

**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** : All applications should be directed to: The Chief Executive Officer OR Hand delivered to: Witbank Hospital; Mandela Avenue; Department of Health; Emalahleni; Private Bag X 7206; 1035 - Admin Block; Emalahleni; 1035
- FOR ATTENTION** : Ms Belinda Silinda
- CLOSING DATE** : 13 July 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.
- 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)

**OTHER POSTS**

- POST 26/316** : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/JUNE/18/48**
- SALARY** : R1 051 368 – R1 115 874 per annum (All Inclusive Salary Package) Plus Commuted Overtime (OSD Requirements)
- CENTRE** : Witbank Hospital
- REQUIREMENTS** : MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2018/2019). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience.
- DUTIES** : Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching). Perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department
- ENQUIRIES** : Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/317** : **MEDICAL SPECIALIST GRADE 1: OPHTHALMOLOGY REF NO: MPDOH/JUNE/18/49**

**SALARY** : R1 051 368 – R1 115 874 per annum (All Inclusive Salary Package) Plus Commuted Overtime (OSD Requirements).

**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist in Ophthalmology with HPCSA (2017/2018). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Ophthalmology, sound knowledge of medical ethics, good communication skills, Problem solving skills, leadership and decision making qualities, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.

**DUTIES** : To perform surgical procedures, such as keyhole surgery and laser surgery, as well as managing emergency eye clinics, outpatient clinics or other specialist eye clinics. Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES** : Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/318** : **MANAGER: DISEASE SURVEILLANCE REF NO: MPDOH/JULY/18/01**

**SALARY** : R851 463 – R904 719 per annum (OSD) (All Inclusive Salary Package)

**CENTRE** : Provincial Office - Nelspruit

**REQUIREMENTS** : A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional body of South Africa. At least three (3) to five (5) years' experience in Management Services preferably in communicable disease control and Public Health Disease surveillance related field. An honours or master's degree in Public health will be an added advantage. Extensive knowledge of prevention and control of emerging and re-emerging infectious diseases and Public Health disease surveillance system. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on Public health surveillance and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Skills: Strong analytical skills and extensive experience in M&E of programmes. Report writing. Good communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

**DUTIES** : Strengthening surveillance systems, harmonizing the use of inform from various sources, and analyzing and reporting as required. Develop early warning system to detect potential outbreaks. Develop, implement, monitor and evaluate policy guidelines for control of communicable and Public Health disease Surveillance. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and standard operating procedures (SOPs) for epidemic –prone communicable disease and Public Health disease Surveillance. Coordinate the control of disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of communicable diseases. Provide accurate information to Senior Managers and other stakeholders for evidence –based decision- making and programme planning and evaluation. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role-players and the private

