

**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 Head of Department OR Hand delivered to: Building No 3 Nelspruit 1200; Private Bag X 11285 Nelspruit; 1200
- FOR ATTENTION** : Ms Glory Mokone.
- CLOSING DATE** : 10 August 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained.
- NOTE** : Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/centre where the post is. Please note: one application form per post. No faxed applications will be accepted. Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms). Apply as early as possible to avoid disappointments, please.

MANAGEMENT ECHELON

- POST 30/121** : **DIRECTOR: TB CONTROL – PROVINCIAL OFFICE, NELSPRUIT REF NO: MPDOH/JULY/18/02**
- SALARY** : R948 174 per annum [Level 13] all-inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment.
- CENTRE REQUIREMENTS** : Provincial Office, Nelspruit
An undergraduate qualification (NQF Level 7) as recognised by SAQA or equivalent qualification, preferably in Public Health. At least 5 years' experience at a Middle Management in the HIV and Aids, and TB management. Must possess extensive leadership skills, Strategic capability, Financial Management, Programme and Project Management, Service Delivery Innovation, Communication (written and verbal) skills, People Management and Empowerment, Problem Solving and Analysis, Stakeholder Management, Customer Service, Knowledge Management and Research. Knowledge and understanding of Primary health Care and District Health System, Key Health Policies and National Health Programmes including HIV and Aids, STI and TB, and relevant government policies and prescripts. Must have code 08 Drivers License.
- DUTIES** : Provide strategic leadership to the TB Directorate. Coordinate the implementation of policies and activities for effective TB Control. Formulate policies and develop norms and standards for the in-patient care unit of the TB Control Programme. Collaborate, Monitor and evaluate Laboratory, pharmaceutical and other service providers for inpatient care and DR-TB activities. Develop inpatient care and infection control strategies and protocols for the hospitals. Monitor and evaluate all hospital TB indicators and the EDR web. Ensure that infection control measures and guidelines are implemented. Render efficient and effective management of ETR.Net and EDR web systems. Plan and coordinate to ensure effective and efficient capacity building on TB management. Strengthen the implementation of the DOTS strategy including TB/HIV collaboration. Develop guidelines for the

implementation of the DOTS strategy. Coordinate the implementation of the DOTS strategy in the Province. Facilitate capacity building and support to PHC facilities and all Stakeholders in TB Control. Monitoring and Evaluation of all components of the STOP TB strategy. Collaborate with District management teams in planning and the implementation of the DOTS strategy. Strengthen the integration of TB services into the PHC package services. Ensure effective integration of TB programme at provincial, district, sub district and facility level. Financial management for the programme.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

NOTE : The shortlisted candidates will need to undergo a competency assessment

POST 30/122 : **DIRECTOR: EMERGENCY MEDICAL SERVICES, PLANNED PATIENT TRANSPORT SERVICES AND DISASTER MANAGEMENT REF NO: MPDOH/JULY/18/03**

SALARY : R948 174 per annum Level 13. All-inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment.

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : The ideal candidate must be in a possession of an appropriate Bachelor's Degree /NQF level 7 coupled with 5 years' relevant experience at middle managerial level in public and or municipal sector. A post graduate qualification will be an added advantage. The successful candidate must have: Sound knowledge of relevant legislations & policies, Knowledge in terms of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service , Awareness & understanding of service delivery environment, Knowledge of Financial Management, project management, Team development and problem solving skills, Problem solving, decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid driver's license.

DUTIES : The successful candidate will be required to provide strategic leadership for the implementation of quality Emergency Medical Services, Planned Patient Transport, Disaster management and Rescue Services for the province. Coordinate, manage and strengthen monitoring and evaluation systems of EMS. Facilitate implementation of an integrated information system for the EMS Communication Centres. Facilitate disaster management awareness, preparedness and capacity building and disaster management emergency responses. Establish and maintain communication links between all spheres of government. Ensure proper management of assets within the directorate. Develop internal control systems for efficient management of resources within the directorate. Ensure training of EMS personnel at various levels and categories. Develop Strategic and Operational plans in line with the national and provincial priorities. Improve and strengthen provision of emergency medical services and planned patient transport in the province. Oversee implementation of national and provincial policies.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

NOTE : The shortlisted candidates will need to undergo a competency assessment

OTHER POSTS

POST 30/123 : **CHIEF MECHANICAL ENGINEER (ENGINEERING AND TECHNICAL SERVICES) - REF NO: MPDOH/JULY/18/21**

SALARY : Grade A: R991 281 – R1 133 427 per annum. OSD
Grade B: R1 202 988 – R1 880 367 per annum. OSD

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : Degree in Engineering. Registered as a professional engineer with ECSA. [Electrical or Mechanical]. Six years' experience after registration as a professional. Valid Drivers' Licence.

