ANNEXURE K

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

CLOSING DATE : 02 August 2019, 14h00. No late applications will be considered.

NOTE : Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention of this department to promote representivity (race, gender and disability) in the public service through the filling of this post. It is also the department’s intention to promote equity through the filling of all numeric targets as contained in the employment equity plan (therefore in SMS posts women and people with disabilities will be given first preference). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments) The Competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

MANAGEMENT ECHELON

POST 26/151 : DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JULY/19/03

SALARY : R1 057 326 per annum (Level 13) all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE : Nkangala District Office


DUTIES : Manage and co-ordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and co-ordinate transformation and transversal projects. Co-ordinate the delivery of laundry support services. Manage the provision of records and logistical services.

ENQUIRIES : Ms Glory Mokone Tel No: (013) 766 3340

APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285, Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Ms Glory Mokone
POST 26/152

DIRECTOR: STRATEGIC PLANNING AND POLICY
REF NO: MPDOH/JULY/19/04

SALARY: R1 057 326 per annum. (Level 13) all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: A bachelor’s degree in health or related field. A post-graduate degree will be an added advantage. At least three (3) years planning and policy experience. Sound knowledge, skills and extensive experience in the strategic planning and policy field. Knowledge, skills and competencies: Clear understanding of legislation pertaining to government strategic planning processes and policy development. Excellent verbal and written communication skills. Ability to work under pressure and willingness to travel extensively. Decision-making, technical proficiency, networking and building bonds, planning and organizing. Familiarity with Public Service, its policy and the way government functions (PFMA, Public Service Act, etc). Possession of a valid Code B driver’s license.

DUTIES: Facilitate and coordinate the development of the Strategic Plan, Annual Performance Plan (APP) and Operational Plan. Ensure the alignment of all departmental plans with the Strategic Plan and APP. Coordinate policy development of the department and ensure alignment with national and provincial health priorities. Support the development of the District Health Plans in line with the Integrated Development Plans of municipalities. Facilitate and coordinate input for the Social Cluster Plan of Action (POA). Ensure that Strategic Health Programme plans are aligned with National and Provincial mandates.

ENQUIRIES: Ms Glory Mokone
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Ms Glory Mokone

OTHER POSTS

POST 26/153

CLINICAL MANAGER (MEDICAL) GR 1
REF NO: MPDOH/JULY/19/01

SALARY: R1 173 900 per annum. (OSD requirements depending on the years of experience plus benefits)

CENTRE: Barberton 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 10 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 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.

ENQUIRIES: Ms Glory Mokone
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Ms Glory Mokone-Recruitment & Selection

POST 26/154

MEDICAL OFFICER (GRADE 3) (REPLACEMENT)
REF NO: MPDOH/JULY/19/02

SALARY: R1 089 693 – R1 362 366 per annum. (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Themba Regional Hospital
**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as a Medical Practitioner.

**DUTIES**: Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.

**ENQUIRIES**: Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS**: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION**: Ms Glory Mokone

**POST 26/155**: MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/JULY/19/05

**SALARY**: R1 106 040 – R1 173 900 per annum. (All Inclusive Salary Package) Plus Commuted Overtime (OSD).

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2019/2020). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience.

**DUTIES**: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching). Perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department.

**ENQUIRIES**: Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS**: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.

**FOR ATTENTION**: Ms Precious Magagula

**POST 26/156**: MEDICAL OFFICER GRADE 2 REF NO: MPDOH/JULY/19/06

**SALARY**: R938 964 – R1 026 693 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE**: Barberton Hospital

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

**DUTIES**: Provide clinical care to patients. Perform after hour duties and 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**: Mr Isaac Zitha Tel No: (013) 7555 100

**APPLICATIONS**: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION**: Mr Isaac Zitha

**POST 26/157**: DEPUTY DIRECTOR INSTITUTIONAL IMPROVEMENT (INFRASTRUCTURE PROGRAMME DELIVERY) REF NO: MPDOH/JULY/19/07

**SALARY**: R733 257 per annum (Level 11) plus benefits

**CENTRE**: Provincial Office, Nelspruit


**ENQUIRIES**: Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS**: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION**: Ms Glory Mokone
POST 26/158

DEPUTY DIRECTOR: HEALTH FACILITY PLANNER
REF NO: MPDOH/JULY/19/08
Directorate: Infrastructure Planning

