

**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, Private Bag X11285, Nelspruit; 1200, or 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** : 30 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** : Applications should be submitted on Z83 form obtainable from any public service 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 5 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified. 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 46/351** : **CLINICAL MANAGER & CEO (MEDICAL) GR1 REF NO: MPDOH/NOV/18/01**
- SALARY** : R1 115 874 – R1 238 451 per annum OSD (all-inclusive salary package) depending on experience in line with the OSD.
- CENTRE** : Matibidi Hospital (Ehlanzeni District)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. 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. Postgraduate medical qualification will be an added advantage. A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. 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** : Provide services as the Clinical Manager-cum-Chief Executive Officer 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. 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 : Any previous experience must be covered by the attachment of certified of certificate of services. {The manager to be appointed will be working as a chief executive officer as well as a clinical manager of the facility}

POST 46/352 : **MEDICAL OFFICER GR3 (REPLACEMENT) REF NO: MPDOH/NOV/18/02**

SALARY : R1 035 831per annum All-inclusive package in terms of OSD plus committed Overtime

CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : MBCHB or MD Degree Post Graduation Diploma in Obstetrics and Gynaecology will be added advantage. Current registration with health Professional Council. 10 years' experience as a Medical Officer post-community service year. Computer literacy, Driver's License and exposure to Obstetrics and Gynaecology Department for minimum period of two years sound knowledge and training on Obstetric emergencies. Ability to perform surgery like Caesarean Section, Tubal ligations ectopic pregnancy and LLETZ procedure. Good decision making, problem solving, leadership and mentoring skills.

DUTIES : Participation in the provision of service in the department of O&G in the Steve Tshwete and Emakhazeni sub- district. Perform after hours duties. Assist with training of Junior Doctors AND Clinical associate Students. Participate and present in the Perinatal Mortality programmes. Provide and ensure community orientated Clinical services and support to Primary Health care services.

ENQUIRIES : Glory Mokone Tel No: 013 766 3340 or Ms G. Nkosi Tel No: 013 766 3103)

POST 46/353 : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITAL) (PNA8) (REPLACEMENT) REF NO: MPDOH/NOV/18/03**

SALARY : R801 918 – R902 550 per annum (OSD all inclusive salary package)

CENTRE : Mmamethlake Hospital (Nkangala District)

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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>NOTE</u>	:	Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
<u>POST 46/354</u>	:	<u>MEDICAL OFFICER: GRADE 01 (REPLACEMENT) REF NO: MPDOH/NOV/18/04</u>
<u>SALARY</u>	:	R780 612 – R840 942 per annum [OSD requirements depending on years of experience] plus Commuted Overtime
<u>CENTRE REQUIREMENTS</u>	:	Bethal Hospital (Gert Sibande District)
	:	BCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 01 to 05 years' experience after community service. Additional experience in Paediatrician will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.
<u>DUTIES</u>	:	Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging. Supervision and teaching of juniors. Conducting operations: a) elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumpectomy (b) Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/355</u>	:	<u>ASSISTANT MANAGER (SPECIALTY) OPD, CASUALTY, ICU AND OPERATING THEATRE {ANCILLARY SECTION} REF NO: MPDOH/NOV/18/05</u>
<u>SALARY</u>	:	R581 826 – R654 840 per annum (OSD depending of years of experience)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	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, Intensive Care Unit (ICU) and operating theatre. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/356</u>	:	<u>HEAD OF NURSING SCHOOL PN-B1 (REPLACEMENT) REF NO: MPDOH/NOV/18/06</u>
<u>SALARY</u>	:	R548 436 – R635 778 per annum in terms of OSD package
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Masters/Degree in Nursing). Post – Basic qualification in Nursing Education registered with SANC. Valid driver's license. Willingness to travel extensively and work from different accredited clinical training facilities. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing at least 6 years of the period referred to above must be appropriate /recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Excellent verbal and written communication skills, organizational and management skills. Ability to think critically and analytical, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.
<u>DUTIES</u>	:	Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340 or Ms G. Nkosi Tel No: 013 766 3103)
<u>POST 46/357</u>	:	<u>OPERATIONAL MANAGER NURSING: OPERATING THEATRE (SPECIALTY) PN-B3 REF NO: MPDOH/NOV/18/07</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD depending on years of experience)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/358</u>	:	<u>OPERATIONAL MANAGER NURSING: PN-B3 REF NO: MPDOH/NOV/18/08</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum (OSD depending on years of experience)
<u>CENTRE</u>	:	Fig-Tree Clinic (Ehlanzeni District)