DUTIES : Undertake engineering design and analysis effectiveness. Maintain engineering services and management methods. Implement effective engineering services at all Health Facilities. Develop tender specifications. Implement engineering projects. Undertake research. Manage people and finances.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/124 : **CHIEF ARCHITECT (INFRASTRUCTURE PLANNING) - REF NO: MPDOH/JULY/18/22 [X3 POSTS]**

SALARY : R854 154 – R976 635 per annum (OSD Requirements)

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Six years' experience post qualification. Valid Drivers' License.

DUTIES : Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning; prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research. Manage people and finances.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/125 : **CHIEF ARCHITECT (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/23**

SALARY : Grade A: R854 154 – R976 635 per annum. OSD Requirements
Grade B: R1 036 557 – R1 596 294 per annum. OSD Requirements

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Six years' experience after registration as a professional. Valid Drivers' License.

DUTIES : Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning; prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research. Manage people and finances.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/126 : **CHIEF QUANTITY SURVEYOR (INFRASTRUCTURE PROGRAMME DELIVERY) REF NO: MPDOH/JULY/18/24**

SALARY : Grade A: R854 154 – R976 635 per annum
Grade B: R1 036 557 – R1 56 294 per annum (OSD Requirements)

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : B Degree in Quantity Surveying. Registered as a professional quantity surveyor with SACQSP. Six years' experience post qualification. Valid Drivers' License.

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan as prepared by the Implementing Agent[s]. Monitor the implementation of Programmes and Projects by the Implementing Agent and the adherence to the Service Delivery Agreement. Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the

		Provincial Infrastructure Delivery Framework. [IDMS].Manage the interface between the end-user/community structures and Implementing Agent[s]. Coordinate and participate in project commissioning, including site visits. Undertake research. Manage people and finances.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/127</u>	:	<u>MEDICAL OFFICER GR1 - 3 REF NO: MPDOH/JULY/18/04 (X2 POSTS)</u> (Replacement)
<u>SALARY</u>	:	R780 612 – R1 035 831 per annum. [OSD requirements depending on years of experience] plus rural allowance
<u>CENTRE</u>	:	Matikwana Hospital, Amsterdam CHC
<u>REQUIREMENTS</u>	:	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. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/128</u>	:	<u>MEDICAL OFFICER GR 1 - REF NO: MPDOH/JULY/18/05 (X5 POSTS)</u> (Replacement)
<u>SALARY</u>	:	R780 612 – R840 942 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</u>	:	Embhuleni Hospital (X3 Posts) Ermelo Hospital (X2 Posts) (Ermelo Hospital No Rural Allowance)
<u>REQUIREMENTS</u>	:	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. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/129</u>	:	<u>DEPUTY DIRECTOR: IMMOVABLE ASSETS - REF NO: MPDOH/JULY/18/25</u>
<u>SALARY</u>	:	R697 011 per annum. (MMS Package to be structured)
<u>CENTRE</u>	:	Provincial Office, Nelspruit

