist in development of clinical Standard Operation Plans. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and interdisciplinary team members. Participate in mini research projects for the institution.

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

<u>POST 24/152</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: MPDOH/JUNE/18/39</u>
<u>SALARY</u>	:	R281 148 – R321 462 per annum (OSD benefits depending on the years of experience)
<u>CENTRE</u>	:	Ermelo Hospital
<u>REQUIREMENTS</u>	:	An appropriate degree in Health Sciences (Occupational Therapy). Current registration with the Health Professional Council of S.A as an Occupational Therapist. Thorough knowledge and understanding of appropriate Legislation and policies related to Occupational Therapy. Good interpersonal skills.
<u>DUTIES</u>	:	Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Implement sectional and provincial quality assurance measures in own area at work. Implement all aspect of allocated financial management tasks as indicated in sectional guidelines and governmental policies. Participate in the formulation and review of strategic in allocated area of work as required. Participate in continuous professional development of subordinates according to the regulations of the Health Professional Council of South Africa and Government regulations in allocated area of work. Manage allocated human resources, including supervision and performance appraisal, according to the regulations of the Department. Supervise allocated students, preferable only after 6 months in rank, according to the agreement with the tertiary training institution. Contribute to related.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/153</u>	:	<u>SPEECH AND AUDIOLOGIST THERAPIST GR1 REF NO: MPDOH/JUNE/18/40</u>
<u>SALARY</u>	:	R281 148 – R321 462 per annum. (OSD benefits depending on the years of experience)
<u>CENTRE</u>	:	Ermelo Hospital
<u>REQUIREMENTS</u>	:	Appropriate with B. Degree in speech therapy and minimum 1 of 1 year relevant experience post community service. Proof of current registration with HPCSA. Valid code 8(EB) or 10(EC1) of driver's license. Basic computer literacy will be an advantage.
<u>DUTIES</u>	:	Assessment and management of paediatric and adult speech therapy. Supervision of students and community service Therapists. Administrative tasks related to the department .Promotion of the professions to the community and other health care workers. Education of other health care workers and community members.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/154</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GR1 REF NO: MPDOH/JUNE/18/41 (X6 POSTS)</u>
<u>SALARY</u>	:	R281 148 – R321 462 per annum [OSD requirements depending on experience]
<u>CENTRE</u>	:	Piet Retief Hospital
<u>REQUIREMENTS</u>	:	Bachelor's degree is typically a minimum requirement for entry-level and some skilled environmental health jobs. The most relevant major varies with the specific environmental focus of a job. A degree in environmental health would be the most practical option for positions involving inspection and regulation of environmental policy, though biology, chemistry or geological studies could also be suitable.
<u>DUTIES</u>	:	They are responsible for investigating incidents that affect health such as pollution, accidents at work, noise control, toxic contamination, pest infestations, food poisoning and waste management. Their remit includes advisory work, education and law enforcement. A large amount of time is spent away from the office visiting properties such as farms, shops, food outlets, private/public accommodation, commercial premises, manufacturers and industrial organizations. In addition to inspections, responsibilities include, compiling reports, Providing training courses, gathering samples to be tested, investigating complaints, serving legal notices, providing evidence in court, liaising with other organizations.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/155</u>	:	<u>LAUNDRY MANAGER REF NO: MPDOH/JUNE/18/42</u>
<u>SALARY</u>	:	R226 611 per annum (Level 07) plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Matikwana Hospital
	:	Grade 12 Certificate plus 5 years' experience in laundry services or Diploma in Logistic and Hospitality Management plus 3 years' experience in laundry services. Good leadership and computer literacy will be added advantage. Five (5) years in the Laundry services. Good supervisor skills .Good communication skills and computer literacy will be an advantage.
<u>DUTIES</u>	:	Direct laundry and uniform personnel to ensure consistent supply of clean, neat and quality linens and uniforms. Perform laundry activities according to health standards department. Ensure laundry equipment and facility are in best operating condition. Perform laundry functions in complete compliance with OSHA guidelines and requirements. Report to Executive Housekeeper about activities progress and issues if any. Ensure to maintain top level cleanliness following set policies, standards and procedures. Lead staff relations effectively within laundry department. Handle concerns of guest and follow up on activities as required. Conduct communication meetings once in month and ensure employee performance effectively. Ensure to promote actively team work within laundry department and maintain strong interdepartmental relations. Plan, organize and hire all laundry colleagues.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/156</u>	:	<u>CHIEF ACCOUNTING CLERK: REVENUE REF NO: MPDOH/JUNE/18/43</u> (Re-advertised)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 07) plus benefits
	:	Middelburg Hospital
	:	Grade 12 Certificate plus 5 years' experience in revenue services or Degree / Diploma in Public Finance or equivalent qualification plus 3 years' experience in Revenue Services. 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.
<u>DUTIES</u>	:	Supervising of revenue staff, ensuring correct billing of all services rendered to patients. Monthly reporting on revenue reports, Monthly banking, Reconciliation, Revenue Projections and sectional reporting / meetings. Ensure that Face Value Documents are available and to ensure correct handling thereof. Managing of leave reports. Ensure petty cash is available at all times, issuing thereof upon request and the replenishing thereof when necessary.
<u>ENQUIRIES</u>	:	Ms. G. Mokone Tel No: (013 766 3340) or Ms G. Nkosi Tel No: (013 766 3103)
<u>POST 24/157</u>	:	<u>HEALTH INFORMATION OFFICER - HOSPITAL REF NO: MPDOH/JUNE/18/44</u> <u>(X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum (Level 07) plus benefits
	:	Barberton Hospital
	:	Elsie Ballot Hospital
	:	Impungwe Hospital
	:	Lydenburg Hospital
	:	Matibidi Hospital
	:	Sabie Hospital
	:	Ermelo Hospital
	:	Bethal Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 5 years' experience in working with DHIS or Degree/ Diploma in Statistic or Information Management with 3 years' experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents, knowledge of data quality assessment tools and methods, skills in data consolidation, verification and validation process.
<u>DUTIES</u>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data

