

**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** : 02 November 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). N.B. those officials who applied and interviewed for the above post are required to re-apply.
- ERRATUM:** kindly note that the post of Medical Officer GR 1 with Ref No: MPDOH/OCT/18/05 advertised in Public Service Vacancy Circular 40 dated 05 October 2018, the salary scale should be: R780 612 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) and please note that rural allowance at Impungwe Hospital is not payable. kindly note that the post of Administrative Officer (HPV Grant) with Ref No: MPDOH/OCT/18/30 advertised in Public Service Vacancy Circular 40 dated 05 October 2018, the requirements should read as follows: A basic qualification (diploma/degree in Accounting or, Commence or Statistics or an equivalent qualification. Three (3) years experience working with finances.

OTHER POSTS

- POST 42/277** : **MANAGER: COMMUNICABLE DISEASE CONTROL [GR 1] REF NO: MPDOH/10/18/34**
(Re-Advertisement)
- SALARY** : R815 169 – R904 719 per annum OSD depending on qualifications and experience
- CENTRE** : Provincial Office-Nelspruit
- REQUIREMENTS** : A degree in health related field or equivalent qualification. Proof of current registration with any Health Professional Body of South Africa. At least three (3) to five (5) years' experience in Management Services preferably in communicable disease control programme. An Honours or Master's degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of emerging and re-emerging infectious diseases. Ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Knowledge of policies on communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the Public

		Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. Skills: 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.
<u>DUTIES</u>	:	Develop, implement, monitor and evaluate policy guidelines for communicable diseases. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and standard operating procedures (SOPs) for epidemic –prone communicable disease. Coordinate the control of disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of communicable diseases. Provide accurate information to Senior Managers and other stakeholders for evidence–based decision. 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
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>NOTE</u>	:	Short listed candidates will need to undergo a competency assessment.
<u>POST 42/278</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL ORTHOTIC AND PROSTHETIC (MOP) WORKSHOP MANAGER (GRADE 1) REF NO: MPDOH/10/18/34</u>
<u>SALARY</u>	:	R489 429 – R543 195 per annum (OSD) depending on qualifications and experience.
<u>CENTRE</u>	:	Ermelo hospital MOP
<u>REQUIREMENTS</u>	:	A degree/Diploma in Medical Orthotic and Prosthetic, registration with HPCSA. Minimum of 5 years' experience as a Chief Medical Orthotics and Prosthetist. A degree/diploma in management will be added advantage. A valid driver's license is a requirement: (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 writing skills and Innovative thinking.
<u>DUTIES</u>	:	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 service 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. Coordinate all trainings and Continued Professional Development activities at the institution.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 42/279</u>	:	<u>PRINCIPAL PERSONNEL OFFICER [PMDS] REF NO: MPDOH/OCT/18/35</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07) plus benefits
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus ten 5 years' experience in HR or Degree or Diploma in Public Administration / Management plus 3 years' experience in HR. Certificates in Persal training will be an added advantage. Knowledge of the Performance Management system. Good working knowledge of PERSAL and all functions relating to PMDS. Driver's License and willingness to travel. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organizing, interpersonal, presentation and communication skills. Ability to work in a team as well as

- independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.
- DUTIES** : The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 42/280** : **HEALTH INFORMATION OFFICER REF NO: MPDOH/OCT/18/36**
(Re-advertisement)
- SALARY** : R242 475 per annum (Level 07) plus benefits
CENTRE : Mmametlhake 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 222 assessment tools and methods. Skills in data consolidation, verification and validation process. Valid driver's license.
- DUTIES** : 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.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087