	:	sectors to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme. Prepare to work under pressure.
<b><u>ENQUIRIES</u></b>	:	Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<b><u>APPLICATIONS</u></b>	:	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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200
<b><u>FOR ATTENTION</u></b>	:	Ms D Khoza
<b><u>NOTE</u></b>	:	Short listed candidates will need to undergo a Competency Assessment.
<b><u>POST 26/319</u></b>	:	<b><u>DENTIST GRADE 1 – 2 REF NO: MPDOH/JUNE/18/50</u></b>
<b><u>SALARY</u></b>	:	R757 707 – R975 945 per annum. (All Inclusive Salary Package) (OSD Requirements).
<b><u>CENTRE</u></b>	:	Witbank Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Matric certificate. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver's license. <b>Grade 1:</b> Experience none after registration with HPCSA as Dentist. <b>Grade 2:</b> A minimum of 7 years appropriate experience as Dentist after registration with HPCSA as Dentist. Grade
<b><u>DUTIES</u></b>	:	Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes. These doctors also need to understand the use of dental equipment and know how to supervise hygienists, assistants, technicians and receptionists.
<b><u>ENQUIRIES</u></b>	:	Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)
<b><u>POST 26/320</u></b>	:	<b><u>PHARMACIST GRADE 1 – 2 REF NO: MPDOH/JUNE/18/51</u></b>
<b><u>SALARY</u></b>	:	R655 980 – R757 707 per annum. (All-inclusive salary package) (OSD Requirements).
<b><u>CENTRE</u></b>	:	Witbank Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualifications accredited with the S.A Pharmacy council (SAPC) that allows registration with the SAPC and Grade 12. Proof of current registration with the S.A. Pharmacy council as a Pharmacist. Experience in Government will be an added advantage and must have a procurement background. Driver's licence is essential. Less than five (05) years appropriate experience after registration as pharmacist with SAPC. <b>Grade 2:</b> Minimum of five (05) years but less than thirteen (13) years appropriate experience after registration as pharmacist with SAPC. Experience in government will be an added advantage and must have a procurement background.
<b><u>DUTIES</u></b>	:	Placing of orders on an electronic ordering system (Rx Solution). Provision of weekly reports on purchases. Monitoring of supplier performance in relation to memorandum of understanding with all stake holders. Monitoring of all procurement activities and provide advice and feed back to all clients. Monitor commitments and expenditure trends. Keep record of budget versus expenditure and provide advice on over or under spending. Provide advice on procurement options to assist in running an efficient and effective business model in line with the Pharmaceutical and financial policy of the department. Participate in the Hospital Pharmaceuticals and Therapeutics committee and the committee for Antimicrobial Stewardship. Perform any other duties delegated by management. Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Manage the control and distribution of medication to clinics, in patients and out patients. Engage in effective communication to ensure that quality of service is rendered. Exercise control over expenditure by ensuring non- wastage of pharmaceutical and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)
<b><u>POST 26/321</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY – ADVANCED MIDWIFERY &amp; NEONATOLOGY) REF NO: MPDOH/JUNE/18/52</u></b>
<b><u>SALARY</u></b>	:	R581 826 – R654 840 per annum plus benefits (OSD Requirements).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital
	:	Grade 12 certificate. Basic R425 qualification (Degree/Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable specialty in this field (Maternity). At least a minimum of 6 years recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at managerial level. Ability to manage Maternity & Neonatology. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration and nursing education qualifications Driver's license will be an added advantage. Attach copies of your service certificate for previous experience.
<b><u>DUTIES</u></b>	:	Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the hospital. Ensure the implementation of the Patient's Rights Charter as well as Batho Pele Principles. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious
<b><u>ENQUIRIES</u></b>	:	Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)
<b><u>POST 26/322</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALTY: TRAUMA AND EMERGENCY) REF NO: MPDOH/JUNE/18/54</u></b>
<b><u>SALARY</u></b>	:	R532 449 - R599 274 per annum plus benefits OSD Requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital
	:	Grade 12 certificate. Basic R425 qualification (Degree/Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general nursing. At least a minimum of 5 years recognizable experience specialty in this field (Trauma and Emergency Nursing) after obtaining the 1 year post basic qualification in the relevant specialty. Ability to manage Trauma and Emergency. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration, Nursing Education Qualifications Driver's license will be an added advantage. Attach copies of your service certificate for previous experience.
<b><u>DUTIES</u></b>	:	Provide a comprehensive health care service in the health unit to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personnel management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how it impact on service deliver. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)
<b><u>POST 26/323</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALITY- PAEDIATRICS REF NO: MPDOH/JULY/18/02</u></b>
<b><u>SALARY</u></b>	:	R532 449 – R599 274 (PN-B1) per annum (OSD Requirements on years of experience).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Middelburg Hospital
	:	Current Registration with SANC as a Professional Nurse and Midwife, Diploma/Degree in nursing or equivalent qualification, a post-basic nursing. Qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science or Paediatric Nursing Science, A minimum of 9/nine years Appropriate/recognizable experience after registration with SANC as a General Nurse. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year Post Basic qualification in the relevant speciality. Certificate of Service endorsed by Human Resource Department, Knowledge, Skills, Training and Competencies Required: Good verbal and written