<u>REQUIREMENTS</u>	:	Degree in Commerce / Accounting / Economics. Valid driver's license. Computer literacy. Relevant experience: Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. 5 years post qualification experience. Knowledge: PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Government Immovable Asset Management Act of 2007, Health Act and Regulations, National Archives and Records Service Act of 1996, Public Service Act of 1994 and Regulations.
<u>DUTIES</u>	:	Prepare list of invoices not paid while service has been rendered by the end of each quarter. Reconcile accruals and Commitment to avoid duplications. Liaise/Engage with Department of Public Works, Roads and Transport for listing completeness. Review all payments made after year end and if service is rendered before year end ensure invoices are included in accrual list. Commitments: Trace all projects appointment letters. Determine retention for each project in progress. Perform cost accumulation for each project in progress for both the contractor and consultant. Compile a file of appointment letters for all the projects. Update the commitment schedule as we receive new appointment letters. Report capital commitments on quarterly basis to the AFS. Perform monthly reconciliation of cost accumulation per project. Lease commitment: Prepare register of lease commitment running and calculate lease commitment to be disclosed on quarterly basis. Prepare a file of all running lease commitment. Identify all expired lease and remove from lease register/schedule. Retention: Identify retention deducted from each payment certificate and update on the WIP schedule for disclosure note. Prepare a file of retention deducted per project. Record retention amount to the disclosure note of the AFS. Working in progress: Compile list of WIP projects in the current financial year. Formulate the cost accumulation for both the contractor and consultants. Prepare file of each working in progress project. Report working in progress to the note of the AFS on quarterly basis. Transfer WIP to the completed once project is finalized. Immovable Tangible Assets: Prepare list of completed assets in the current year. Compile a list of all completed assets to be surrendered to the DPWRT together with supporting documents. Prepare a file of all completed assets. Prepare a register of all completed assets. Reconcile with the DPWRT on all completed assets. Compile a list of non-cash additions/donations supported by signed Section 42 certificate. Payment analysis: Prepare payment analysis and reconcile from date received to the payment date. Provide reasons for each outstanding invoice not paid. Reconcile with DPWRT on continuously basis regarding payments. Prepare schedule of payments on weekly basis. Provide information regarding budget and expenditure incurred to date at project level. Authorize journals. Prepare and revise departmental policy of immovable assets annually. Supervise the PPO & IRM systems and ensure reports to Treasury are submitted timeously
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/130</u>	:	<u>DEPUTY DIRECTOR: HEALTH FACILITY PLANNER (INFRASTRUCTURE PLANNING) - REF NO: MPDOH/JULY/18/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R697 011 per annum plus benefits on MMS package Provincial Office, Nelspruit
<u>DUTIES</u>	:	Degree in any Health Sciences. Valid Drivers' License. Computer literate, with 3 – 5 Years appropriate experience in health planning from an infrastructure perspective post qualification. Preparation of Strategic Project Briefs for Capex and Maintenance projects. Assist with preparation and review Business Cases in consultation with Health Facilities. Support built environment staff and end users with the development of skills to prepare business cases. Inputs to Infrastructure Plans, Norms and Standards. Project and Programme Implementation. Manage technical services. Design and manage maintenance strategy and system. [Only day-to-day, emergency and routine/preventive maintenance].Research and development. Perform inspections

		and provide transversal technical guidance and advice to Health Facilities within the Province. Financial Management.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>NOTE</u>	:	(Successful candidates will be subjected to competency assessment)
<u>POST 30/131</u>	:	<u>CIVIL/STRUCTURAL ENGINEER (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/27</u>
<u>SALARY</u>	:	Grade A: R679 338 – R728 400 per annum. OSD Grade B: R769 611 – R829 107 per annum. OSD Grade C: R879 975 – R1 036 557 per annum. OSD
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit Degree in Engineering Registered as a professional engineer with ECSA. [Civil/structural engineer]. Valid Drivers' License.
<u>DUTIES</u>	:	Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate engineering installations, undertake engineering design work and implement corrective measures. Prepare and review the User Asset Management Plan. Implement environmental and health/safety adherence during planning stages of projects. Undertake research. Manage people and finances.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/132</u>	:	<u>CIVIL/STRUCTURAL ENGINEER (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/28</u>
<u>SALARY</u>	:	R679 338 – R728 400 per annum. (OSD Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit Degree in Engineering Registered as a professional engineer with ECSA. [Civil/structural engineer]. Six years' experience post qualification. Valid Drivers' Licence In the first two years of study, the focus is on the development of competencies in mathematics, science, computing, communication and engineering design/problem-solving. Courses in the latter two years include geotechnical engineering, hydrology, hydraulics and infrastructure planning and management, structural engineering and construction materials.
<u>DUTIES</u>	:	Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate engineering installations, undertake engineering design work and implement corrective measures. Prepare and review the User Asset Management Plan. Implement environmental and health/safety adherence during planning stages of projects. Undertake research. Manage people and finances
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/133</u>	:	<u>MECHANICAL ENGINEER (ENGINEERING AND TECHNICAL SERVICES) – REF NO: MPDOH/JULY/18/29</u>
<u>SALARY</u>	:	Grade A: R679 338 – R728 400 per annum. OSD Requirements Grade B: R769 611 – R829 107 per annum. OSD Requirements
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit Degree in Engineering. Registered as a professional engineer with ECSA. [Electrical or Mechanical]. Valid Drivers' Licence.
<u>DUTIES</u>	:	Undertake engineering design and analysis effectiveness. Maintain engineering services and management methods. Implement effective engineering services at all Health Facilities. Develop tender specifications. Implement engineering projects. Undertake research. Manage people and finances.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/134 : **PHARMACIST GR1 - REF NO: MPDOH/JULY/18/06**