SALARY
R733 257 per annum (Level 11) plus benefits

CENTRE
Provincial Office, Nelspruit

REQUIREMENTS

DUTIES
Preparation of Strategic Project Briefs for Capex and Maintenance projects. Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief. Validate the requirements against national and provincial functional and technical norms and standards. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences. Interact extensively with the Deputy Director Health Technology Projects to align the needs for health technology equipment with the planning of the capex and or maintenance projects. Document requirements defined for the preparation of Project Strategic Briefs. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs. Package of information to promote to seamless development of Project Strategic Briefs. Assist with preparation and review Business Cases in consultation with Health Facilities (Identify key issues to be reviewed in terms of Business Cases for capex and maintenance projects. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System. Undertake a detailed analysis of key issues. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly supporting the achievement of health goals. Make recommendations on how each issue can be addressed in the business cases. Assist the Health Facility to prepare the business case. 8. Participate in peer reviews in the province when these implemented by the National Department of Health. Assist the Health Facilities to review recommendations and amend business plans. Support built environment staff and end users with the development of skills to prepare business cases). Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. Present the training courses and also work with Hospital Managers in the preparation of business cases as part of the training programme. Prepare tools from a Health perspective that the Province can use to inform prioritisation models and assessment of business cases. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements. Inputs to Infrastructure Plans, Norms and Standards. Provide health specific inputs to the development of the departmental User Asset Management Plan. Provide health specific inputs to define technical and functional norms and standards. Develop health design guidelines and standards. Make inputs to the preparation of the procurement strategies. Assist to prepare the Infrastructure Programme Management Plan. Validate that built environment staff of the Implementation Agents understand health specific requirements for design and implementation phases. Project and Programme Implementation. Make inputs to the implementation plans from a health perspective for each capex and maintenance project in close consultation with the Chief Executive Officers of the Hospitals, Departmental Heads and Managers of other Health Facilities. Make inputs to the implementation of any decanting, movement of patients, movement of equipment is aligned to the construction plans for commissioning.
Validate that all OHS issues are addressed in terms of the implementation plans. Validate that all issues pertaining to the movement of movable assets are addressed and implemented in line with Departmental policies and standards. Monitor implementation. Identify and manage risks. Provide feedback to relevant built environment personnel on issues during implementation that require attention from a health perspective.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Ms Glory Mokone
POST 26/159: ASSISTANT MANAGER: NURSING SPECIALITY (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/JULY/19/09
SALARY: R614 991 - R692 166 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Tintswalo Hospital
REQUIREMENTS: An appropriate Diploma/Bachelor’s degree in nursing accredited with SANC. A minimum of ten years appropriate and recognisable experience after registration with the South African Nursing Council, of which six years should be appropriate/recognisable experience in the relevant specialty. At least three years of the period referred to must be appropriate/recognisable experience at management level.
DUTIES: Provide strategic leadership to improve operational efficiency within the units. Manage and utilise resources in accordance with relevant directives and legislation (Human, Financial and material resources). Provide professional, technical and management support for the provision of quality patient care through proper management of nursing programs. Provide guidance and leadership towards realisation of strategic goals and objectives of the institution as well as priorities of the National and Provincial Department of health. Develop and monitor 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 appraisal to personnel in the unit and manage workplace discipline. Supervise the training and development of staff and students. Provide support to the Deputy Manager Nursing services and other colleagues within the nursing section to enhance service delivery.
ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha
POST 26/160: HEAD OF DEPARTMENT (BASIC PROGRAMMES) REF NO: MPDOH/JULY/19/10
SALARY: R579 696 – R672 018 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Mpumalanga College of Nursing
REQUIREMENTS: Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Masters / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Knowledge of major nursing and education legislation, policies and other government policies. Extensive knowledge of curriculum development. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Administration skills. Interpersonal and Communication skills. Have a competence of Financial management, Problem solving & Leadership skills. Computer literacy. A valid driver’s license.
DUTIES
Coordinate the provision of education and training of student nurses in campuses and sub-campuses. Manage clinical learning exposure to students between college and clinical areas for the programme to ensure compliance with completion requirements according to SANC and related education and training prescripts. Develop and ensure implementation of quality assurance programme. Oversee for availability and utilization of teaching and learning resources in accordance with programme modules. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme. Manage the marketing process of the new basic nursing programmes. Supervises and monitor implementation (execution) of the curriculum and research activities. Forms part of the policy forming forum, develops, analyses, interprets and implements policies relevant to basic programmes. Set standard operational plans for the component in collaboration with relevant college stakeholders. Manage resources in the campus; Recommends and participate in and monitor the budgetary processes; Liaises with all the relevant stakeholders internal and external on Nursing Education issues. Member of College Senate and Council

ENQUIRIES
Ms Glory Mokone Tel No: (013) 766 3340

APPLICATIONS
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION
Ms Glory Mokone

POST 26/161
HEAD OF DEPARTMENT: CLINICAL PLACEMENT AND PRACTICE COORDINATOR (PN-D3) REF NO: MPDOH/JULY/19/11

SALARY
R579 696 – R672 018 per annum. (OSD requirements depending on the years of experience plus benefits),

CENTRE
Mpumalanga College of Nursing Kabokweni

REQUIREMENTS
Qualifications: Basic R425 qualification (i.e. Masters/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver's license; Computer literacy. In line with the new nursing qualification stipulations, a Master degree qualification will be an added advantage. Experience: A minimum of 9 years appropriate/recognizable nursing experience 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 in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education.

DUTIES
Plans and co-ordinate clinical placement and practice for the basic programmes & ; Administer clinical placement and practice for nursing students in line with the new nursing qualifications; Liaise between the college and clinical placement facilities; Conduct research in own field; Collaborates with clinical facilities and students to meet educational needs; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Develops strategic clinical placement and practice for campuses and sub-campuses; Organises, develop and implement clinical assessment sessions for students in collaboration with campuses and sub-campuses. Lead development and review of clinical assessment tools. Be willing to travel in and out of the province. Conduct stakeholder meetings relevant to component. Member of College Senate and Council

ENQUIRIES
Ms Glory Mokone Tel No: (013) 766 3340

APPLICATIONS
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION
Ms Glory Mokone

POST 26/162
HEAD OF DEPARTMENT (NURSING DIPLOMA) REF NO: MPDOH/JULY/19/12

SALARY
R579 696 – R672 018 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Mpumalanga College of Nursing

REQUIREMENTS: Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425 (i.e. Masters / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Knowledge of major nursing and education legislation, policies and other government policies. Extensive knowledge of curriculum development. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Administration skills. Interpersonal and Communication skills. Have a competence of Financial management, Problem solving & Leadership skills. Computer literacy. A valid driver’s license.

DUTIES: Coordinate the provision of education and training of student nurses. Manage theoretical learning exposure to students for the nursing programme to ensure compliance with completion requirements according to SANC and related education and training prescripts. Develop and ensure implementation of quality assurance programme. Oversee for availability and utilization of teaching and learning resources in accordance with programme modules. Develop, Review and evaluate curriculum. Supervise and monitor the implementation of the programme. Lead development of theoretical evaluation tools with team and ensure safe keeping of such tools. Moderate all evaluation tools for team and ensure safe keeping of such tools. Moderate all evaluation tools for the component before external moderation. Plan examination schedules and ensure smooth running of the whole examinations processes for the programmes. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme; Conduct class seat in during facilitation of learning. Plan and manage class timetables to ensure distribution to cover all learning areas. Manage the marketing process of the new basic nursing programmes. Supervises the administration of academic programmes and research activities. Forms part of the policy forming forum, develops, analyses, interprets and implements policies relevant to basic programmes. Set standard operational plans for the component in collaboration with relevant college stakeholders. Member of College Senate and Council.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340

APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Ms Glory Mokone

POST 26/163: ASSISTANT MANAGER: NURSING REPLACEMENT (MEDICAL) REF NO: MPDOH/JULY/19/13

SALARY: R562 800 - R652 437 per annum. (OSD requirements depending on the years of experience plus benefits)

CENTRE: Themba Regional Hospital

REQUIREMENTS: Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with SANC as a Professional General Nurse. Senior Certificate. Minimum 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 3 years of the above must be appropriate and recognizable experience at management level.

