

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Applications quoting the relevant reference must be forwarded to: Head: Economic Development and Tourism, Private Bag X11215, Mbombela, 1200 or hand deliver at: No.7 Government Boulevard, Building 4, First Floor, Riverside Government Complex, Mbombela, Mpumalanga.
- CLOSING DATE** : 19 October 2018
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies of all qualification(s) and ID document. The certification should not be older than three months. Application received after the closing date will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA), failure which your application will not be considered. The authenticity of all qualifications will be verified. Recommended candidates will be subjected to security screening and competency assessments in terms of the DPSA competency Framework. Correspondence will be limited to short-listed candidates only. The successful candidate will be appointed on a probation period of twelve (12) months. If you have not been contacted within three months of the closing date, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 40/316** : **CHIEF FINANCIAL OFFICER REF NO: DEDT 1/2018**
- SALARY** : R1 189 338 per annum (All-inclusive remuneration package)
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : A relevant degree in Finance and Accounting or equivalent qualification at NQF level 7. Extensive relevant experience at senior management level with 6-8 years of extensive experience in the field of finance. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) as well as other relevant prescripts within the public sector. Knowledge of Government budget processes. Experience in programme and project management. Competencies: Knowledge of financial management, contract management, supply chain management and budgeting principles. Must have excellent written and verbal communication skills, strategic capability and leadership, programme and project management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, and time management skills, Must have business acumen, be customer-focused and the ability to build high performance teams in financial services, supply chain, risk, internal audit and asset management environments.
- DUTIES** : The successful candidate will oversee effective integrated financial services and supply chain management systems within the Department in accordance with the Public Finance Management Act (PFMA), Treasury Regulations and other Finance related prescripts. Knowledge of the Medium Term Expenditure Framework (MTEF). Provide strategic support and guidance to the Accounting Officer and Programme Managers. Develop, implement and monitor financial services and procurement related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with PFMA and Treasury Regulations in order to ensure compliance and promote sound financial management. Oversee and lead the budgeting process in compliance with National Treasury

guidelines and to monitor the utilisation of budgets within the Department. Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Knowledge of State Owned Enterprises' Governance. Oversee and lead the provision of an effective and efficient supply chain management service within the Department. Manage the resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Economic Development and Tourism, Mpumalanga.  
**ENQUIRIES** : Mr Vusumuzi Hlatshwayo Tel No: 013 766 4164

**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** : 19 October 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 40/317** : **CLINICAL MANAGER (MEDICAL) GR1 REF NO: MPDOH/OCT/18/01 (X2 POSTS)**
- SALARY** : R1 115 874 per annum OSD (all-inclusive salary package)
- CENTRE** : Witbank TB Specialized Hospital; Elsie Ballot Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.
- DUTIES** : Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital.

Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. NB: Any previous experience must be covered by the attachment of certified of certificate of services.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/318** : **MEDICAL OFFICER GR3 REF NO: MPDOH/OCT/18/02 (X2 POSTS)**

**SALARY** : R1 035 831 per annum (OSD Requirements) and Rural Allowance  
**CENTRE** : Elsie Ballot Hospital; Mmamethlake Hospital  
**REQUIREMENTS** : MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. At least 10 years or more experience after registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees-Minimum of 11 years of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.

**DUTIES** : Provide clinical care to patients. Perform after hour duties and participate in outreach programmes. Participate in continuing 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 team management. Supervise Medical Officers/ Community Service Medical Officers Allied Health Staff in proper taking, managing and storage of health information, including discharge summaries. Deal with disability grants assessments. Provide input in medico-legal problems.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/319** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/OCT/18/34**

**SALARY** : R826 053 per annum (Level 12) an all inclusive 70/30 split SMS package that must be structured according to the MMS dispensation.