SALARY : R655 980 – R696 234 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE REQUIREMENTS : Ermelo Hospital
B Pharm Bachelor's degree. Current proof of registration with South African Pharmacy Council. Knowledge of pharmacy legislation and Public Service financial practice. Good communication and interpersonal skills. Extensive experience on dispensing of medicine. Computer literacy. Valid driver's license code 08.

DUTIES : Issue prescriptions. Perform all duties in line with good pharmacy practises as determined by the South African Pharmacy Council. Compile and submit monthly statistics and report. Provide in-service training. Supervise and assess junior staff. Educate patients on usage of medication. Stock Management. Monitor and evaluate pharmaceutical services in the wards and PHC facilities.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/135 : **QUANTITY SURVEYOR (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/30**

SALARY : Grade A: R585 366 – R630 597 per annum. OSD
Grade B: R669 300 – R717 636 per annum. OSD
Grade C: R758 241 – R893 175 per annum. OSD

CENTRE REQUIREMENTS : Provincial Office, Nelspruit
University Degree in Quantity Surveying. Registration with SACQSP as a professional quantity surveyor. Three years' experience after registration as a professional. Valid Drivers' License.

DUTIES : Develop and maintain quantity surveying planning and costs norms & standards. Prepare policies, strategies, plans, procedures and criteria for all infrastructure projects. Contribute from a quantity surveying perspective project briefs, costing models and operational narratives. Prepare quantity surveyor inputs for the User Asset Management Plan, the project list and Infrastructure Programme Management Plan. Undertake research.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/136 : **ARCHITECT - REF NO: MPDOH/JULY/18/31**

SALARY : Grade A: R585 366 – R630 597 per annum. OSD Requirements
Grade B: R669 300 – R717636 per annum. OSD Requirements
Grade C: R758 241 – R893 175 per annum. OSD Requirements

CENTRE REQUIREMENTS : Provincial Office, Nelspruit
Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Three years' experience after registration as a professional. Valid Drivers' License.

DUTIES : Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning, prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

<u>POST 30/137</u>	:	<u>ASSISTANT MANAGER: NURSING (AREA) (PN-A7) REF NO: MPDOH/JULY/18/07</u>
<u>SALARY</u>	:	R532 449 – R617 253 per annum plus Rural Allowance 8% of Basic salary (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
<u>CENTRE</u>	:	Piet Retief Hospital
<u>REQUIREMENTS</u>	:	Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Current registration with the South African Nursing Council (SANC). Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID).
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/138</u>	:	<u>CANDIDATE QUANTITY SURVEYOR (INFRASTRUCTURE PLANNING) - REF NO: MPDOH/JULY/18/32</u>
<u>SALARY</u>	:	R506 682 – R537 789 per annum. (OSD Requirements)
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	A university degree in Quantity Survey. Registration with ECSA as a Candidate Quantity Surveyor. Valid driver's license. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions /Circulars / Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.
<u>DUTIES</u>	:	Infrastructure programme and project planning in line with IDMS; Infrastructure Programme, Implementation and Monitoring, Infrastructure Project Commissioning, Infrastructure Programme and evaluation and Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