DUTIES: Provide effective leadership and supervision in line with all relevant prescripts & legislation. Delegate, supervise and coordinate the provision of effective and efficient nursing care to patients/ service users in the area of function in line with Department mandates. Initiate and participate in health promotion to ensure consistent communication of relevant accurate comprehensive information on health care. Develop, establish and maintain constructive working relationships with nursing and timeous redress of gaps and clinical SOP's. Participate in the analysis, formulation and implementation of nursing guidelines periodically, Human Resource Management using the Lean...

ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha
POST 26/164: OPERATIONAL MANAGER SPECIALTY (NIGHT SUPERVISOR) REF NO: MPDOH/JULY/19/14
Re-Advertisement

SALARY: R562 800 per annum. (PNB-3) (OSD requirements depending on the years of experience plus benefits)

CENTRE REQUIREMENTS: Witbank Hospital
Registration with SANC as a Professional Nurse. Recent SANC receipt (2012). Diploma / Degree in Nursing Administration and Grade 12 Certificate. Post basic qualification in nursing with a duration of at least (1) one year accredited with SANC in one of the specialities. A minimum of (9) nine years of appropriate/recognisable experience in nursing after registration as a professional nurse of which (3) three years must be at management level. Submission of certified copies of certificates of serve will be highly recommended.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.

ENQUIRIES: Ms Precious Magagula Tel No: (013) 653 2000
APPLICATIONS: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.
FOR ATTENTION: Ms Precious Magagula
POST 26/165: OPERATIONAL MANAGER - THEATRE GR-1 (PN-B1) SPECIALTY UNIT REF NO: MPDOH/JULY/19/15

SALARY: R562 800 per annum. (OSD requirements depending on the years of experience plus benefits)

CENTRE REQUIREMENTS: Barberton Hospital
Senior Certificate, Diploma/Degree in nursing or equivalent qualification that allows registration with the SA Nursing Council as an Operating Theatre Professional Nurse. A minimum of at least 9 years appropriate experience in general nursing after registration as a Professional Nurse with SANC. At least5 years of the above named period must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty in terms of R425.

DUTIES: Manage the nursing activities of Operating Theatre and CSSD. Implement National and Provincial Health priorities. Implement all relevant prescripts/legislation. Manage and monitor utilization of human financial and material resource. Manage the budget According to the PFMA. Participate in the analysis and Implementation of nursing Guidelines and practices, standards and procedures. Manage the performance Appraisal of personnel. Supervise the training and development of learners and Personnel. Manage CSSD section.

ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha
POST 26/166: ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JULY/19/29

SALARY: R470 040 per annum (Level 10) (plus benefits)
CENTRE: Barberton Hospital
REQUIREMENTS: Grade 12 Certificate plus 10 years relevant experience or Degree / Diploma in Public Administration / Management or equivalent qualification with 5 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.


ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha

POST 26/167: OPERATIONAL MANAGER (PN-A5) GR 1 (MALE & FEMALE GENERAL) REF NO: MPDOH/JULY/19/16

SALARY: R444 276 – R500 031 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Barberton TB Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as Professional Nurse. Current proof of registration with the South African Nursing Council. A minimum of 7 years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. A sound knowledge of TB, HIV and AIDS. Report writing skills. Presentation skills. Registered with the SANC as General Nurse. Communication skills and interpersonal relations. A valid Driver’s license.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Promote quality of nursing care as directed by the scope of practice and standards as determined by relevant health facility. Manage all leaves, overtime and manage PMDS of all employees in the two wards. Manage and implement prescripts and policies that are relevant. Ordering of medication, stationary, cleaning material and other instruments. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources and implementation of the national core standards. Compile, submit and present reports for the two wards during meetings.

ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha

POST 26/168: OPERATIONAL MANAGER (PN-A5) GR 1 (SUSCEPTIBLE WARD & GATE / ARV UNIT) REF NO: MPDOH/JULY/19/17

SALARY: R444 276 – R500 031 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Barberton TB Hospital
REQUIREMENTS: Basic qualification accredited with SANC in terms of government Notice 425. (i.e. Diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC. Current registration with SANC. Thorough knowledge of TB, MDR and HIV / Aids management. National and provincial guidelines regarding TB, MDR and HIV / Aids conditions and other relevant frameworks such as Nursing Act, Health Act, Patient’s Rights Charter and Batho Pele principles, etc. Minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse of which 3 years should have been in TB, MDR and HIV / Aids management with certificates as proof. A valid Driver’s license.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and to facilitate implementation of a nursing care plan and the evaluation thereof. Manage all leaves, overtime and manage PMDS of all employees in the two units. Provide relevant health information to TB, MDR and HIV / Aids patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human, financial and physical resources and implementation of the national core standards. Compile, submit and present reports for the two units during meetings.

ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha
POST 26/169: INFECTION PREVENTION AND CONTROL CORDINATOR PNA -5 REF NO: MPDOH/JULY/19/18
SALARY: R444 276 – R500 031 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Barberton Hospital
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in nursing) equivalent qualification that allows registration with SANC as a Professional Nurse. Experience in Infection Prevention and Control section will be a recommendation. A Diploma in Infection Prevention and Control will be a strong recommendation. A minimum of 7years appropriate/ recognisable experience in nursing after registration with SANC as a Professional Nurse.
DUTIES: Management, Prevention and control of Infections in the hospital and provide relevant statistics. Develop, Implementation and monitoring of adherence to infection prevention and control policies and procedures daily Training on Infection Control and Disease Surveillance to staff. IPC management of special projects e.g. taking a lead in outbreak management of diseases. Reporting to relevant stakeholders on the Infection Prevention and Control Practices. Give advice on the prescripts of Infection Prevention and Control practices and help with relevant specifications.
ENQUIRIES: Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Mr Isaac Zitha
POST 26/170: LECTURER PND I – 2 (NURSING) REF NO: MPDOH/JULY/19/19
SALARY: R383 226 – R614 991 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE: Barberton Hospital
REQUIREMENTS: Basic qualification accredited with the 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 minimum 4yrs, plus a post basic nursing qualification in Nursing Education and no experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education.
DUTIES: Provide education and training to the learners. Coordinate clinical learning exposure to learners between college and clinical areas. Implement
assessment strategies to determined learner’s competencies. To support the
mission and promote the image of the college.

ENQUIRIES:  Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS:  The District Manager; Ehlanzeni District Office; Private Bag X 11278;
Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION:  Mr Isaac Zitha

POST 26/171:  PROFESSIONAL NURSE SPECIALTY GRADE 1 (NEONATAL ICU)
(REPLACEMENT) REF NO: MPDOH/JULY/19/20

SALARY:  R383 226 – R444 276 per annum. (OSD requirements depending on the years
of experience plus benefits)

CENTRE:  Witbank Hospital

REQUIREMENTS:  Grade 12 plus basic R425 qualification (i.e Degree/ Diploma in Nursing or
equivalent qualification that allows registration with SANC as a professional
nurse plus post basic nursing qualification with duration of at least 1 year,
accredited with the SANC in terms of Government Notice R212 in Neonatal
ICU. Current registration with SANC as a professional nurse. A minimum of 4
years appropriate / recognizable experience in nursing after registration as a
professional nurse with the SANC in General nursing.

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 relevant health
facility. Demonstrate effective communication with patients, supervisors and
other clinicians, including report writing when required. Work as part of the
multi-disciplinary team to ensure good nursing care. Work effectively, co-
operatively amicably with persons of diverse intellectual, cultural, racial or
religious differences. Able to plan and organize own work and that support
personnel to ensure proper nursing care. Display a concern for patients,
promoting and advocating proper treatment and care including awareness and
willingness to respond to patient needs, requirements and expectations (Batho
Pele)

ENQUIRIES:  Ms Precious Magagula Tel No: (013) 653 2000
APPLICATIONS:  The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206;
Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.
FOR ATTENTION:  Ms Precious Magagula

POST 26/172:  PROFESSIONAL NURSE SPECIALTY GRADE 1 (NEONATAL ICU)
(CRITICAL LIST) REF NO: MPDOH/JULY/19/21 (X4 POSTS)

SALARY:  R383 226 – R444 276 per annum. (OSD requirements depending on the years
of experience plus benefits)

CENTRE:  Witbank Hospital

REQUIREMENTS:  Grade 12 plus basic R425 qualification (i.e Degree/ Diploma in Nursing or
equivalent qualification that allows registration with SANC as a professional
nurse plus post basic nursing qualification with duration of at least 1 year,
accredited with the SANC in terms of Government Notice R212 in Neonatal
ICU. Current registration with SANC as a professional nurse. A minimum of 4
years appropriate / recognizable experience in nursing after registration as a
professional nurse with the SANC in General nursing.

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 relevant health
facility. Demonstrate effective communication with patients, supervisors and
other clinicians, including report writing when required. Work as part of the
multi-disciplinary team to ensure good nursing care. Work effectively, co-
operatively amicably with persons of diverse intellectual, cultural, racial or
religious differences. Able to plan and organize own work and that support
personnel to ensure proper nursing care. Display a concern for patients,
promoting and advocating proper treatment and care including awareness and
willingness to respond to patient needs, requirements and expectations (Batho
Pele)

ENQUIRIES:  Ms Precious Magagula Tel No: (013) 653 2000
APPLICATIONS:  The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206;
Emalahleni, 1035 or Hand delivered to: Mandela Avenue, Emalahleni, 1035.
FOR ATTENTION:  Ms Precious Magagula
<table>
<thead>
<tr>
<th>POST 26/173</th>
<th>PROFESSIONAL NURSE GRADE 1 PNB1 REF NO: MPDOH/JULY/19/24</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R383 226 – R444 276 per annum. (OSD requirements depending on the years of experience plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Thembra Regional Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Isaac Zitha Tel No: (013) 7555 100</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr Isaac Zitha</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>POST 26/174</th>
<th>PROFESSIONAL NURSE SPECIALTY GRADE 1 – [REPLACEMENT] ADVANCED MIDWIFERY REF NO: MPDOH/JULY/19/25 (X3 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R383 226 – R 444 276 per annum. (OSD requirements depending on the years of experience plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Thembra Regional Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Matric/ Senior Certificate or Equivalent qualifications. Degree / Diploma in General nursing or equivalent that allow as registration with SANC as professional nurse plus one year post basic qualification in Advanced Midwifery. Current proof of registration (receipt) with SANC as general professional nurse and post basic. Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework such as nursing act, public service Regulations, Labour Relations Act, Disciplinary Code and procedure, Grievance Procedure. Good skills in communication, report writing, facilitation, co-ordination, problem-solving, planning and organizing, team building, decision making and computer literacy. Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Diagnose and manage obstetric and neonatal emergencies. i.e. Eclampsia APH, etc. identify high risk clients during ante-partum, intra-partum and post-partum periods manage them according to National Guidelines and hospital policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Conduct Perinatal Mortality reviews or meetings. Know South African Nursing Council (SANC) rules and regulations pertaining to obstetrics. Develop and implement in service education and quality improvement programs for the obstetrics departments. Act as an advocate for clients. Form part of the multi-disciplinary team. Take part in all obstetrics programs i.e. PPiP, PMTCT, BBI, BFI and RHC- reproductive health. Identify training needs for the personnel. Practice participative management by assisting with relief duties of the supervisor. Liaise with all departments within the institution. Maintain and monitor stock and supplies. Attend meetings held in the institution/outside. Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Isaac Zitha Tel No: (013) 7555 100</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr Isaac Zitha</td>
</tr>
</tbody>
</table>
POST 26/175 : PROFESSIONAL NURSE GRADE 1 SPECIALTY (PNB1) REPLACEMENT (CRITICAL CARE) REF NO: MPDOH/JULY/19/26 (X2 POSTS)