- REQUIREMENTS** : Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specialty nursing after obtaining the one (1) year post-basic qualification in PHC Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation. Implementation of nursing guidelines, standard Operating procedures and nursing protocols. Maintain constructive working relationships with nursing and other stake holders. Manage and monitor proper Utilization of human, financial and physical resources. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Submit reports and statistics. Work as part of multidisciplinary team at Supervisory level. Implementation of National Core Standards.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340 or Ms G. Nkosi Tel No: 013 766 3103)
- POST 46/359** : **ASSISTANT MANAGER - GENERAL NURSING (PN-A7) REF NO: MPDOH/NOV/18/09**
- SALARY** : R532 449 – R617 253 per annum (salary determination depending on experience in terms of relevant OSD)
- CENTRE** : Barberton TB Hospital (Ehlanzeni District)
- REQUIREMENTS** : Basic R425 qualification and registration with SANC as a professional nurse. A minimum of eight (8) years appropriate experience in nursing after registration with SANC in General nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level.
- 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 service personnel and junior colleagues including report writing. Ability to direct a multi-disciplinary team so as to ensure good nursing care.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/360** : **OPERATIONAL MANAGER (PHC – PNB 3) REF NO: MPDOH/NOV/18/10 (X4 POSTS)**
- SALARY** : R532 449 – R599 274 per annum [OSD requirements depending on years of Experience]
- CENTRE** : Derby / Rust Plaas
Trichardt
Winnifred Maboera
Lothair Clinics (Gert Sibande District)
- REQUIREMENTS** : Basic R425 qualification i.e. Diploma / Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning

		and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/361</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GR 1 REF NO: MPDOH/NOV/18/11</u>
<u>SALARY</u>	:	R440 982 – R489 429 per annum (OSD depending of years of experience
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. The said three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current. Recommendations Experience in a radiology department of a government central level health institution that is completely digital is preferred. Advanced CT and Angiography experience e.g. CT angiography & DSA will be an added advantage. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Working knowledge and experience of HIS, RIS and PACS systems. Working knowledge and experience of complete digital radiology workflows. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of EPMS. Knowledge and experience of quality assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills Good report writing skills.
<u>DUTIES</u>	:	Provide a 24 hours quality radiographic service Assist with the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Provide clinical radiographic services in a completely digital radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required. Participate in continuous Professional Development as required by HPCSA. Knowledge of National Core standards and Six Key priorities.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/362</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/18/12</u>
<u>SALARY</u>	:	R420 318 – R473 067 per annum. OSD requirements depending of years of experience)
<u>CENTRE</u>	:	Kwamhlanga Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in health related field or equivalent qualification. A Qualification in total quality management will be an added advantage. Seven (7) years' experience as professional nurse. Registration with SANC as a Professional

- Nurse, Understanding of Quality Assurance policy. Computer literacy. Knowledge and understanding of Quality Assurance policy. Good interpersonal relations. Presentation skills. Ability to plan and organize. Conflict management skills. People management skills.
- DUTIES** : Co-ordinate Quality improvement programs. Compile reports on compliance and noncompliance to quality standards. Develop and ensure implementation of policies, norms and standards with regard to quality management. Facilitate development of service delivery plans for the institution. Conduct time flow studies. Conduct client satisfaction surveys, initiate quality improvement projects, complaints management.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/363** : **OPERATIONAL MANAGER (FEMALE WARD) REF NO: MPDOH/NOV/18/13**
- SALARY** : R420 318 – R473 067 per annum (OSD Requirements)
CENTRE : Kwamhlanga Hospital (Nkangala District)
REQUIREMENTS : Basic qualification accredited with the SANC Registration in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse plus a post basic qualification (Advanced Midwifery and Neonatal nursing Science). A minimum of 9 years as a Professional Nurse and at least 5 years as an Advanced Midwife. Good written and verbal communication skills. Sound knowledge of government policies and functional responsibilities of the Department. Display good leadership qualities and inter-personal skills.
- DUTIES** : Manage nursing activities of Labour ward; Antenatal ward and Labour ward Theatre. Implement National and Provincial Health Priorities. Implement all relevant prescripts/legislation. Manage and monitor proper utilization of Human, Financial and material resources. Manage Budget according to the PFMA. Participate in the analysis and implementation of nursing guidelines and practices, standards and procedures. Manage performance appraisal of personnel. Supervise the training and development of learners and personnel.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/364** : **OPERATIONAL MANAGER GR1 (MALE MEDICAL (GENERAL) REF NO: MPDOH/NOV/18/14**
- SALARY** : R420 318 – R473 067 per annum (OSD Requirements)
CENTRE : Mmamethlake Hospital (Nkangala District)
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** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/365** : **OPERATIONAL MANAGER: (OPD GRADE 1) (REPLACEMENT) REF NO: MPDOH/NOV/18/15**
- SALARY** : R420 318 – R473 067 per annum (OSD Requirements)
CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Senior certificate (grade 12), degree/diploma in nursing R425 qualifications. Current registration with SANC as a general nurse and midwife, minimum of 7 years recognizable experience after registration as a professional nurse. Diploma in nursing science management will be an added advantage.
- DUTIES** : Develop and implement quality assurance programs, policies and operational plans for the unit. Promote quality of nursing care as directed by the professional scope of practice and National care standards as determined by the institution.