<u>POST 30/139</u>	:	<u>CANDIDATE QUANTITY SURVEYOR (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/33</u>
<u>SALARY</u>	:	R506 682 – R537 789 per annum (OSD Requirements)
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	A university degree in Quantity Survey. Registration with ECSA as a Candidate Quantity Surveyor. Valid driver's license. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions / Circulars / Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.
<u>DUTIES</u>	:	Infrastructure programme and project planning in line with IDMS; Infrastructure Programme, Implementation and Monitoring, Infrastructure Project Commissioning, Infrastructure Programme and evaluation and Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/140</u>	:	<u>PROFESSIONAL NURSE - PN-B2 (SPECIALTY NURSING, THEATRE) REF NO: MPDOH/JULY/18/08</u>
<u>SALARY</u>	:	R445 917 – R4548 436 per annum as per (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
<u>CENTRE</u>	:	Bernice Samuel Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (Degree / Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science; Operating Theatre. Registration with SANC with both of the qualifications indicated. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC as such. Experience in theatre nursing. Knowledge of nursing care processes, procedures, Nursing statutes and other relevant legal frameworks such as: Nursing Act, National Health Act, Occupational Health and Safety Act, Patient's Right's Charter, Batho Pele Principles, etc. Good communication, report and problem solving skills. Valid driver's license. Good leadership Qualities. Good Interpersonal relation skill. Good Communication skill. Good organizing and planning skill. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure proper comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standard. Participate in quality improvement programmes. Ensure the implementation of patient's right charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist Anaesthetic doctor. Manage CSSD Unit and general management of theatre section.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/141</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: MPDOH/JULY/18/09</u>
<u>SALARY</u>	:	R444 693 per annum [Level 10] plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit
	:	Diploma or Degree in Human Resource Management or Administration plus 06 years relevant experience. Computer literacy. Driver's License. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development System and Treasury Regulations.
<u>DUTIES</u>	:	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 memorandums pertaining appointments of SMS.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/142</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (ENGINEERING AND TECHNICAL SERVICES) - REF NO: MPDOH/JULY/18/34</u>
<u>SALARY</u>	:	R422 139 – R482 676 per annum (OSD Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit
	:	National Diploma in Engineering or equivalent relevant registration with ECSA as a Professional Engineering Technician. Valid Drivers' Licence. Computer literate. Experience in health care engineering. Six years' experience post qualification.
<u>DUTIES</u>	:	Engineering norms and standards for lifts. Inspections of existing lifts. Installations of new lifts. Framework/Term Contracts for Lifts. Research Utilities. Financial Management. People Management.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/143</u>	:	<u>LECTURER GRADE 1 (PN-D1) PRCEPTOR - REF NO: MPDOH/JULY/18/10</u>
<u>SALARY</u>	:	R362 559 – R420 318 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
<u>CENTRE REQUIREMENTS</u>	:	Middelburg Hospital
	:	Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC.SANC as Professional Nurse in Nursing Education. A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provide education and training to student nurses, co-ordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine competencies and exercise control over students.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/144</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT - REF NO: MPDOH/JULY/18/11</u>
<u>SALARY</u>	:	R356 289 per annum plus benefits
<u>CENTRE</u>	:	Provincial Office, Mbombela

- REQUIREMENTS** : A recognized three-year degree or National Diploma in Human Resource Management or Public Administration or any relevant qualification, with at least 3 years' experience in the administration of Performance Management preferably at supervisory level. Knowledge of the Performance Management system. Good working knowledge of PERSAL and all functions relating to PMDS. Drivers Licence and willingness to travel. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.
- DUTIES** : The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
- POST 30/145** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: MPDOH/JULY/18/12 (X2 POSTS)**
- SALARY** : R356 289 per annum. [Level 09] plus benefits
CENTRE : Nkangala District, Gert Sibande District, Ehlanzeni District
REQUIREMENTS : A three-year degree/diploma in Accounting or a relevant equivalent NQF Level 6, with at least three years' relevant Supply Chain Management experience. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and related prescripts. In-depth knowledge of the Logis system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Supervisory skills. Good planning and organisational skills. Good interpersonal relations. Good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.
- DUTIES** : Responsible for the full asset management through to monitoring and reporting. Responsible for the full implementation of the Asset Management Framework and inventory, including the quarterly asset verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset management. Monthly management reports including but not limited to relevant disclosure notes. Responding to Parliamentary questions within the required timeframes. Attending to audit related to Supply Chain Management. Ensuring a well-coordinated and capacitated Supply Chain Management unit.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
- POST 30/146** : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/JULY/18/13 (X2 POSTS)**
- SALARY** : R356 289 per annum [Level 09] plus benefits
CENTRE : Matibidi Hospital
REQUIREMENTS : Bachelor's Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (5) years' experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver's license.
- DUTIES** : Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advice and assist the hospital operations in the

exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/147 : **ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE PROGRAMME DELIVERY) - REF NO: MPDOH/JULY/18/35**