**SALARY** : R383 226 – R444 276 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Thembela Regional Hospital

**REQUIREMENTS** : Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC as Critical care specialty. A minimum of 4-years appropriate / recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Current proof of registration with SANC. Computer literacy and driver’s license will be an added advantage. Ability to work independently and to take decisions. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Health Act. Occupational Health and Safety Act, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Skills Required: Good communication skills; report writing skills; coordination skills; planning and organizational skills; problem solving skills; decision making skills; ability to function as part of a team. Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights

**DUTIES** : Provision of optimal, holistic specialized nursing care according to the set standards and within a professional/legal framework. Effective utilization of resources: Human, material and monitoring of the services. Participation in training and research. Provision of support to nursing services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Maintain professional growth/ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.

**ENQUIRIES** : Mr Isaac Zitha Tel No: (013) 7555 100

**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION** : Mr Isaac Zitha

POST 26/176 : PROFESSIONAL NURSE SPECIALITY GRADE 1 (CRITICAL CARE/NEONATOLOGY) (REPLACEMENT) REF NO: MPDOH/JULY/19/27

**SALARY** : R383 226 – R444 276 per annum. (Depending on the years of experience plus benefits)

**CENTRE** : Witbank Hospital

**REQUIREMENTS** : Grade 12 plus basic R425 qualification (i.e. Decree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R121 in intensive Care Unit and Neonatology. Current registration with SANC as a professional nurse. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing.

**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 relevant health facility. Promote quality of nursing as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Pele)

**ENQUIRIES** : Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS** : The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION** : Ms Precious Magagula
POST 26/177 : ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE PROGRAMME DELIVERY MANAGEMENT) REF NO: MPDOH/JULY/19/28

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Provincial Officer, Nelspruit

DUTIES : Collect updated information for immovable assets. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets (land and buildings) for Facilities in close consultation with Public Works. Consult with Health Facilities to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Implement actions to keep sites clean, where required. Implement actions to prevent any illegal occupation of sites, where required. Collect information on the conditions and maintenance of vacant sites allocated to Health. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Health Facilities on proposed buildings for leases. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Health Facilities. Assist to train Health Facilities on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Health Facilities implement interventions to improve the utilisation of utilities by Facilities.

ENQUIRIES : Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200. FOR ATTENTION : Ms Glory Mokone

POST 26/178 : DENTAL THERAPIST GRADE 1 REF NO: MPDOH/JULY/19/30

SALARY : R317 976 – R361 872 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE : Barberton Hospital
REQUIREMENTS : Degree or diploma in Dental Therapy with a recognised university. Current Registration with the HPCSA. Expert knowledge of oral health care and ethics. A valid driver’s license.


ENQUIRIES : Mr Isaac Zitha Tel No: (013) 7555 100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200. FOR ATTENTION : Mr Isaac Zitha

POST 26/179 : SPEECH THERAPIST / AUDIOLOGIST GRADE 1 REF NO: MPDOH/JULY/19/31

(Re-Advertisement)

SALARY : R317 976 – R361 872 per annum. (OSD requirements depending on the years of experience plus benefits)
CENTRE : Witbank Hospital
**REQUIREMENTS**: Grade 12 certificate and appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable). Grade 1. No experience required after registration with the HPCSA in the relevant profession. (Where applicable) in respect of RSA qualified employees who performed service in relevant profession as required in South African.

**DUTIES**: Render effective patient centred speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To work closely with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES**: Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS**: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION**: Ms Precious Magagula

**POST 26/180**: SENIOR TRAINING OFFICER: HRD REF NO: MPDOH/JULY/19/32

Re-Advertisement

**SALARY**: R316 791 per annum (Level 08) plus benefits

**CENTRE**: Witbank Hospital


**DUTIES**: Facilitate trainings in the institution, e.g. ABET, Learnership and other programmes. Facilitate bursaries and study leaves, facilitate orientation/induction programmes. Comply with Employment Equity Plan. Compile skills audit report; maintain training database, control and monitor training equipment, manage Performance Management and Development System (PMDS). Coordinate compulsory induction and orientation programs.

**ENQUIRIES**: Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS**: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION**: Ms Precious Magagula

**POST 26/181**: SENIOR INFORMATION OFFICER REF NO: MPDOH/JULY/19/36

**SALARY**: R316 791 per annum (Level 08) plus benefits

**CENTRE**: KwaMhlanga Hospital

**REQUIREMENTS**: Relevant three year National Diploma or Degree. At least 3 years’ experience in health information. Extensive knowledge of the EDR Web / MDR TB Information System and the DHIS (District Health Information System).Good presentation skills and ability to communicate at all levels. Advanced knowledge of MS Word, Excel, and power Point. Good analytical skills. Report writing skills. Ability to work under pressure and to meet deadlines. A valid driver’s license.

**DUTIES**: Supervision and analysis of data capturing on EDR Web / MDR TB Information System. Coordinate the implementation of the health information systems in the facility. Support health workers in the implementation of the information systems and in data collection. Conduct data quality assessments. Ensure monthly and quarterly reporting of information to the district and province.
Facilitate other information not collected by the DHIS. Support sub-district / facility managers, programme managers and management. Develop capacity in information management. Generate reports as required. Participate actively in health information issues and research.