		communication and report writing skills, Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho-Pele principles and Patient's Rights Charter.
<b><u>DUTIES</u></b>	:	Promote quality nursing Care as directed by the Professional scope of practice and standards as determined by the Institution. Assist in planning, organizing and monitoring of objectives of the unit and Departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and Care including awareness and willingness to respond to patient's needs, Requirements and expectations (Batho Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all Resources within units effectively and efficiently to ensure optimal survive Delivery. Carry out PMDS evaluation of staff, formulate training programmes and Participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a Safe therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / ward and report to nursing management.
<b><u>ENQUIRIES</u></b>	:	Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<b><u>APPLICATIONS</u></b>	:	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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200
<b><u>FOR ATTENTION</u></b>	:	Ms D Khoza
<b><u>POST 26/324</u></b>	:	<b><u>CHIEF RADIOGRAPHER DIAGNOSTIC GRADE 1 REF NO: MPDOH/JULY/18/03</u></b>
<b><u>SALARY</u></b>	:	R440 982 – R489 429 per annum (OSD Requirements on years of experience).
<b><u>CENTRE</u></b>	:	Bernice Samuel Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<b><u>APPLICATIONS</u></b>	:	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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200
<b><u>FOR ATTENTION</u></b>	:	Ms D Khoza
<b><u>POST 26/325</u></b>	:	<b><u>OPERATIONAL MANAGER - NIGHT SUPERVISOR REF NO: MPDOH/JUNE/18/53</u></b>
<b><u>SALARY</u></b>	:	R420 318 – R473 067 per annum. (Depending on the years of experience plus benefits)
<b><u>CENTRE</u></b>	:	Witbank Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration and Grade 12 Certificate. A minimum of (9) nine years of appropriate/recognisable experience in nursing after registration as a professional nurse of which (3) three years must be at management level. Submission of certified copies of certificates of serve will be highly recommended.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.

**ENQUIRIES** : Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/326** : **PROFESSIONAL NURSE SPECIALITY GRADE 1 - 2 (PAEDIATRICS AND ICU) (X2 POSTS) REF NO: MPDOH/JUNE/18/55**

**SALARY CENTRE REQUIREMENTS** : R362 559 – R420 318 per annum (OSD Requirements)  
: Witbank Hospital  
: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Intensive Care Unit and Neonatology. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

**ENQUIRIES** : Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/327** : **PROFESSIONAL NURSE: PN-B1 (MIDWIFE) REF NO: MPDOH/JULY/18/04**

**SALARY CENTRE REQUIREMENTS** : R362 559 – R420 318 per annum (depending on experience)  
: Middelburg Hospital  
: Diploma/Degree in Nursing. Diploma in Midwifery advance Midwifery will be added as advantage. Registered with SANC as a professional Nurse: Midwife. Experience of two years and be currently working in Maternity. Be knowledgeable regarding the present Maternity guidelines including PMTCT. Provide comprehensive Maternal Care. Working under R25 98 R24 88 and R387. Able to work under pressure. Have knowledge about tissue Acts. Participate with ESMOE drills. Implement patient's right charter and Batho Pele Principles. Educate patients about breastfeeding. Manage infection in the ward.

**DUTIES** : Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

**ENQUIRIES 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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200

**FOR ATTENTION** : Ms D Khoza

**POST 26/328** : **SENIOR TRAINING OFFICER HRD REF NO: MPDOH/JUNE/18/56**

**SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08) plus benefits.  
: Witbank Hospital  
: National Diploma/Degree in HRD or equivalent qualification plus 6 years' experience in HRD/Training. Ability to meet deadlines. Excellent written and verbal communication skills. Good presentation and facilitation skills,

computer skills, good interpersonal relations. Management of skills, report writing skills, understanding and interpretation of Acts and policies.

**DUTIES** : Facilitate trainings in the institution, e.g. ABET, Learnership and other programmes. Facilitate bursaries and study leaves, facilitate orientation/induction programmes. Comply with Employment Equity Plan. Compile skills audit report; maintain training database, control and monitor training equipment, manage Performance Management and Development System (PMDS).

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

**POST 26/329** : **CHIEF ADMINISTRATION OFFICER: AUXILIARY SERVICES REF NO: MPDOH/JULY/18/06**

**SALARY** : R299 708 per annum [Level 08]  
**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Grade 12 with at least three to five years' experience or a recognised degree or diploma. Knowledge of applicable prescripts and regulations governing public service. Hard worker. Computer literacy. Inter-personal relations. Ability to work independently. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure.

**DUTIES** : Implement policies and processes on office support services. Facilitate and render general office support service (cleaning, gardening Porters and Mortuary). Monitor housekeeping services. Monitor food services. Monitor laundry services.

