

**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, and Nelspruit 1200
- FOR ATTENTION** : Ms Gugu Nkosi, Mr Michael Mlangeni or Mr Emmanuel Makokoropo
- CLOSING DATE** : 28 September 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 37/137** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/SEPT/18/01**
- SALARY** : All inclusive salary MMS Package of R826 053 per annum [Level 12] all-inclusive 70/30 split MMS package that must be structured according to the MMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
- CENTRE** : Mmamethlake Hospital
- REQUIREMENTS** : A Degree / Advanced Diploma in a health related field. Registration with the relevant professional council plus a Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field. At least five (5) years management experience in the health sector at least at middle management. Experience as a health service manager or significant experience in management in a health service environment. A valid Code B driver's license is an inherent requirement. Competencies: Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : To plan, direct, co-ordinate and manage the efficient and effective of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the ten (10) point plan, National,

Provincial, Regional and District Plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with PFMA and relevant guidelines, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility management: ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that system and procedure are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective and timely manner. Clinical and corporate governance: oversee clinical governance to ensure high standards of patient care establish community networks and report to the hospital board. Responsible for the corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, management institution's risks to ensure optimal achievement of health outcomes.

- ENQUIRIES** : Ms. G Mokone Tel No: 013 766 3340 / Ms. D Khoza Tel No: 013 766 3087
- POST 37/138** : **PHARMACIST ASSISTANT (POST - BASIC GRADE 1) REF NO: MPDOH/SEPT/18/02**  
(Re-advertisement)
- SALARY** : R196 218 - R221 034 per annum plus OSD benefits  
**CENTRE** : Bernice Samuel Hospital  
**REQUIREMENTS** : Post Basic Pharmacist Assistant qualification or equivalent. Registration with the S A Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate. Relevant experience will be an added advantage. 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. Pre-packing, 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 thereof. Bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advise and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacy vigilance.
- ENQUIRIES** : Ms. G Mokone Tel No: 013 766 3340 / Ms. D Khoza Tel No: 013 766 3087