**CENTRE** : Mmamethlake Hospital (Nkangala District)  
**REQUIREMENTS** : Appropriate recognized Bachelor's Degree or NQF Level 7 qualification as recognised by SAQA. A degree/advanced diploma in a health related field, registration with relevant Professional Council Plus a Degree/diploma in health management. At least 5 (Five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree/diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management people management and empowerment. Progress 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 delivery 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 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through

collection of all income due to the hospital, ensure that adequate policies, systems and procedure 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 systems and procedures 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 occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: 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 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 corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087  
**NOTE** : The shortlisted candidates will need to undergo a competency assessment. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

**POST 40/320** : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITAL) (PNA8)**  
**REF NO: MPDOH/OCT/18/03**  
 (Replacement)

**SALARY** : R801 918 per annum OSD all inclusive salary package)  
**CENTRE** : Witbank TB Specialized Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management. Proof of current registration with the SANC as a Professional Nurse. Must be computer literate and able to work with MS Office packages including email. Valid driver's licence. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

**DUTIES** : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

<b><u>POST 40/321</u></b>	:	<b><u>MEDICAL OFFICER GR1 REF NO: MPDOH/OCT/18/04 (X4 POSTS)</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R780 612 per annum [OSD requirements depending on years of experience]
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital (X3 Posts) Waterval Boven Hospital (rural allowance payable)
<b><u>REQUIREMENTS</u></b>	:	MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/322</u></b>	:	<b><u>MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/18/05 (X2 POSTS)</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R780 612 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.
<b><u>CENTRE</u></b>	:	Impungwe Hospital
<b><u>REQUIREMENTS</u></b>	:	MBCHB degree with a recognized University. A post-graduate 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/323</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY) (OBSTETRICS AND GYNAECOLOGY) REF NO: MPDOH/OCT/18/08</u></b>
<b><u>SALARY</u></b>	:	R581 826 per annum (OSD requirements)
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in advanced midwifery. A minimum of 10 years appropriate/recognisable experience after registration as a general nurse, of which 6

		years should be appropriate/ recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<b><u>DUTIES</u></b>	:	To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the area according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/324</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: SPECIALTY UNIT (PN-B4) (ORTHOPAEDIC WARD, NEUROSURGICAL WARD, INFECTION PREVENTION AND CONTROL AND QUALITY ASSURANCE) REF NO: MPDOH/OCT/18/09</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R581 826 per annum
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital
<b><u>REQUIREMENTS</u></b>	:	A basic qualification accredited with SANC in terms of Government Notice R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional. Post basic nursing qualification in Orthopedic Nursing will be a strong recommendation. Minimum of 10years appropriate /recognizable experience after registration with SANC as a Professional Nurse at least 6 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 specialty. At least 3 years of the period referred to above must be appropriate /recognizable experience at management level.
<b><u>DUTIES</u></b>	:	Provide strategic leadership to improve operational efficiency within the units. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial and material resources) within the units in line with the PFMA. Provide professional technical and management support for the provision of quality patient care through proper management of nursing programs. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution as well as the priorities of the National and Provincial Department of Health. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Monitor and conduct performance appraisals to personnel in the units. Relieve other Matrons from their duties when not available. Help specialists in streamlining orthopedics patients referred Handle hospital bed booking book at due times.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/325</u></b>	:	<b><u>ASSISTANT MANAGER (SPECIALTY) OPD, CASUALTY, ICU REF NO: MPDOH/OCT/18/10</u></b>
<b><u>SALARY</u></b>	:	R581 826 per annum (OSD depending on years of experience)
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in trauma and emergency. A minimum of 10 years appropriate/ recognisable experience after registration as a general nurse, of which 6 years should be appropriate/ recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.

