ANNEXURE X

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.

CLOSING DATE: 14 February 2020 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

NOTE: Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 6 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms)

MANAGEMENT ECHELON

POST 04/238: CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
REF NO: MPDOH/JAN/20/02

SALARY: R1 251 183 per annum (Level 14). All inclusive 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: Bachelor's Degree in Human Resources Management or Public Administration or Business Administration or Human Sciences or any other equivalent qualifications and Five (5) years' experience as a Senior Manager in a Human Resources Management and Development environment. A post graduate-Diploma in Human Resources Management or Public Administration or Business Administration or Human Sciences will be an added advantage. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; policy analysis, policy development and policy implementation and review processes. Modern systems of governance and administration. Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, team building and strong interpersonal skills. Excellent verbal and written communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills. Project management skills. Problem solving skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. Ability to persuade and influence on decisions to be made. A valid driver's license, Code EB.

DUTIES: To provide strategic management consulting and support services with respect to Human Resources and Career Management in the Provision of strategic management, support services with regards to Organisational and Employee Wellness; Provision of management support services with regards to HRM Strategy, HR Planning and HRM Policy Services; Provision of management support services with regards to HR Practices and Information Management;
Coordination and Provision of strategic support in the management of Labour Relations; Provision of technical and management support with regards to Performance Management. Serve as a Chief Negotiator in the Chamber.

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
Mr. Goodness Vilakazi

NOTE
Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/239
DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/JAN/20/06
(Re-Advertisement)

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

DUTIES
Determine and evaluate proper implementation of Human Resource Management strategies and policies to meet the Departmental Mandate. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate’s strategic goals. Develop the Directorate’s Operational Plan in support of the Department’s Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. Manage financial and other resources allocated to the Directorate. Advise and assist other managers on Human Resource Management practices and policy matters. HR Functions. Ensure that recruitment is well executed to ensure that the Department is correctly staffed with the right number of personnel with skills relevant to the service delivery needs. Participate in the development and administration of the personnel services budget. Assist the Department in designing a proper organisational structure, role of divisions, work units and post classifications. Assist in the proper implementation and monitoring of the Performance Management and Development Processes in line with the Provincial PMDS Policy. Manage employee health and wellness, employee compensation, service benefits and allowances and training and development of the personnel in the Department. Offer strategic support in the management and maintenance of Human Resource Information Systems.

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
Mr. Goodness Vilakazi

NOTE
Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/240
DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/JAN/20/07

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
Gert Sibande District, Ermelo

REQUIREMENTS
A tertiary qualification, preferably in Health Sciences and at least five (5) years relevant experience in the public health service. A Master’s Degree in Public
Health and a postgraduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver’s licence.

DUTIES:
Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

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:
Mr. Goodness Vilakazi

NOTE:
Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/241:
CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JAN/20/09

SALARY:
R1 057 326 per annum [Level 13] all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.

CENTRE:
Mapulaneng Hospital

REQUIREMENTS:
A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. Five (5) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree / diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES:
To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise 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 mobilisation, 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 utilisation 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 are 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: 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: Mr. Goodness Vilakazi
NOTE: Shortlisted candidates will be subjected to present on the relevant Case Study.

OTHER POSTS

POST 04/242: SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1 REFNO: MPDOH/JAN/20/01

SALARY: R1 362 366 - R1 467 651 per annum (70/30 split inclusive remuneration package and commuted overtime)
CENTRE: Tintswalo Hospital
REQUIREMENTS: MBCHB Degree or equivalent qualification plus relevant experience. Registration with the HPCSA. A valid work permit will be required from non-South African. At least 10 years’ experience after registration as Medical Officer. Sound clinical knowledge of PFMA, Public service legislations, regulations and policies. Skills: Communication skills, Problem solving skills, Decision making skills and Presentation skills. Good Valid driver’s licence and computer literacy. Be able to work under pressure.
DUTIES: Supervise and Manage clinical, medical, dental and pharmaceutical services. Provide clinical care to patients. Provide ongoing medical management of patients with chronic medical conditions. Management and storage of health information including discharging summaries. Participate in development and implementation of quality improvement plans in the hospital. Perform after hour.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/243: SENIOR MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/JAN/20/08

SALARY: R1 322 400 per annum (OSD) all-inclusive salary 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: Pharmacy Bachelor's degree. Current proof of registration with South African Pharmacy Council. Bachelor's degree in pharmacology and / or equivalent. Must have five (5) years relevant working experience in middle / senior management. Current registration with South African Pharmacy Council as a Pharmacist (proof of registration must be attached). Knowledge of Provincial and national health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical
knowledge. Sound organization, planning and decision making abilities. A valid driver’s license.