SALARY : R356 289 per annum plus benefits on MMS package
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : Degree in Commerce / Accounting / Economics. Valid driver's license. Computer literacy. Relevant experience: Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. 4 years post qualification experience. Knowledge: PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Government Immovable Asset Management Act of 2007, Health Act and Regulations, National Archives and Records Service Act of 1996, Public Service Act of 1994 and Regulations.

DUTIES : Capture B5 on PMIS. Capture the projects, budgets and cash flows for current year and future years on PMIS. Capture payments on PMIS: Upload payments, orders, contract documents, payments certificates on immovable assets balancing to the final statement, Upload variation orders. Capture budget adjustments and adjusted cash flows as per B5 on PMIS. Capture and update Human Resource Capacity Report (Organizational structure) on PMIS. Capture project red book on monthly basis on PMIS. Ensure PMIS is done for importing finance information to IRM for reporting on monthly basis to Provincial and National Treasury. Prepare Grants variance reports on monthly basis.

ENQUIRIES : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

POST 30/148 : **PHYSIOTHERAPIST GR1 REF NO: MPDOH/JULY/18/14**

SALARY : R300 828 – R342 357 per annum (plus benefits) (OSD requirements) (Depending on the years of experience in terms of relevant OSD)

CENTRE : Piet Retief 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. Have completed community service.

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. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)

<u>POST 30/149</u>	:	<u>ENVIROMENTAL HEALTH PRACTITIONER GR1 - REF NO: MPDOH/JULY/18/15</u>
<u>SALARY</u>	:	R300 828 – R342 357 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD)
<u>CENTRE REQUIREMENTS</u>	:	Piet Retief Hospital
	:	A 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>	:	Responsible for investigating incidents that affect health such as 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. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/150</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PROCUREMENT SERVICES - REF NO: MPDOH/JULY/18/16</u>
<u>SALARY</u>	:	R299 709 per annum [Level 08] plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Bethal Hospital
	:	Appropriate degree or Diploma in Public Management / Supply Chain or Grade 12 or equivalent qualification with at least 5 years' experience in Supply Chain Management. Knowledge of the following policies and regulations: PFMA, PPPFA and Warehouse policies. Practical experience on the LOGIS/BAS system that is used in the Department of Health. Knowledge and experience as a System Controller will be an added advantage. Have the ability to work under pressure, good communication skills, interpersonal relations, problem solving, reporting writing, planning and organizational skills and be computer literate.
<u>DUTIES</u>	:	Monitor users on the LOGIS System and maintain security profiles. Registration of new users and resetting of user passwords. Termination of access when users leave the system or department. Draw report of workflow monthly to ensure monitoring of compliance to security profile measures. Ensure Segregation of duties in procurement. Maintain commitment register and report on commitments monthly. Maintain a record of all printed purchase orders. Prepare documents for SCM committee. Monthly / quarterly / annual reporting on issues relating to Procurement. Liaising with suppliers and attend to enquiries. Comply with all policies pertaining to supply chain management.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/151</u>	:	<u>SENIOR STATE ACCOUNTANT - REF NO: MPDOH/JULY/18/36</u>
<u>SALARY</u>	:	R299 709 per annum plus benefits.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Nelspruit
	:	Degree in Commerce / Accounting / Economics. Valid driver's license. Computer literacy. Relevant experience: Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending 3 years post qualification experience. Knowledge: PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Government Immovable Asset Management Act of 2007, Health Act and Regulations, National Archives and Records Service Act of 1996, Public Service Act of 1994 and Regulations.