- DUTIES** : To supervise and coordinate the provision of an effective and efficient Patient care through adequate nursing care. Manage activities of the area according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/326** : **AREA MANAGER NURSING – PNB 4 (SPECIALTY) (AREA) ADVANCED MIDWIFERY & NEONATOLOGY REF NO: MPDOH/OCT/18/34**
- SALARY CENTRE REQUIREMENTS** : R581 826 per annum (OSD requirements)  
: Witbank Hospital  
: Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212. A minimum of 10 years appropriate/ recognisable experience after registration as a general nurse, of which 6 years should be appropriate/ recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to manage Maternity & Neonatology. Patients, computer nursing education qualification and driver's license. Attach copies of service certificate for previous experience.
- DUTIES** : 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 Patients' 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 groups.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/327** : **OPERATIONAL MANAGER: ADVANCED PSYCHIATRIC NURSING (SPECIALTY) PN-B3 REF NO: MPDOH/OCT/18/35**  
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R532 449 per annum plus benefits  
: Witbank Hospital  
: Basic R425 qualification (Diploma / degree in General nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Ability to manage Mental Health Care Users. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration, Nursing Education qualifications and Drivers' license. Attach copies of your certificate for previous experience.
- DUTIES** : 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 this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/328</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3) SPECIALTY: PAEDIATRIC NURSING SCIENCE REF NO: MPDOH/OCT/18/36</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R532 449 per annum plus benefits
<b><u>CENTRE</u></b>	:	Witbank Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (Diploma / degree in General nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the Paediatric Nursing Science. Ability to manage children. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration, Nursing Education qualifications and Drivers' license. Attach copies of your 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 this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing when required.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/329</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3) SPECIALTY – NEONATAL ICU REF NO: MPDOH/OCT/18/37</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R532 449 per annum plus benefits
<b><u>CENTRE</u></b>	:	Witbank Hospital
<b><u>REQUIREMENTS</u></b>	:	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 Neonatology, Critical Care. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a Professional Nurse with SANC after registration as a Professional Nurse of which 3 years must be at management level. Experience in Nursing ventilated, critically ill neonates. Good interpersonal relations.
<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. 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.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/330</u></b>	:	<b><u>ASSISTANT MANAGER: NURSING: AREA (PN-A7) GENERAL WARDS REF NO: MPDOH/OCT/18/06</u></b>
<b><u>SALARY</u></b>	:	R532 449 – 617 253 per annum plus Rural Allowance 8% of Basic salary
<b><u>CENTRE</u></b>	:	Embhuleni Hospital (Replacement)



<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/331</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: OPERATING THEATRE (SPECIALTY) PN-B3 REF NO: MPDOH/OCT/18/07</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R532 449 per annum plus benefits
<b><u>CENTRE</u></b>	:	Embhuleni Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/332</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALTY- ICU) REF NO: MPDOH/OCT/18/11</u></b>
<b><u>SALARY</u></b>	:	R532 449 per annum (OSD depending on years of experience).
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a

duration of at least 1 year accredited with SANC in terms of Government Notice 212 in Critical care. A minimum of 9 years appropriate/recognisable experience after registration as a general nurse, of which 5 years should be appropriate/recognisable experience in the relevant specialty.

- DUTIES** : To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/333** : **OPERATIONAL MANAGER - ORTHOPAEDICS (SPECIALTY) REF NO: MPDOH/OCT/18/12**
- SALARY** : R532 449 per annum (OSD depending on years of experience)  
**CENTRE** : Mapulaneng Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in Orthopaedic care. A minimum of 9 years appropriate/recognizable experience after registration as a general nurse, of which 5 years should be appropriate/recognizable experience in the relevant specialty. Current registration with SANC.
- DUTIES** : To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/334** : **CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/OCT/18/16**  
(Replacement)
- SALARY** : R440 982 per annum (OSD Requirements depending on years of experience).  
**CENTRE** : Rob Ferreira Hospital  
**REQUIREMENTS** : BSc Physiotherapy or appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with the HPCSA in the relevant profession as an independent practice. A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist independent practice. Inherent requirement of the job: Willingness to work overtime/weekends. Competencies (knowledge/skills): Specialist clinical physiotherapeutic knowledge and skills in various conditions of critical patients (Neurosurgery, Orthopedic, ICU etc.). Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Knowledge of Financial and Human Resource Management. Good problem-solving, conflict resolution, interpersonal, organizational and communicational skills. Computer literacy.
- DUTIES** : Ensure that the Physiotherapy service supports. The clinical disciplines within Rob Ferreira Hospital with specific focus on the Burden of disease of the geographical area. Effective clinical governance and Quality assurance of the Physiotherapy Department. Train junior staff and Students. Effective and efficient operational management of the

Physiotherapy Department, including HRM, finances and asset management where applicable. Outreach services in the Sub-structure.  
 Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**ENQUIRIES** :

**POST 40/335** : **CHIEF DIAGNOSTIC RADIOGRAPHER GR 1 REF NO: MPDOH/OCT/18/33**

**SALARY** : R440 982 per annum (OSD benefits depending on the years of experience)

**CENTRE** : Barberton Hospital

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/336** : **OPERATIONAL MANAGER (MALE MEDICAL (GENERAL) REF NO: MPDOH/OCT/18/13**