ENQUIRIES : Ms Shelly Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager, Nkangala District Office, Private Bag X 7296; Emalahleni, 1053 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

FOR ATTENTION : Ms S Matheba
POST 26/182 : DATA TECHNOLOGIST REF NO: MPDOH/JULY/19/37
SALARY : R316 791 per annum Plus benefits
CENTRE : Mpumalanga College of Nursing
REQUIREMENTS : An appropriate undergraduate qualification (NQF level 6 or 7) in Information Communication Technology and 2 year relevant experience. Competencies: Computer software installation, Computer hardware, RICPCI Act, ISS policies. Promotion of access to information Act. Skills: Knowledge Management, Service Delivery Innovations, Problem Solving and Analysis, Client Orientation and Customer Care, Communication, Conflict Management and Resolution.

DUTIES : Provide IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Provide IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the Nursing College. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control. Support Themba hospital in the provision of IT services based on needs between the two institutions (Themba hospital and the nursing college)

ENQUIRIES : Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION : Ms Glory Mokone
POST 26/183 : SENIOR LIBRARIAN REF NO: MPDOH/JULY/19/38
SALARY : R316 791 per annum (plus benefits)
CENTRE : Mpumalanga College of Nursing
REQUIREMENTS : A Bachelor’s degree or National Diploma in Library and Information Science and 3 years’ experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver’s license.


ENQUIRIES : Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
<table>
<thead>
<tr>
<th>FOR ATTENTION</th>
<th>Ms Glory Mokone</th>
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</thead>
<tbody>
<tr>
<td>POST 26/184</td>
<td>ENGINEERING TECHNICIAN: ELECTRICAL OR MECHANICAL REF NO: MPDOH/JULY/19/39</td>
</tr>
<tr>
<td>SALARY</td>
<td>R311 859 – R327 888 per annum. (OSD requirements depending on the years of experience plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Provincial Office, Nelspruit</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Engineering services and management methods. Assist to manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Use of Utilities: Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Investigate cases of excessive usage. Make recommendations on interventions to address excessive usage. Effective Engineering Services for Projects and Programmes: Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Assist to provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Assist to manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Glory Mokone Tel No: (013) 766 3340</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms Glory Mokone</td>
</tr>
<tr>
<td>POST 26/185</td>
<td>STATE ACCOUNTANT: REVENUE REF NO: MPDOH/JULY/19/33</td>
</tr>
<tr>
<td>SALARY</td>
<td>R257 508 per annum (Level 07) plus benefits</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bethal Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Senior Certificate or equivalent qualifications plus three (3) years relevant experience or Degree/ Diploma in finance. Working knowledge of BAS, PEIS and MS Office. Sound Knowledge of relevant legislation including PFMA and DORA. Have analytical and decision making skills. Sound interpersonal and management skills</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To monitor and ensure that all incomplete transactions are attended to: from the billing system. Compile all revenue reports and submit them to Provincial Office revenue section, compile all irrecoverable debts (write off) reports and submit to finance manager. Do all revenue reports and adhere to the deadlines. Ensure that the hospital meet or exceed its monthly projection to avoid under collection of revenue. Check the remittance/reconcile and close the invoices.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Mndeni Dhladhla Tel No: (017) 811 1642</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeeck Street, Ermelo, 2350</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr M A Dhladhla</td>
</tr>
<tr>
<td>POST 26/186</td>
<td>PROJECT FACILITATOR: INFRASTRUCTURE REF NO: MPDOH/JULY/19/34</td>
</tr>
<tr>
<td>SALARY</td>
<td>R257 508 per annum (Level 07) plus benefits</td>
</tr>
</tbody>
</table>
CENTRE: Bethal Hospital

REQUIREMENTS:
- Grade 12 and a Diploma in Building or Electrical Engineering. N3 in Building or Electrical engineering with a passed trade test. Valid Driver’s License, Computer Literacy. 3 to 5 years’ experience in Infrastructure.
- N3 in Building or Electrical engineering with a passed trade test.
- Valid Driver’s License.
- Computer Literacy.
- 3 to 5 years’ experience in Infrastructure.

DUTIES:
- To Manage and implement infrastructural development and maintenance policies and processes. Process on utilization. Coordinate and monitor the development and implementation of infrastructural plans and budget process. Facilitate and administer payment processes. Render ad coordinate maintenance management services. Manage and monitor contract and Service Level Agreement (SLA).

ENQUIRIES:
- Mr Mndeni Dhladhla Tel No: (017) 811 1642

APPLICATIONS:
- The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeeck Street, Ermelo, 2350

FOR ATTENTION:
- Mr M A Dhladhla

POST 26/187: CASE MANAGER REF NO: MPDOH/JULY/19/35

SALARY:
- R257 508 per annum (Level 07) plus benefits

CENTRE: Bethal Hospital

REQUIREMENTS:
- Grade 12 or Equivalent qualification. Computer Literacy. Must be qualified registered as a Staff Nurse with SANC. 3 to 5 years’ experience in the relevant area of qualification (Staff Nurse). Ability to cope under pressure. Good communication skills, Good Organizational & Planning skills

DUTIES:
- To provide concurrent updates of changes in treatment, anticipated or planned.
- Inform external funder within turnaround time of changes in LOS, LOC and procedural and diagnosis codes. Provide external Funders with requested documents. Advise and assist Clients /Patient to register for PMB benefits.
- Advise external funders appropriately regarding UPFS codes and tariffs to minimize rejections. Complete Ward rounds as needed. Consult with Multidisciplinary team regarding patient treatment and progress, advice regarding available benefits and resources and refer appropriately e.g. step-down facilities. Provide support on ICD 10 coding.