<u>DUTIES</u>	:	Prepare list of invoices not paid while service has been rendered by the end of each quarter. Reconcile accruals and Commitment to avoid duplications. Liaise/Engage with Department of Public Works, Roads and Transport for listing completeness. Review all payments made after year end and if service is rendered before year end ensure invoices are included in accrual list. Commitments: Trace all projects appointment letters. Determine retention for each project in progress. Perform cost accumulation for each project in progress for both the contractor and consultant. Compile a file of appointment letters for all the projects. Update the commitment schedule as we receive new appointment letters. Report capital commitments on quarterly basis to the AFS. Perform monthly reconciliation of cost accumulation per project. Lease commitment: Prepare register of lease commitment running and calculate lease commitment to be disclosed on quarterly basis. Prepare a file of all running lease commitment. Identify all expired lease and remove from lease register/schedule. Retention: Identify retention deducted from each payment certificate and update on the WIP schedule for disclosure note. Prepare a file of retention deducted per project. Record retention amount to the disclosure note of the AFS. Working in progress: Compile list of WIP projects in the current financial year. Formulate the cost accumulation for both the contractor and consultants. Prepare file of each working in progress project. Report working in progress to the note of the AFS on quarterly basis. Transfer WIP to the completed once project is finalized. Immovable Tangible Assets: Prepare list of completed assets in the current year. Compile a list of all completed assets to be surrendered to the DPWRT together with supporting documents. Prepare a file of all completed assets. Prepare a register of all completed assets. Reconcile with the DPWRT on all completed assets. Compile a list of non-cash additions/donations supported by signed Section 42 certificate. Payment analysis: Prepare payment analysis and reconcile from date received to the payment date. Provide reasons for each outstanding invoice not paid. Reconcile with DPWRT on continuously basis regarding payments. Prepare schedule of payments on weekly basis. Identify misallocations, Compile and capture journals on monthly basis where necessary.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/152</u>	:	<u>ENGINEERING TECHNICIAN (ENGINEERING AND TECHNICAL SERVICES)</u> <u>REF NO: MPDOH/JULY/18/38</u>
<u>SALARY</u>	:	Grade A: R293 652 – R314 853 per annum (OSD Requirements) Grade B: R334 179 – R360 240 per annum (OSD Requirements)
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or equivalent relevant registration with ECSA as a Professional Engineering Technician. Valid Drivers' Licence. Computer literate. Experience in health care engineering. Six years' experience post qualification.
<u>DUTIES</u>	:	Engineering norms and standards for lifts. Inspections of existing lifts. Installations of new lifts. Framework/Term Contracts for Lifts. Research Utilities. Financial Management. People Management.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
<u>POST 30/153</u>	:	<u>CHIEF ADMINISTRATION CLERK: RECORDS MANAGEMENT - REF NO: MPDOH/JULY/18/17</u>
<u>SALARY</u>	:	R242 475 per annum [Level 07] plus benefits
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus 03 years' experience or Diploma/ Degree in Administration or supported by proven track records in registry functions, A Certificate In records management classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize ,computer literacy (word ,excel power point)good interpersonal relations ,good communication and writing skills , people management.

- DUTIES** : Rendering of records keeping functions, rendering of fax services, Supervise registry personnel and assist in the development of performance instruments, development of performance instruments, develop and maintain control registers, training of registry personnel.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
- POST 30/154** : **CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION (X2 POSTS) - REF NO: MPDOH/JULY/18/18**
(Re-advertised)
- SALARY** : R242 475 per annum (Level 07) plus benefits
CENTRE : Bernice Samuel Hospital, Matikwana Hospital
REQUIREMENTS : Grade 12 Certificate plus 03 years' experience or Diploma/ Degree in 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, excising 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. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
- POST 30/155** : **CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES - REF NO: MPDOH/JULY/18/19**
- SALARY** : R242 475 per annum (Level 07) plus benefits
CENTRE : Middelburg Hospital
REQUIREMENTS : Grade 12 Certificate plus 03 years' experience or Diploma/ Degree in Administration. 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. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)
- POST 30/156** : **DENTAL ASSISTANT - REF NO: MPDOH/JULY/18/20**
- SALARY** : R96 549 per annum [Level 02] plus benefits
CENTRE : Witbank Hospital
REQUIREMENTS : 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.
- DUTIES** : 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.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013 766 3340) or Ms. Dolly Khoza Tel No: (013 766 3087)