**SALARY** : R420 318 per annum (OSD depending on years of experience).

**CENTRE** : Mapulaneng Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience after registration as a general nurse.

**DUTIES** : To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/337** : **OPERATIONAL MANAGER NURSING (FEMALE MEDICAL WARD) REF NO: MPDOH/OCT/18/14**  
 (Replacement)

**SALARY** : R420 318 per annum (OSD Requirements depending on years of experience).

**CENTRE** : Embhuleni Hospital

**REQUIREMENTS** : Registration with S.A.N.C as a Professional nurse. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course).Diploma in Midwifery. Post basic qualification in Trauma and Emergency nursing with a duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 9 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty, Knowledge and skills Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

- DUTIES** : Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Casualty unit according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/338** : **CO-ORDINATOR CLINICAL PROGRAMME PN-A5 (INFECTION CONTROL & PREVENTION) REF NO: MPDOH/OCT/18/15**  
(Replacement)
- SALARY** : R420 318 per annum (OSD Requirements depending on years of experience).
- CENTRE REQUIREMENTS** : Tonga Hospital  
An appropriate Bachelor degree in Health Related field or equivalent qualifications plus appropriate competencies in quality assurance. A qualification in total quality management will be an advantage, three years' experience in quality management activities. Computer literacy, and understanding of quality assurance policy, good interpersonal skills, ability to plan organized, presentation skills, conflict management skills, people management.
- DUTIES** : Coordinate quality improvement programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to quality management, facilitate development of service delivery, plans for the institution, conduct time flow studies, conduct clients satisfaction survey, quality improvement projects.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/339** : **PROFESSIONAL NURSE (PNB1) SPECIALTY (THEATRE) REF NO: MPDOH/OCT/18/38**  
(Replacement)
- SALARY** : R362 559 per annum (OSD Requirements depending on years of experience).
- CENTRE REQUIREMENTS** : Witbank Hospital  
Grade 12 certificate. 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 Operating Theatre. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in Operating Theatre. 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 patients. Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anesthetist, manage CSSD Unit and General Management of theatre section.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 40/340** : **PROFESSIONAL NURSE (PNB1) SPECIALTY (ADVANCED MIDWIFERY & NEONATOLOGY) REF NO: MPDOH/OCT/18/39**  
(Replacement)
- SALARY** : R362 559 per annum (OSD Requirements depending on years of experience).

<b><u>CENTRE REQUIREMENTS</u></b>	:	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 Advanced Midwifery. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience in Maternity patients. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	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 patients. Rights Charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist the Anesthetist, manage CSSD Unit and General Management of theatre section.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/341</u></b>	:	<b><u>PROFESSIONAL NURSE (PNB1) SPECIALTY (CRITICAL CARE NURSING) REF NO: MPDOH/OCT/18/40</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R362 559 per annum (OSD Requirements depending on years of experience).
<b><u>CENTRE REQUIREMENTS</u></b>	:	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 Critical Care Nursing. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience in nursing ventilated, critically ill patients. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	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 patients. Rights Charter and Batho Pele Principles. Educate staff and patients.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/342</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY NURSING THEATRE) (PN-B1) REF NO: MPDOH/OCT/18/21</u></b>
<b><u>SALARY</u></b>	:	R362 559 per annum (Depending on the years of experience plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amajuba Memorial Hospital
	:	Basic R425 qualification accredited with SANC in terms of Government Notice (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 with a duration of at least 1 year experience. A minimum of 4 years appropriate/ recognisable experience after registration with SANC as a Professional Nurse and experience in Theatre Nursing after registration with SANC in one of the R212 Specialties. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/343** : **PROFESSIONAL NURSE - PN B1 REF NO: MPDOH/OCT/18/23 (X3 POSTS)**  
(Replacement)

**SALARY** : R362 559 per annum (OSD requirements) plus 8% Rural Allowance  
**CENTRE** : Waterval CHC, Lebohang CHC, Derby / Rustplaas Clinic  
**REQUIREMENTS** : Basic qualification accredited by the SANC in terms of Government Notice 425 ( i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

**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. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/344** : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/18/17**  
(Replacement)

**SALARY** : R356 289 per annum (Level 09) plus benefits  
**CENTRE** : Bernice Samuel Hospital  
**REQUIREMENTS** : Bachelor's Degree in Finance Management or Accounting or Diploma in Finance Management. Five (5) years' experience in Finance 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 licence.