**DUTIES**

Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formula. Supervise and pharmacist interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Supervision of junior staff.

**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**

Mr. Goodness Vilakazi

**NOTE**

Shortlisted candidates will be subjected to present on the relevant Case Study.

**POST 04/244**

**CLINICAL MANAGER: GRADE 1 REF NO: MPDOH/JAN/20/03 (X2 POSTS)**

**SALARY**

R1 173 900 – R1 302 849 per annum [OSD requirements depending on qualifications and experience]

**CENTRE**

Carolina Hospital; Amajuba Memorial Hospital (Gert Sibande District)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Post-graduate medical qualification will be an added advantage. 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 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 out-patient 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**

Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS**

The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

**FOR ATTENTION**

Mr. M A Dhladhla

**POST 04/245**

**MEDICAL SPECIALIST GRADE 1 (SURGERY) REF NO: MPDOH/JAN/20/04**

**SALARY**

R1 106 040 – R1 173 900 per annum (salary determination depending on experience in terms of relevant OSD)

**CENTRE**

Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in General Surgery specialty and proof of current registration. **Grade 1:** No experience. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervise all junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and
research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Ensure compliance to the National Core Standards within the department/ institution. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

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APPLICATIONS
FOR ATTENTION
POST 04/246
SALARY
CENTRE
REQUIREMENTS
DUTIES
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APPLICATIONS
FOR ATTENTION
POST 04/247
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mr. I Zitha Tel No: 013 755 5100
The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
Ms. Innocent Mthombeni Tel No: (013 7555 100)

R1 089 693 – R1 362 366 per annum [OSD requirements depending on qualifications and experience]
Mmamethhake Hospital (Nkangala District)
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 and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.
Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to the institution. Training and supervision of intern’s medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. 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 out-patient 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.
Ms Glory Mokone Tel No: (013) 766 3340
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.
Mr. Goodness Vilakazi

R938 962 – R1 026 693 per annum [OSD requirements depending on qualifications and experience]
Carolina Hospital (Gert Sibande District)
Tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department.
Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to the institution. Training and supervision of intern’s medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all
departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION : Mr. M A Dhladhla
POST 04/248 : CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JAN/20/11 (X2 POSTS)
SALARY : R869 007 per annum (Level 12) all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.
CENTRE : Mmamethlake Hospital; Carolina Hospital
REQUIREMENTS : A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. Five (5) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s license (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree / diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
DUTIES : To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise 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 mobilisation, 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 utilisation 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 are 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 : 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: Mr. Goodness Vilakazi

NOTE: Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/249: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JAN/20/12

SALARY: R869 007 per annum (Level 12) all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.

CENTRE: Ermelo Hospital (Gert Sibande District)

REQUIREMENTS:
- Diploma / Degree in Administration or Public Management. Experience: Five (5) years relevant experience of which three (3) years must at supervisory level (ASD).
- Knowledge of support services with reference to people management, facility management and supervision. Inherent requirements of the job: Valid driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge / skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES:
- Efficient and effective strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION: Mr. M A Dhladhla

NOTE: Shortlisted candidates will be subjected to present on the relevant Case Study.

POST 04/250: MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/20/13 (X2 POSTS)

SALARY: R821 205 – R884 670 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Mmamethlake Hospital; Middelburg Hospital (Nkangala District)

REQUIREMENTS:
- An appropriate qualification of MBChB degree plus proof of current registration with HPCSA as Medical Practitioner. At least post-registration as a Medical Practitioner. No experience after registration.