**ENQUIRIES** : Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)  
**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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200

**FOR ATTENTION** : Ms D Khoza

**POST 26/330** : **ADMINISTRATIVE OFFICER: PATIENT ADMISSIONS REF NO: MPDOH/JUNE/18/57**

**SALARY** : R242 475 per annum (Level 07) plus benefits  
**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : Grade 12 Certificate/STD 10 or NQF Level 4 or National Qualification Vocational. More than 10 year's relevant experience in Patient Administration. Knowledge of administration procedures relating to Patient Admin including norms and standards, planning and organizing, Reporting procedures and procurement directives and procedures. Knowledge of computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure. Computer literate. Sound knowledge of patient's fee and relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of PEIS, PPPFM and UPFS. Valid Code EB driver's license

**DUTIES** : Render supervision of administrative support on 24-hour shift system. Administrative Officer must ensure that shift workers perform their duties according to the prescribed financial regulation. Manage cash flow. To ensure that the PEIS system is used correctly and if they make mistakes, this person must override the system to correct the mistake. Prepare 24 hour shift rosters. Control overtime, standby and Sunday time claims. Control porter and mortuary services. Control transportation of corpses. Assist with tender procedures for transportation of corpses. Handle patient administration. Handle enquiries relating to patients, porters and mortuary services. Proper keeping of records. Control and assist with all Telephone requests, creating Speed dial and pin numbers on Telkom System, report all defaults to Telkom on daily basis, control and manage Ward Clerks, Assess all staff on PMDS.

**ENQUIRIES** : Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)

**POST 26/331** : **PROFESSIONAL NURSE GR1: GENERAL REF NO: MPDOH/JULY/18/05 (X6 POSTS)**

**SALARY** : R241 908 – R280 437 per annum (OSD Requirements)  
**CENTRE** : Bernice Samuel Hospital  
**REQUIREMENTS** : Registration with the South African Nursing Council as a General Nurse and Midwife. Ability to work independently. Must be able to work under pressure

		and manage heavy patient loads. Good verbal and report skills. Good interpersonal skills, commitment and dedication. Ability to implement and manage changes. Valid driver's license will be a recommendation.
<b><u>DUTIES</u></b>	:	Provide health care services in the hospital. Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and systems to ensure quality patient care. Provide nursing care within scope of practice. Ensure the implementation of Patient Rights Charter and Batho Pele principles. Educate staff and patients. Work closely with the community. Provide comprehensive and quality nursing care according to the standards and guidelines. Keep concise and legible records and ensure that nurses do likewise. Manage medication. Adhere to Batho Pele Principles and Patient Rights Charter.
<b><u>ENQUIRIES</u></b>	:	Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<b><u>APPLICATIONS</u></b>	:	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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200
<b><u>FOR ATTENTION</u></b>	:	Ms D Khoza
<b><u>POST 26/332</u></b>	:	<b><u>STAFF NURSE GRADE1: REF NO: MPDOH/JUNE/18/58 (X2 POSTS)</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R161 376 – R181 620 per annum (OSD Requirements) (Depending on the years of experience plus benefits)
<b><u>CENTRE</u></b>	:	Witbank Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. Certificate of enrolment as a Staff Nurse. Current registration with the South African Nursing Council (SANC). Basic knowledge of the laws that govern the professional Basic Nursing skills. Previous experience should be confirmed by submission of certified copies of certificates of service.
<b><u>DUTIES</u></b>	:	Implement quality nursing care within the scope of practice for Enrolled Nurse. Render support to nursing Professionals. Efficiently use stock and equipment. Adhere to Batho Pele Principles and Patient's Rights Charter. Communicate effectively with patients, supervisors and other clinicians.
<b><u>ENQUIRIES</u></b>	:	Ms P Magagula (013 653 2610) or (Ms B. Silinda 013 653 2226)
<b><u>POST 26/333</u></b>	:	<b><u>DENTAL ASSISTANT REF NO: MPDOH/JULY/18/07</u></b>
<b><u>SALARY</u></b>	:	R158 595 – R181 332 per annum (OSD Requirements depending on experience.
<b><u>CENTRE</u></b>	:	Bernice Samuel Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Understanding of the Oral Health environment. Experience in oral health services will be an added advantage. Ability to do physical labour, Ability to liaise with all stakeholders and other team players.
<b><u>DUTIES</u></b>	:	Assist in the daily functioning of the Oral Health department. Register patients and keep record of services provided to patients on daily basis. Maintain records of QA tests and inspections conducted in the section.
<b><u>ENQUIRIES</u></b>	:	Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<b><u>APPLICATIONS</u></b>	:	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 Health; Riverside Mbombela; Private Bag X 11285; 1200; Mbombela; 1200
<b><u>FOR ATTENTION</u></b>	:	Ms D Khoza