Excise control over discipline, grievances and all labour relations issues. Establish and maintain a constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows the practice of nursing care as laid down by the nursing act and all other legal prescripts. Provide nursing care that leads to the improvement of service delivery by upholding Batho Pele Principles. Manage use of human and material resources effectively and efficiently.

ENQUIRIES : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 46/366 : **OPERATIONAL MANAGER: (WELLNESS CLINIC GRADE 1) (REPLACEMENT) REF NO: MPDOH/NOV/18/16**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD Requirements)
: Middelburg Hospital (Nkangala District)
: Senior certificate (Grade 12), Degree / Diploma in Nursing (R425 qualification or equivalent). Current registration with SANC as general nurse and Midwife. Minimum of 7 (seven) years recognizable experience after registration as a professional nurse. Minimum 5 years working experience on HIV/TB management and be NIMART trained. Code 8 driver's license. Diploma in nursing science management will be an added advantage.

DUTIES : Develop and implement quality assurance programs, policies and operational plans for the unit. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution. Exercise control over discipline, grievances and all labour relations issues. Establish and maintain a constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows the practice of nursing care as laid down by the nursing act, occupational health act and all other legal prescripts. Provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Manage efficient and effective use of Human and material resources.

ENQUIRIES : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 46/367 : **PNA5 CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL & PREVENTION) REF NO: MPDOH/NOV/18/17**

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (OSD Requirements)
: Tonga Hospital (Ehlanzeni District)
: Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma / degree I General Nursing. Registration with SANC as a Professional Nurse. Eight (8) years recognizable experience in Nursing. Proof of service record to be attached. Appropriate competencies in quality assurance activities. Diploma in Health Services management and total Quality management qualifications will be an added advantage. Good communication skills and problem solving skills.

DUTIES : Coordinate infection control services in the hospital. Coordinate waste management practices in the hospital. Conduct in-service training to all hospital officials with regards to infection control services. Conduct survey regarding infection rates in the hospital and compile infection control reports.

ENQUIRIES : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST 46/368 : **PROFESSIONAL NURSE (SPECIALTY THEATRE PNB-1 (REPLACEMENT) REF NO: MPDOH/NOV/18/18 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R362 559 – R420 318 per annum (OSD requirements)
: Middelburg Hospital (Nkangala District)
: 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 post basic R212 qualification (diploma) in medical and surgical nursing science: operating theatre with duration of at least one (1) year. a minimum of 4 (four) years appropriate/recognizable experience after registration with SANC as a professional nurse and one (1) experience in theatre nursing after registration with SANC in one of the r212 specialties. Good interpersonal relations.