DUTIES:
- Reporting to the Medical Manager, the incumbent will be responsible for the following: Provide clinical care to patients in the wards, organize and participate in OPD/Casualty and clinics. Assist in clinical audit. Support junior doctors. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients on antiretroviral therapy (ART). Assess and monitor ART patients. Ensure provision of comprehensive HIV care.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 04/251: MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/20/14 (X2 POSTS)

SALARY: R821 205 – R884 670 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Bethal Hospital (Gert Sibande District)
REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 OR Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION: Mr. M A Dhladhla

POST 04/252: MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JAN/20/15 (X2 POSTS)

SALARY: R821 205 – R884 670 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Shongwe Hospital (Ehlanzeni District)

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES: Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage out-patient unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 OR Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION: Mr. M A Dhladhla

POST 04/253: DEPUTY DIRECTOR: ENTOMOLOGY REF NO: MPDOH/JAN/20/16

SALARY: R733 257 per annum (plus benefits)

CENTRE: Malaria Control Programme, Mbombela (Ehlanzeni District)

REQUIREMENTS: National Diploma or Bachelor's degree in Entomology/Biological Science/Ecology (you are required to furnish a credit certificate and/or a statement of results). A post graduate Degree in Entomology; research experience and scientific publications. Experience: three (3) years post qualification natural scientific experience. Knowledge of legal compliance; creating high performance culture; professional judgment; Data analysis; Policy development and analysis; presentation skills; Programme and Project management, scientific methodologies and models, Research and development, Computer aided scientific applications. Skills: Analytic, creativity, decision making, team work, creativity, communication (written / verbal), problem-solving, technical report writing, people management, Computer literacy in MS Office software, networking, change management, planning and organising skills. Valid driver's license and the ability to drive.

DUTIES: Develop and monitor policies, guidelines, norms and standards to be in line with the relevant World Health Organisation Integrated Vector Control Management guidelines and monitoring of insecticide usage. Oversee and manage inspection with regard to indoor residual spraying quality. Enable better decision-making about where and with which insecticides to spray. Monitor insecticide resistance to inform operations and as an early warning system for the region. Identify areas which are at risk of transmission due to the presence of vectors and continued monitoring in low risk areas and monitor spray quality during spray season by cone bioassays. Lead the vector control team during entomological surveillance when...
conducting outbreak and epidemic response. Inform on which entomological interventions to use when responding to a malaria case and work with partners to test vector control tools and approaches and ensure the insectary is operational. Vector control health promotion and messaging. Map breeding sites and inform larviciding operations. Stock control of insecticides and manage entomological information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors; gather and interpret data statistically and compile scientific papers and technical documents; dissemination of information through presentation of papers at scientific symposia and congresses and lecturing at provide specialist advice on malaria vector related matters.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/254: PHARMACIST GRADE 1 REF NO: MPDOH/JAN/2017

SALARY: R693 372 - R735 918 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Core competencies recommended: Commitment to quality development of self and others. Computer literacy, good interpersonal relations. Skills: Good written and verbal communication skills. Strong leadership and management skills.
DUTIES: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, Interns, Community Servers and Junior Pharmacists.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/255: PHARMACIST GRADE 1 REF NO: MPDOH/JAN/2018

SALARY: R693 372 - R735 918 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Shongwe Hospital (Ehlanzeni District)
REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Core competencies recommended: Commitment to quality development of self and others. Computer literacy, good interpersonal relations. Skills: Good written and verbal communication skills. Strong leadership and management skills.
DUTIES: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, Interns, Community Servers and Junior Pharmacists.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)
POST 04/256: PHARMACIST: GRADE 1 REF NO: MPDOH/JAN/20/19

SALARY: R693 372 - R735 918 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Pharmaceutical Services, Provincial Office (Mbombela)


DUTIES: Provide technical assistance in provision of pharmaceutical services in the province. Monitoring of medicine availability on RX Solution and Stock visibility system. Monitoring implementation of policies and procedures for pharmaceutical services. Support the implementation of medicine supply management processes. Ensure efficient support of other healthcare programmes.