ENQUIRIES:
- Mr Mndeni Dhladhla Tel No: (017) 811 1642

APPLICATIONS:
- The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeeck Street, Ermelo, 2350

FOR ATTENTION:
- Mr M A Dhladhla

POST 26/188: FOOD SERVICE MANAGER REF NO: MPDOH/JULY/19/40

SALARY:
- R257 508 per annum. (Level 07) plus benefits

CENTRE: Mpumalanga College Of Nursing: KaBokweni

REQUIREMENTS:
- An appropriate Degree/ Diploma in Food Service Management/ Food and Beverages/ Hospitality Management. Minimum of three years relevant experience in Food Service Management. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Good interpersonal, analytical and problem-solving skills. Ability to work as in a team and independently under pressure. Have effective leadership skills. Knowledge of Public Service Act and regulations, Basic conditions of Employment Act, National and Provincial Policy framework, PFMA. Good financial management knowledge, presentation, analytical skills and conflict management.

DUTIES:
- Manage food services according to Food based Guidelines (FBG), in terms of portion control, quality control and service standard. Manage food preparation, serving of food and refreshment. Manage stock levels and conduct stock taking monthly. Do plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines. To plan menus with standardized recipes, do master orders, costing of all menus and functions, control, ordering storage, issuing of perishables and non-perishables supplies, do quality control checks. Key control policy should be implemented and be monitored. Ensure that equipment is functioning well and that compliance to Occupational Health and Safety (OHS), Environmental Health Practices (EHP) and Infection Control (IPC) is adhered to. Compile performance management (PMDS) and conduct performance reviews of staff on a quarterly basis. Be involve in developing and implementing of SOP’s in the section. Compiling of reports and submit on monthly basis. Supervision in the section at all times. Plan and implement procedures to stay in line with budget.
ENQUIRIES: Ms. Glory Mokone, Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200
FOR ATTENTION: Ms. Glory Mokone
POST 26/189: STUDENT COUNSELOR REF NO: MPDOH/JULY/19/41

SALARY: R257 508 per annum. (Level 07) plus benefits
CENTRE: Mpumalanga College of Nursing: KaBokweni
REQUIREMENTS: Bachelor's Degree in Psychology or an equivalent qualification in Counselling; 1 -3 years working in a similar role will be an added advantage. Excellent communication, written & interpersonal skills in order to deal with people in distress; ability to collaborate with colleagues from other discipline; ability to discern body language of students a strong understanding of nursing education dynamics and the role of student counsellor and an awareness of current issues in the Nursing profession; the capacity to be critical and analytical and ability to work in a self-motivated, independent way; ability to apply your Knowledge of academic psychosocial counselling and research to academic problems; Knowledge of nursing college and academic programs, admission and financial; policies and procedures knowledge of ethical, academic honesty human rights confidentiality and legal issues.

DUTIES: Listening to student concerns advocate on behalf of students and staff; avail self to all students and staff seeking guidance and counselling; Mediate and resolve conflicts; Assist with career and academic development; Develop and organise counselling programs; Develop solutions and goals; Connect students with college and with other relevant resources; Refer students to social welfare, psychiatric; Mental counsellor according to needs; Attend staff meetings; Implement /Conduct individual and group counselling, test reviews, students success workshops, academic success program and crisis interventions; Conduct clinical and academic research; Present scholarly work at nursing conferences; Facilitate outreach efforts to provide services to students and staff; and submit required reports promptly and accurately.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Ms Glory Mokone
POST 26/190: PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/JULY/19/42

SALARY: R257 502 per annum. (Level 07) plus benefits
CENTRE: Mpumalanga College of Nursing
REQUIREMENTS: National Diploma/Advance Certificate in SCM / Logistics Management/ Advance Procurement Management (NQF 6) with at least least two to three (2-3) years’ experience in the Supply Chain Database Administration environment. A tertiary qualification will be an added advantage. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer Literacy, especially in Microsoft Excel. Knowledge of BAS and Logis Systems. A valid driver’s license.

DUTIES: Manage procurement services (demand and acquisition). Compile monthly and quarterly procurements reports. Render guidance in writing of specifications. Monitor, control and evaluate performance of subordinates. Coordinate the sourcing and purchasing of goods and services. Control and regularly update the Suppliers Database. Implementation of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Provide training and support to Departmental CSD Users and suppliers. Maintenance of the Supplier Database. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Conduct Community Outreach Programs on
government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Ms Glory Mokone

POST 26/191: LIBRARIAN REF NO: MPDOH/JULY/19/43

SALARY: R257 508 per annum (Level 07) plus benefits
CENTRE: Mpumalanga College Of Nursing
REQUIREMENTS: A Bachelor’s degree or diploma in Library and Information Science with minimum 2 years relevant experience. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Ability to work without supervision. Hard working and reliable. A valid driver’s license is essential.
DUTIES: Maintain adequate library literature (buying of publications, annotations, etc): Maintain accession and loan registers; Cataloguing and classification of new books and publications: Compilation of bibliographies, answering reference questions (personal, telephonic and e-mail) and supplying bibliographic verification: Provide assistance to professional staff (researches) on publications and other literature including Internet and Sabinet searches: Manage services in library including photocopying services: Update loose-leaf publications: Assist with interlibrary loans: Library Committee member and responsible for library committee meetings and give effect to recommendations of the library committee: Provide statistics.
ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION: Ms Glory Mokone