**DUTIES** : Manage finance, revenue and bookkeeping, payments, internal control and systems, debts management. Advance and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasure Regulations. Ensure compliance with the best practice accounting norms and standards. Manage monitor and implement financial systems and accounts and 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** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/345** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/OCT/18/19**  
(Re-advertised)

**SALARY** : R356 289 per annum (Level 09) plus benefits  
**CENTRE** : Rob Ferreira Hospital  
**REQUIREMENTS** : Degree or Diploma in Administration plus 5 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

**DUTIES** : Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/346** : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/OCT/18/20**  
(Replacement)

**SALARY** : R300 828 per annum (Depending on the years of experience plus benefits)  
**CENTRE** : Witbank Hospital  
**REQUIREMENTS** : National Diploma/Degree in Diagnostic Radiography. Completion of Community Service. Registration with HPCSA as Diagnostic Radiographer PLUS proof of payment for the period April 2018 – March 2019 (HPCSA card or receipt). Registration certificate plus HPCSA card or receipt. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service). Sound knowledge of diagnostic radiography procedures and equipment including CT and P ACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate.

**DUTIES** : Carry out radiographic procedures in accordance with the department's policies and procedures. Maintain radiographic practices of the highest quality. Provide advice and guidance to Community Service and student radiographers. Maintain and utilize all diagnostic equipment and facilities in a safe and effective manner. Monitor and critically evaluate own performance. Adherence to Batho Pele principles. Supervision of shift on weekend and night duties. Participate in Quality Assurance and Quality improvement programs, in-service training and National Care Standards. Ensure safe health rules and regulations are adhered. Control budget of the section, control and maintain assets of the section.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/347** : **ENVIRONMENTAL HEALTH PRACTITIONER GR1 REF NO: MPDOH/OCT/18/26**

**SALARY** : R300 828 per annum (OSD Requirements depending on years of experience).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bethal Hospital
	:	A Bachelor's Degree is 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.
<b><u>DUTIES</u></b>	:	They are responsible for investigating incidents that affect health such as pollution, accidents at work, noise control, toxic contamination, pest infestations, food poisoning and waste management. Their remit includes advisory work, education and law enforcement. A large amount of time is spent away from the office visiting properties such as farms, shops, food outlets, private/public accommodation, commercial premises, manufacturers and industrial organizations. In addition to inspections, responsibilities include, compiling reports, Providing training courses, gathering samples to be tested, investigating complaints, serving legal notices, providing evidence in court, liaising with other organizations.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/348</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GR1 REF NO: MPDOH/OCT/18/22</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R300 823 per annum OSD (Depending on the years of experience plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rob Ferreira Hospital
	:	National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy. SA Qualified employees - No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees -1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver's License.
<b><u>DUTIES</u></b>	:	Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Ensure safety health rules and regulations are adhered to.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/349</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/OCT/18/27</u></b>
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08) plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Matikwana Hospital
	:	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.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/350** : **SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMIN REF NO: MPDOH/OCT/18/28**  
(Replacement)

**SALARY** : R299 709 per annum (Level 08) plus benefits  
**CENTRE** : Lydenburg Hospital  
**REQUIREMENTS** : Diploma in Administration or equivalent qualification with 3 years relevant experience or grade 12 coupled with 5 years' experience in patient administration. Ability to interpret and implement policies. Sound knowledge L.R.A, P.S.A, PFMA, Procurement and other applicable regulations. Good verbal and written skills, logical and innovative thinking abilities, organizational skills and ability to work under pressure, Extensive knowledge and experience of PAAB or relevant patient's administration and filing system. Computer literate.