- DUTIES** : Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care and comply with unit norms and standards. Participate in quality improvement programs. Ensure the implementation of patient's rights charter and Batho Pele principles. Educate orientate new staff and patients. Scrub for theatre operations. Assist the anesthetist during operations. Manage CSSD unit and general management of theatre section. Be prepared to work under pressure.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/369** : **OCCUPATIONAL HEALTH NURSE GR1 (SPECIALTY NURSING) PN-B1 – REF NO: MPDOH/NOV/18/19**
- SALARY CENTRE REQUIREMENTS** : R362 559 – R420 318 per annum (OSD requirements)
: Barberton Tb Hospital (Ehlanzeni District)
: Basic R425 qualification i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse, PLUS a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the R212 (Community Nursing science-occupational health).
- DUTIES** : Comprehensive workplace health management is a process involving all stakeholders inside and outside the enterprise. It aims at empowering them to take control over their own health and their family's health considering environmental, lifestyle, occupational and social health determinants and quality of health care. It is based on health promotion principles and it creates a great challenge to health, environment and safety professionals providing services, advice, information and education to social partners at work. It involves also taking care of considerable socioeconomic interest of all involved stakeholders. It has been shown in several instances that the enterprises acting on the well-regulated market can gain competitive advantage by: Protecting human health against health and safety hazards occurring in the work environment. Promoting human health, workplaces for all ages and healthy aging by appropriate work culture, work organization and support to social cohesion. Promoting mental health, healthy life style and preventing major non-communicable diseases using specific workplace health policies and management tools. Maintaining work ability thus also employability throughout working life. Reducing health care costs caused by employees' and employers' injuries, diseases, illnesses and premature retirement resulting from or influenced by occupational, environmental, life style and social health determinants. Using resources effectively and efficiently and protecting the natural environment and creating health supportive environment. Improving societal communication and literacy on health, environment and social cohesion.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 46/370** : **ASSISTANT DIRECTOR HRM&D - REF NO: MPDOH/NOV/18/20**
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09) plus benefits
: Middelburg Hospital (Nkangala District)
: Degree or Diploma in Human Resource Management/ Public Administration / Management. Grade 12 certificate. Five (5) years' experience in HR at supervisory level and Certificate in Persal training. 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. Knowledge of PERSAL. Report writing skill and ability to interact with people at all levels. Valid driver's licence.
- DUTIES** : To render Human Resource Administration services. Facilitate and Coordinate Performance Management services. Manage and maintain HR management, policies and procedures. Manage recruitment and selection processes. Manage placement and facilitate induction processes. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, revise leave records. Revise Persal transaction including the following: service benefits (leave, PILIR, IOD, termination of service, long service recognition, housing, medical, relocation, pension benefits, leave gratuities, etc.

		Co-ordinate Labour Relations, and Training and HRD. Co-ordinate employee wellness programme.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/371</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/NOV/18/21</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Three (3) year 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/372</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/NOV/18/22</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Minimum 3 year degree/national diploma in Supply Chain Management /Accounting or Equivalent NQF 7 qualification with Three (3) to (5) years working experience in the area of Supply Chain Management. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver's license.
<u>DUTIES</u>	:	Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports).
<u>ENQUIRIES</u>	:	Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
<u>POST 46/373</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES (REPLACEMENT) – REF NO: MPDOH/NOV/18/23</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09) plus benefits
<u>CENTRE</u>	:	Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Degree / Diploma in Public Administration / Management or equivalent qualification with 8 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills.

- Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.
- DUTIES** : Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Coordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.
- ENQUIRIES** : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
- POST 46/374** : **DIETICIAN GR 1 (REPLACEMENT) REF NO: MPDOH/NOV/18/24**
- SALARY** : R300 828 – 342 357 p.a. (depending on OSD requirements)
CENTRE : Elsie Ballot Hospital (Gert Sibande District)
REQUIREMENTS : Must be in possession of BSC Dietetics, registration with the Health Professions Council of South Africa as a Dietician plus appropriate experience. Experience in a Public Hospital or similar State Facility. Knowledge of National and Provincial Health Legislative framework governing Dietetic service delivery. Computer literate and possession of a valid driver's license will be an added advantage.
- DUTIES** : Ensure provision of disease specific nutrition support, treatment and counseling to all clinical programmes at hospital. Provide ongoing nutrition education to staff and clients. Collect data and information required within the Hospital and Provincial Dietetic Services. Render effective implementation of nutritional programmes for HIV/AIDS and TB Patients.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/375** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/NOV/18/25**
- SALARY** : R299 709 per annum (Level 08) plus benefits
CENTRE : Mmametlhake Hospital (Nkangala District)
REQUIREMENTS : National Tertiary qualification in Human Resource Management plus six years' experience in HRM. Knowledge, skills and competency: Proven experience in the sphere of general HRM, recruitment and service benefits matters. A valid Driver's Licence. Computer Literacy; MS Word, Ms Excel, Ms Outlook, Ms Power Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act, Sound Knowledge of BCEA, EEA, PFMA problem solving, Display the following competencies: Good verbal and written communication, interpersonal relation skills, ability to work under pressure and deliver.
- DUTIES** : Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations and retirements, Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid). Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits, leave pay out. Create and maintain complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards, Human Resource Policies and procedures. Manage Human Resources. Manage PMDS in the unit
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/376** : **SENIOR ADMINISTRATIVE OFFICER: CORPORATE SERVICES REF NO: MPDOH/NOV/18/26**
- SALARY** : R299 709 per annum (Level 08) plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Elsie Ballot Hospital (Gert Sibande District)
	:	Degree / Diploma in Public Administration / Management or equivalent qualification with 3 years relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.
<u>DUTIES</u>	:	Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/377</u>	:	<u>SENIOR ACCOUNTANT: (FINANCE MANAGER) REF NO: MPDOH/NOV/18/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum (Level 08) plus benefits
	:	Elsie Ballot Hospital (Gert Sibande District)
	:	Bachelor's Degree in Finance Management or Accounting or Diploma in Finance Management. Three (3) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/378</u>	:	<u>SOCIAL WORKER GR. 1 (REPLACEMENT) REF NO: MPDOH/11/18/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 553 – R281 181 per annum OSD requirements depending on experience
	:	HA Grove Hospital (Nkangala District)
	:	An appropriate Bachelor's degree in Social Work. Registration with the South African Council for Social Services Professionals. At least two (2) years working experience. Computer literacy and a driver's license compulsory.
<u>DUTIES</u>	:	Implement integrated Nutrition Programmes in the TB hospital. Compile the diet specifications for patients. Compile diet specifications for patients with other chronic conditions. Technical support to the health education programmes in terms of the nutrition requirements.
<u>ENQUIRIES</u>	:	Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
<u>POST 46/379</u>	:	<u>ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT (REPLACEMENT) REF NO: MPDOH/NOV/18/28</u>
<u>SALARY CENTRE</u>	:	R242 475 per annum [Level 07] plus benefits
	:	Provincial Office, Nelspruit

- REQUIREMENTS** : Grade 12 Certificate plus 03 years' experience or Diploma/ Degree in Administration or supported by proven track records in registry functions, A Certificate in records management classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize, computer literacy (word, excel power point) good interpersonal relations, good communication and writing skills, people management
- DUTIES** : Rendering of records keeping functions, rendering of fax services, Supervise registry personnel and assist in the development of performance instruments development of performance instruments, develop and maintain control registers, training of registry personnel.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/380** : **TRANSPORT OFFICER: FLEET MANAGEMENT (REPLACEMENT) REF NO: MPDOH/NOV/18/29**
- SALARY** : R242 475 per annum [Level 07] plus benefits
CENTRE : Mmamethlake Hospital (Nkangala District)
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** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/381** : **LAUNDRY MANAGER (REPLACEMENT) REF NO: MPDOH/NOV/18/31**
- SALARY** : R242 475 per annum [Level 07] plus benefits
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate, Good leadership and computer literacy will be added advantage. Five years and above in a Supervisory level in Laundry services. Good supervisor skills. Good communication skills and computer literacy will be an advantage.
- DUTIES** : Exercise control and supervise the effective functioning of Laundry services. Administrative duties with regard to the ordering, recording and supervise. The issuing of clean linen. Also responsible for general neatness of the linen and delegate staff to perform duties.
- ENQUIRIES** : Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)
- POST 46/382** : **FOOD SERVICE MANAGER (REPLACEMENT) REF NO: MPDOH/NOV/18/32**
- SALARY** : R242 475 per annum [Level 07] plus benefits
CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Relevant 3 years tertiary qualification or Grade 12 plus 7 Years relevant experience, knowledge of Food Service Management. Valid driver's license. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills.

DUTIES

: Manage material resources, manage equipment's, and manage the preparation and serving of food and refreshment, manage stock. Conduct stock taking. Ensure cleanliness in the unit. Compile performance packs and conducting performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygienic in food service unit. Planning and coordinate Venues, meetings schedules and services. Developing and implementing of policies in the section, compiling of reports and submit on monthly basis. Supervision in the section.

ENQUIRIES

: Ms. G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)