POST 26/192: ADMINISTRATIVE OFFICER (TRANSPORT) REF NO: MPDOH/JULY/19/44

SALARY: R257 508 per annum (Level 07) plus benefits
CENTRE: Mpumalanga College of Nursing
REQUIREMENTS: An appropriate recognised Degree/ Diploma in Transport/ Logistics or equivalent qualification with more than 3 years relevant experience or Grade 12 with more than 4 years relevant experience in transport and logistics management. Good supervisory skills, good interpersonal skills, organising skills and time management skills both verbal and writing. Ability to lead, work in a team, to work under pressure and meet deadline. Computer literate with extensive knowledge of Microsoft-Excel, Microsoft Word and PowerPoint, good communication, presentation, interpersonal and co-ordination skills. A valid driver’s license and PDP.
DUTIES: The successful candidate will be responsible for providing effective and efficient transport and logistics services within the hospital. Supervise the daily activities of the Transport department, including daily allocation of vehicle to drivers for various destinations. Monthly and weekly inspection of state vehicle and compiling of reports. Monthly compilation of driver’s rooster. Monthly reporting on usage of vehicle: GG cars register. Monthly reporting on kilometres travelled and compliance to National Core Standards. Monthly reconciliation of kilometres travelled and petrol consumption. Reporting of accidents to management and 79 GG garage. Ensure maximum utilization of vehicles and implementation of cost control measures. Compile and submit weekly reports for management as and when required. Management of all staff performance and development within the Transport unit. Attend to human resource financial matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for Transport staff. Fulfil duties as per PMDS contract and job description. Perform any other duties delegated by the line manager.
ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION : Ms Glory Mokone

POST 26/193 : PRINCIPAL PERSONNEL OFFICER: RECRUITMENT & SELECTION REF NO: MPDOH/JULY/19/45 (X2 POSTS)

SALARY : R257 508 per annum [Level 07] plus benefits
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointment, Service conditions, PMDS and crafting of submissions relating thereto. Extensive knowledge and experience in PERSAL including interpreting Persal report. Have certificated in PERSAL. Knowledge of the procedure on Incapacity leave and ill-health retirement (PILLAR) the ability to handle tasks of Multi-disciplinary nature. Self- motived and creative and the ability to work under pressure. Sound communication and interpersonal skills. Analytical skills problem solving and decision making skills. Computer literacy in particular MS Excel & Word. A valid Code B driver’s license will serve as an added advantage.

DUTIES : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff, HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc), Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records.

ENQUIRIES : Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS : The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.
FOR ATTENTION : Ms Glory Mokone

POST 26/194 : PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JULY/19/46

SALARY : R257 508 per annum. (Level 07) plus benefits
CENTRE : Bethal Hospital
REQUIREMENTS : Senior Certificate plus Six (6) years relevant experience in HR. Equivalent qualification or Degree / Diploma in Administration or Human Resources. Experience should include working with appointments, service conditions, Pension Matters and crafting of submissions relating thereto exclusive knowledge and experience in PERSAL, have certificates in Persel, knowledge of the procedure on incapacity leave and ill/health retirement(PILLAR) the ability to handle the task of multi-disciplinary nature. Self-motivated and the ability to work under pressure, some communication and interpersonal skills, analytical skills problem solving and make decisions, computer literacy in particular MS excel and word. Driver’s license will be an added advantage.

DUTIES : Perform duties relating to human resource, recruitment and selection and service condition, process pension documents, handle PILLAR cases for the Hospital and Clinics, craft quality submissions relate to the said dories. Supervise and train junior colleagues, maintain monthly HR reports and provide inputs for relevant plans and report timeously, manage the DUTIES efficiently and effectively, building team spirit and ethical HR practice in terms of the Public Service Act and regulations. Provide support the Chief Personnel Officer or HR Manager.

ENQUIRIES : Mr Mndeni Dhladhla Tel No: (017) 811 1642
APPLICATIONS : The District Manager, Gert Sibande District Office, Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Riebeek Street, Ermelo, 2350
FOR ATTENTION : Mr M A Dhladhla
**POST 26/195** : PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JULY/19/47

**SALARY** : R257 508 per annum (Level 07) plus Benefits: Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements).

**CENTRE** : Tintswalo Hospital

**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. 3-5 years’ experience in the field. Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics (SCM Systems). Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organisation; Good verbal and written communication skills. Basic knowledge of work procedures in terms of the working environment will be an added advantage.

**DUTIES** : Supervise and render asset management services, oversee the compilation and maintenance of records, verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Supervise and render demand and acquisition services. Update and maintain supplier (including contractors) database, ensure that suppliers are captured and registered on the system, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services, check, place and verify orders for goods, receive and verify goods from suppliers, capture and ensure that goods are captured in registers and databases, receive request for goods from end users, issue goods to end users, check and maintenance of the register of suppliers. Supervise human resources/staff, allocate and ensure quality of work, personnel development, assets staff performance and apply discipline.

**ENQUIRIES** : Mr. Isaac Zitha, Tel No: (013) 7555 100

**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION** : Mr. Isaac Zitha

**POST 26/196** : PROFESSIONAL NURSE GRADE 1 PNA 2 - REPLACEMENT REF NO: MPDOH/JULY/19/48 (X2 POSTS)

**SALARY** : R256 905 – R 297 825 per annum (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Themba Regional Hospital

**REQUIREMENTS** : Basic R425 or R683 qualification with midwifery (Diploma/Degree in nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.

**DUTIES** : Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize material, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Contribute positively towards compliance to Norms and Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights

**ENQUIRIES** : Mr. Isaac Zitha, Tel No: (013) 7555 100

**APPLICATIONS** : The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION** : Mr. Isaac Zitha

**POST 26/197** : DENTAL ASSISTANT GRADE 1 REPLACEMENT REF NO: MPDOH/JULY/19/49 (X3 POSTS)

**SALARY** : R168 429 – R192 576 per annum. (OSD requirements depending on the years of experience plus benefits)

**CENTRE** : Witbank Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions registration with HPCSA, proof of current registration
with the HPCSA, copy of an ID document. A driver's license will be an added advantage.

**DUTIES**: The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts. The person should have good communication skills, good interpersonal relations.

**ENQUIRIES**: Ms Precious Magagula Tel No: (013) 653 2000

**APPLICATIONS**: The Acting Chief Executive Officer, Witbank Hospital, Private Bag X 7206; Emalahleni, 1035 or Hand delivered to: Piet Koornhof Building, Emalahleni, 1053

**FOR ATTENTION**: Ms Precious Magagula