**DUTIES** : Management of patients records/archives/ statistics. Keeping of good filing system. Supervision and control in admission office. Evaluation of staff reporting under him/her. Compiling statistics. Handle enquiries related to patients. Compiling reports, memos and draft letters. Ensure that the records system is maintained and files updated on a regular basis. Management and supervision of subordinates. Revenue management.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/351** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/OCT/18/32 (X2 POSTS)**

**SALARY** : R299 709 per annum (Level 08) plus benefits  
**CENTRE** : Amajuba Memorial Hospital and Tonga Hospital  
**REQUIREMENTS** : Grade 12 certificate plus ten 10 years experience in HR or Degree or Diploma in Public Administration / Management plus plus 5 years experience in HR. Certificate in Persal training will be an added advantage. Extensive knowledge of recruitment and selection, service condition and other human resource related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Extensive knowledge of PERSAL. Report writing skill and ability to interact with people at all levels. Valid drive's lisenec.

**DUTIES** : To render Human Resource Administration services. Facilitate and coordinate Performance Management services. Manage and maintain HR management, policies and procdures. Implement recruitment and selection processes. Implement placement and facuilitate induction procesess. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, revise leave records. Revise persal transaction including the following: condition of benefits and service benefits (leave, PILIR, IOD, termination

of service, long service recognition, housing, medical, relocation, pension benefits, leave gratuities, etc.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/352** : **TRANSPORT OFFICER: FLEET MANAGEMENT REF NO: MPDOH/OCT/18/25**  
(Replacement)

**SALARY** : R242 475 per annum (Level 07) plus benefits  
**CENTRE** : Witbank TB Specialized Hospital  
**REQUIREMENTS** : An appropriate Degree / Diploma or equivalent qualification or Grade 12 plus three (3) years' experience in Government Vehicle or Fleet Management. Computer literate and valid driver's license. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

**DUTIES** : Co-ordinate transport – ensure that the best and most economic use of government motor transport is maintained. Exercise control over the maintenance and expenditure involved in the use of government motor transport. 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. 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. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/353** : **ADMINISTRATIVE OFFICER (HPV GRANT) REF NO: MPDOH/OCT/18/30**  
Re-advertisement

**SALARY** : R242 475 per annum (Level 07) plus benefits  
**CENTRE** : Provincial Office, Nelspruit  
**REQUIREMENTS** : A basic qualification (diploma/ degree in Accounting or, Commence or Statistics or an equivalent qualification. No experience needed. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Ability to work under pressure. To have a valid driver's license.

**DUTIES** : Arrangement of 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 and monitor the expenditure of the grant as per approved business plan. Assist with HPV data.

**ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/354** : **HEALTH INFORMATION OFFICER REF NO: MPDOH/OCT/18/31**

**SALARY** : R242 475 per annum (Level 07) plus benefits  
**CENTRE** : Bernice Samuel Hospital  
**REQUIREMENTS** : Grade 12 plus a minimum of 5 years' experience working with DHIS or Degree/ Diploma in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents. Knowledge of data quality

	:	assessment tools and methods. Skills in data consolidation, verification and validation process. Valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct database management of DHIS and other relevant systems. Conduct sub-district data submission meetings. Consolidate sub-district data from all sources/ system and data submission to the next level. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/355</u></b>	:	<b><u>STAFF NURSE GR I: SN1 REF NO: MPDOH/OCT/18/29 (X3 POSTS)</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R161 376 per annum (OSD requirements)
<b><u>CENTRE</u></b>	:	Rob Ferreira Hospital
<b><u>REQUIREMENTS</u></b>	:	Registration as an Enrolled Nurse with SANC. Communication skills. Basic knowledge of laws that govern the profession. Basic nursing skills.
<b><u>DUTIES</u></b>	:	Render comprehensive care in the clinic according to scope of practice. Participate in quality improvement programme. Execute the nursing process initiated by the Professional Nurse. Provide support to Professional Nurse in providing quality patient care. Adhere to principles of Batho Pele, Patients' Rights charter and policies within the statutory laws governing the nursing profession. Work within a team to ensure good Nursing care, work effectively, cooperatively and amicably with persons of diverse cultures, intellectuals, racial and religious back grounds. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, Communicate effectively with patients, supervisors and other clinicians.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<b><u>POST 40/356</u></b>	:	<b><u>DENTAL CHAIR ASSISTANT GR1 REF NO: MPDOH/OCT/18/24 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R158 595 per annum (OSD Requirements depending on years of experience).
<b><u>CENTRE</u></b>	:	Dr JS Moroka Sub-District (X1 Post) Embhuleni Hospital (X2 Posts) Matibidi Hospital, Rob Ferreira Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087