verification, validation and consolidation of hospital data from all sources. Timeously capture data on web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information systems. Conduct data quality audit for the facility and quality Improvement plans. Monitor implementation of health information policies.

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

POST 24/158 : **HEALTH INFORMATION OFFICER - SUB-DISTRICTS REF NO: MPDOH/JUNE/18/45 (X11 POSTS)**
[Re-advertisement]

SALARY CENTRE : R226 611 per annum (Level 07) plus benefits
: Sub-Districts:
Mbombela
Nkomazi
Thaba Chweu
Umjindi
Dr. JS Moroka
Emakhazeni
Emalaheni
Steve Tshwete
Thembisile Hani
Victor Khanye
Msukaligwa

REQUIREMENTS : Grade 12 plus a minimum of 5 years' experience in working with DHIS or Degree/ Diploma in Statistic or Information Management with 3 years' experience in DHIS. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. Valid driver's license.

DUTIES : Conduct database management of DHIS and other relevant systems. Conduct sub-district data submission meetings. Consolidate sub-district data from all sources/ system and data submission to the next level. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information systems (ETR.net, Tier.net, HPRS, PHC e-tick register and THIS-TB & HIV Information system). Support health facilities on data quality assessment and Quality Improvement plans, monitor implementation of health information policies. Support District Health Plans (DHP) programs, District Health Expenditure Reviews (DHER) and District Health Team activities (DHMT).

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

POST 24/159 : **TRANSPORT OFFICER: FLEET MANAGEMENT REF NO: MPDOH/JUNE/18/46**

SALARY CENTRE : R226 611 per annum (Level 07) plus benefits
: Barberton Hospital

REQUIREMENTS : Grade 12 certificate plus 5 years' experience in Government vehicles or fleet management or Degree / Diploma in Transport Management or Logistic Management or equivalent plus 3 years' experience in Government vehicles or fleet management. Years' experience in Government Vehicle or Fleet Management, Computer literate and valid driver's licence. Good interpersonal as well as written and verbal communication skills. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

DUTIES : Management of the day to day of the Barberton Hospital vehicles. Keep an up to date inventory of the Hospital vehicles. Reconcile the Hospital vehicles with the Standard Bank statements. Reconciliation of the Standard Bank transaction reports and verifies the expenditure. To keep vehicle records and filed in each

vehicle file. Allocation and co-ordination of Hospital vehicles according to the daily requests received 3 days in advance. Check listing of all vehicles issued to officials and upon receiving them back. Compiling of the monthly reports such as FORM 6, log sheets scrutinized and maintenance schedule records. Ensure the availability of and coordination of transport at Barberton Hospital.

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

POST 24/160 : **STATE ACCOUNTANT REF NO: MPDOH/JUNE/18/47**

SALARY : R226 611 per annum (Level 07) plus benefits

CENTRE : Barberton Hospital

REQUIREMENTS : Grade 12 certificate plus 5 years' experience in Finance / Revenue / Debtors / Bookkeeping Management or Degree / Diploma in Finance / Revenue / Debtors / Bookkeeping Management plus 3 years' experience in Finance / Revenue / Debtors / Bookkeeping Management. Knowledge and Skills: Knowledge and practical experience of BAS and PEIS. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act, Code of conduct and other related prescripts. A valid driver's license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.

DUTIES : Maximizations of revenue generated and debt collected owed to the state by debtors based on all patient classifications, account types and staff debts. Prepare revenue projections, revenue improvement plans together with relevant stakeholders. Management of fiscal handling of cash with relevant delegations process implemented. Management of creditors/debtors functions. Manage and authorize receipts of revenue collected. Daily reconciliation conducted for all revenue and Debt transactions. Attend to queries with internal and external stakeholders via the correct communication channels. Prevent and management of all related audit queries and implement remedial action measures. Management of face value forms. Compile relevant Debt and Revenue reports. Manage and direct the Revenue section staff. Any other delegated functions. Management and prevent all irregular, fruitless and wasteful expenditure. Manage all system related functions and reports. Ensure proper recordkeeping, registers of all office work, patient files handled. Implement strict controls on high risk patient files in the office. Ensure the proper support of Case Management. Conduct risk assessment and strategies implemented. Ensure compliance to all policies, standing Operational procedures and prescripts.

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