

**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 Private Bag X 11285 Nelspruit; 1200, Hand delivered to: Building No 3 Government Boulevard, Riverside Park Ext 2, Nelspruit 1200
- FOR ATTENTION** : Ms Gugu Nkosi, Mr Michael Mlangeni or Mr Emmanuel Makokoropo
- CLOSING DATE** : 24 August 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)

MANAGEMENT ECHELON

- POST 32/95** : **DIRECTOR: ENGINEERING AND TECHNICAL SERVICES REF NO: MPDOH/AUG18/01**
- SALARY** : R948 178 per annum (SMS) Level 13 all-inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
- CENTRE** : Provincial Office, Nelspruit
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) In Engineering as recognised by SAGA. Registered as a professional engineer with ECSA. (Desirable). Five (05) years management experience. Valid Drivers' Licence.
- DUTIES** : Manage maintenance of Health Facilities through provincial, district and facility maintenance hubs. Manage professional engineering services provided to all Health Facilities. Manage maintenance of laundry plant and equipment. Coordinate management of waste. Manage compliance to OHS in terms of building and equipment. Effective management of waste. People and financial management. Strategic Management.
- ENQUIRIES** : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

OTHER POSTS

- POST 32/96** : **MANAGER: EXPANDED PROGRAMME ON IMMUNISATION REF NO: MPDOH/AUG/18/02**
(Re-advertised)
- SALARY** : R902 550 – R1 015 842 per annum [OSD requirements depending on years of experience]
- 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 vaccine preventable diseases control health related field. An honours or master's degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of vaccine preventable diseases in keeping with the global targets for control, elimination and eradicated of EPI targeted conditions and the established disease control strategies. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on EPI disease control strategies with the focus on surveillance of vaccine preventable diseases and delivery of safe, potent vaccines to appropriate target groups using effective vaccination strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

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

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/97 : **MEDICAL OFFICER GR 2 REF NO: MPDOH/AUG/18/03**
(Replacement)

SALARY : R892 551 - R975 945 per annum OSD requirements depending on the experience plus benefits

CENTRE : Amsterdam CHC

REQUIREMENTS : Appropriate experience that allows registration with the HPCSA as a Medical Practitioner (Independent). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Reporting to the Medical Manager. The incumbent will be responsible for the following: Provide inpatients and outpatient services. Train junior Doctors, medical procedures and perform duties related to maternity, wards, theatre and clinics. Render an essential health service to the community. Manage common emergencies be prepared to work commuted overtime

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/98 : **MEDICAL OFFICER GR1-3 (GENERAL SURGERY) REF NO: MPDOH/AUG/18/04**
(X2 POSTS)
(Replacement)

SALARY : R780 612 - R1 035 831 per annum [OSD requirements depending on years of experience] plus rural allowance

CENTRE : Witbank Hospital
Amajuba Memorial Hospital

REQUIREMENTS : MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 5 years' experience after community service. Additional experience in relevant disciplines will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.

DUTIES : Provide clinical care to patients. Perform after hour duties and outreach Participate in continued medical education. Perform medical procedures. Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into a team management. Supervise MO1 in proper taking management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico legal problems.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/99 : **PHARMACIST GR1 REF NO: MPDOH/AUG/18/05 (X4 POSTS)**
(Replacement)

SALARY : R655 980 per annum

CENTRE : Bongani TB Hospital
Bethal Hospital
Embhuleni Hospital

REQUIREMENTS : 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 Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POSTS 32/100 : **ASSISTANT DIRECTOR: MEDICAL ORTHOTIC AND PROSTHETIC [MOP WORKSHOP MANAGER] REF NO: MPDOH/AUG/18/12**
(Re-advertisement)

SALARY : R489 429 – R543 195 per annum OSD requirements depending on the experience plus benefits

CENTRE : Ermelo Hospital MOP Workshop

REQUIREMENTS : A degree / Diploma in Medical Orthotic and Prosthetic. A minimum of twenty (20) years' experience after registration with the Health Profession's Council of South Africa as Medical Orthotist and Prosthetist. (Where applicable). A degree / diploma in management will be added advantage. A valid driver's license is required (Code EB). Knowledge of relevant legislation such as National Health act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Extensive interpersonal skills, ability to negotiate with different stake holders, skills in facilitation and program management, computer literacy and report skills and Innovative thinking.

DUTIES : Manage, coordinate and develop of MOP services at Institutional and District level. Implement the program according to the National norms and standards. Monitor and evaluate services delivery and report accordingly. Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop. Ensure availability of stock for the manufacture and issuing of medical

orthotic and prosthetic devices. Co-ordinate all trainings and Continued Professional Development activities at the institution.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/101 : **PROFESSIONAL NURSE (SPECIALTY THEATRE) – (PN- B2) REF NO: MPDOH/AUG/18/14**
(Replacement)

SALARY : R445 917 – R548 436 per annum [OSD requirements depending on years of experience]

CENTRE : Amajuba Memorial Hospital

REQUIREMENTS : Basic R425 qualification (Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science: Operating Theatre. Candidates should also be registered with SANC with both these qualifications indicated. A minimum of 10 years appropriate/ recognisable experience as a professional nurse after registration with SANC in General Nursing. Experience in Theatre Nursing. Good interpersonal relations.

DUTIES : Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient's Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anaesthetist; manage CSSD Unit and General Management of theatre section.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/102 : **LECTURER GRADE 1 (PN-D1) PRECEPTOR REF NO: MPDOH/AUG/18/15**
(Re-Advertised)

SALARY : R362 559 per annum

CENTRE : Bethal Hospital

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/103 : **ASSISTANT DIRECTOR: WAREHOUSE LOGISTIC REF NO: MPDOH/AUG/18/16**

SALARY : R356 289 per annum (Level 09) plus benefits

CENTRE : Provincial Office in Mbombela

REQUIREMENTS : Diploma / Degree in Logistic Services or equivalent qualifications plus six years' experience in Warehouse or Logistical Services. A good understanding of the relevant business processes and warehouse principles and processes. Excellent administrative skills Computer literacy including SAP and MS Office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven .Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

DUTIES : Establish and implement efficient controls in logistics management. Prepare and present reports related to warehouse management activities. Be responsible for overall effective management of the store, including managing a team of personnel and their performances. Ensure compliance with relevant legal and statutory requirements e.g.health and safety. Ensure weekly/ monthly/annual stock count and other reporting requirement. Maintain financial records in compliance with policies and procedures. Ensure compliance with SCM policies and implement the standard operating

procedures. Respond to audit queries. Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/104 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: MPDOH/AUG/18/17**

SALARY : R356 289 per annum (Level 09) plus benefits

CENTRE : Provincial Office in Mbombela

REQUIREMENTS : Diploma / Degree in Fleet Management equivalent qualifications plus six years' experience in in Government Vehicle or Fleet Management, Computer literate and valid driver's licence. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

DUTIES : Co-ordinate transport- ensures that the best and most economical use of government motor transport is maintained. To exercise control over the maintenance and expenditure involved in the use of government motor transport. To arrange for proper completion and regular scrutiny of all records and returns concerning government motor transport. Ensure that the vehicles under his/her control are kept in a good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are complied with the act as liaison between his/her office, First Auto and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. To plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/105 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/AUG/18/19**

SALARY : R300 826 – R342 357 per annum in terms of OSD depending on experience

CENTRE : Piet Retief Hospital

REQUIREMENTS : National Diploma/Degree in Radiography. Current registration with HPCSA as a Radiographer. Must have completed community service obligations. Knowledge of radiography equipment, procedures and of safety protocols in compliance with the radiation protection board. Must have a caring ethos in execution of patient related tasks. Good verbal and written communication skills. Knowledge and experience of Public Service Policies, Acts and Regulations. Computer literacy and information management. Knowledge of PFMA and Batho Pele Principles. Ability to work under pressure.

DUTIES : Responsible for performing general and specialized radiography duties including working in wards and theatres. Produce good quality images and have the ability to assist with special procedures. Participate in quality improvement programs and adhere to implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/106 : **ADMINISTRATIVE OFFICER (HPV GRANT) REF NO: MPDOH/AUG/18/20**

SALARY : R242 475 per annum (Level 07)

CENTRE : Provincial Office; Nelspruit

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

DUTIES : Arrange for the HPV training, to calculate the estimated population of grade 3 girls, order the HPV vaccines for the whole province, to collate the district micro plans, write the quarterly grants reports, process rental vehicles, submit rental log sheets manage the expenditure of the grant as per approved business plan.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/107 : **DENTAL CHAIR ASSISTANT GR1: REF NO: MPDOH/AUG/18/22 (X2 POSTS)**

SALARY : R158 595 per annum
CENTRE : Dr Js Moroka Sub-District, Bernice Samuel Hospital
REQUIREMENTS : Grade 12 Certificate plus registration with the HPCSA. Have experience in dental assisting. Ability to work under pressure. Sound interpersonal relations appropriate verbal and written communication skills.

DUTIES : The successful candidate will assist the Dentists at the Hospital Oral Health facility and linked clinics during procedures. Reception of patients. Assist in organizing appointments and other administrative requirements for patients and the department. Responsible to clean and sterilize pre-operative and post-operative instruments and equipment. Order and monitoring of medical class II supplies. Prepare appropriate instruments, materials and equipment according to procedures to be performed. Assisting during procedures. Daily maintenance of autoclave, washer, hand piece unit. Other mechanical equipment. Offer oral Health education. Assist in School and other oral health care promotional programmes.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087

POST 32/108 : **PHARMACY ASSISTANT (POST BASIC GR 1) REF NO: MPDOH/AUG/18/21**

SALARY : R138 213 per annum
CENTRE : Bernice Samuel Hospital
REQUIREMENTS : Post Basic Pharmacist Assistant qualification or equivalent. Registration with the SA Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate. Experience will be a recommendation. Basic Communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.

DUTIES : The incumbent of the post will work under direct/ indirect supervision of a Pharmacist. Issue medication to patients and wards as per Prescription. Measuring and distribution of stock to patients and wards. Prepacking, Informing patients on the correct use of medicine. Receive, Read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacy vigilance. Stock control.

ENQUIRIES : Ms Glory Mokoene Tel No: 013 766 3340; Ms Dolly Khoza Tel No: 013 766 3087