ENQUIRIES: Ms Dolly Khoza, (013) 766 3078; Mr. Michael Mlangeni (013 766 3753)

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: Mr. Goodness Vilakazi

POST 04/257: ASSISTANT MANAGER: NURSING (PNB-4) REF NO: MPDOH/JAN/20/20

SALARY: R614 99 – R692 166 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Msukaligwa Sub District (Gert Sibande District)

REQUIREMENTS: Basic R425 Qualification i.e. A Diploma/ Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care. Added advantage: Diploma or Degree in Nursing Administration. Registration with the South African Nursing Council. Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Minimum of 6 years recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery. A valid Driver’s License.

DUTIES: Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla
POST 04/258: HEAD OF DEPARTMENT: CLINICAL SKILLS LABORATORY AND SIMULATION TECHNICIAN REF NO: MPDOH/JAN/20/21

SALARY: R579 696 – R672 018 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Mpumalanga College Of Nursing (Ehlanzeni District)

REQUIREMENTS: 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. A high degree of competent in standard IT systems and the aptitude to learn and apply new systems is also desirable

DUTIES: Oversee a learning management system and provide special learning Technologies. Coordinate daily operations and assist in running of training scenarios and utilization of the simulation equipment’s; Provide technical support for all simulation operations; course preparation and clean-up; maintenance and repair of human patient simulators and associated computers/software; prepare, operate and maintain the anatomic models, task trainers, and full body computerized patient simulators; set-up rooms for simulation course training; ensure efficient operation of the programs.

ENQUIRIES: Ms Dolly Khoza, (013) 766 3078; Mr. Michael Mlangeni (013 766 3753)

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: Mr. Goodness Vilakazi

POST 04/259: ASSISTANT MANAGER: NURSING (PNA-7) REF NO: MPDOH/JAN/20/22

SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS: Minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Added Advantage: Diploma or Degree in Nursing Administration. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Current registration with the South African Nursing Council (SANC). Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID).

DUTIES: Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla
POST 04/260: OPERATIONAL MANAGER (PNB3) (REPLACEMENT) REF NO: MPDOH/JAN/20/23

SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Vaalbank Clinic (Nkangala 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, coordination 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: Ms. S Matheba Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 04/261: OPERATIONAL MANAGER (PNB3) (REPLACEMENT) REF NO: MPDOH/JAN/20/24

SALARY: R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Lochiel CHC (Gert Sibande 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, coordination 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: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION : Mr. M A Dhladhla
POST 04/262 : OPERATIONAL MANAGER (PNB3) REF NO: MPDOH/JAN/20/25
SALARY : R562 800 – R633 432 per annum [OSD requirements depending on qualifications and experience]
CENTRE : Embalenhle CHC (Gert Sibande 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, coordination 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 stakeholders. 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 multi-disciplinary team at Supervisory level. Implementation of National Core Standards.
ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION : Mr. M A Dhladhla
POST 04/263 : ASSISTANT DIRECTOR: ADMINISTRATION (PATIENT ADMIN) REF NO: MPDOH/JAN/20/26
SALARY : R470 040 per annum (Level 10) (plus benefits)
CENTRE : Ermelo Regional Hospital (Gert Sibande District)
REQUIREMENTS : Degree / Diploma in Public Administration / Management or equivalent qualification with 3 years’ relevant experience. Ability to work independently and under pressure. Computer literacy. Comprehension knowledge of all aspects of Administration health Management. Ability to interpret and implement policies. Knowledge and understanding of LRA, PSA, PFMA, procurement procedures and policies. To be familiar with BAS, PAAB and LOGIS System. Knowledge of Batho Pele Principles and customer care. Sound organising and planning skills; creativity, job information, decision making, supervision and control. Analytical thinking. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Experience in planning, reporting and performance management is also required.
DUTIES : Manage Office Administration services. Manage Communication services, Patient Administration, Porters, Data Captures, Registry / Document Management, Switchboard and ensure a high quality output. Manage quality improvement initiatives and provision of communication services. Reclassify patients' administration issues. Monitor and evaluate service rendered to clients. Supervise utilisation of physical, financial and human resources in the section: Compile budget proposal of the section and monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Assess process and performance risks in the section in order
to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section. Manage proper records of management patients. Manage cash flow and maintain proper patients system, Supervise and manage the PAAB system. Oversee Security Services.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla

POST 04/264: ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: MPDOH/JAN/20/40 (Re-Advertisement)

SALARY: R470 040 per annum (Level 10) plus benefits
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Diploma / Degree in Fleet Management equivalent qualifications with 3 years’ supervisory 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. Ensures that the best and most economical use of government motor transport is maintained. To exercise control over the maintenance and expenditure involved in the use of government motor transport. To 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 the 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. To plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

ENQUIRIES: Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)
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: Mr. Goodness Vilakazi

POST 04/265: CLINICAL PROGRAMME CO-ORDINATOR: QUALITY ASSURANCE REF NO: MPDOH/JAN/20/27 (X2 POSTS)

SALARY: R444 276 – R500 031 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Shongwe Hospital; Tonga Hospital (Ehlanzeni District)
REQUIREMENTS: Grade 12 or (Senior Certificate). Diploma /Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing & Midwifery. Current registration with SANC (2019 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies required: strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district,
monitor quality assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that quality assurance committees are established: that these have quality improvement projects and that significant change is recognized and rewarded. Identify best practices and implement these to continuously advance quality assurance in the district. Interact with university and COHSASA role players to enhance the quality assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify facilitate and coordinate all quality improvement plans. Ensure implementation of National core standard and provincial initiatives (patients Right Charter, Batho Pele programmers etc.). Ensure that all facilities conduct patients Experience of Care and waiting time’s surveys. Ensure planning, Co-ordination implementation, monitoring and evaluation of the quality assurance programmers within the district, Co-ordinate all aspects of National Core Standards. Programmer including assessments and activities to achieve National Core Standards accreditation. Coordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and submit monthly quarterly and annual reports. Conduct District assurance meetings provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct patient Experience of care and waiting times surveys Co-ordinate Batho Pele and good governance programmers.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)
POST 04/266: LECTURER PND I – 2 (NURSING) REPLACEMENT REF NO: MPDOH/JAN/20/28 (X2 POSTS)

SALARY: R383 226 – R614 991 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Piet Retief Hospital (Gert Sibande District)
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: Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner’s competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION: Mr. M A Dhladhla
POST 04/267: LECTURER PND I – 2 (NURSING) REF NO: MPDOH/JAN/20/29

SALARY: R383 226 – R614 991 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Middelburg Hospital Nkangala District)
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:
Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner’s competencies. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES:
Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS:
The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koomhno Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION:
Ms. S Matheba

POST 04/268:
PROFESSIONAL NURSE (PNB-1) CASUALTY AND PEADS REF NO: MPDOH/JAN/20/30 (X2 POSTS)

SALARY:
R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE:
Evander Hospital (Gert Sibande District)

REQUIREMENTS:
Basic qualification accredited with the SANC in terms of Government Notice 425 (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 duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

DUTIES:
Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

ENQUIRIES:
Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS:
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION:
Mr. M A Dhladhla

POST 04/269:
PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/JAN/20/31

SALARY:
R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

CENTRE:
Siyabuswa CHC (Nkangala District)

REQUIREMENTS:
Basic qualification accredited with the SANC in terms of Government Notice 425 (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 duration of at least 1 year, accredited with SANC in terms of Government Notice R212.

DUTIES:
Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

ENQUIRIES:
Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS:
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION:
Mr. M A Dhladhla
other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

ENQUIRIES : Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koomhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms. S Matheba

POST 04/270 : PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/JAN/20/32

SALARY : R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]
CENTRE : Mobile – Lekwa / Dipaliseng Sub District (Gert Sibande District)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425, (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 duration of at least 1 year, accredited with SANC in terms of Government Notice R212.
DUTIES : Provide comprehensive health care services. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with other stake holders. Implement Basic Nursing Care. Ensure adherence to Batho - Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION : Mr. M A Dhladhla

POST 04/272 : PROFESSIONAL NURSE (PNB-1) REF NO: MPDOH/JAN/20/34

SALARY : R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]
CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425, (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 duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing.
DUTIES : Provide comprehensive health care services in Casualty and Paediatric ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho - Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION : Mr. M A Dhladhla
duration of at least 1 year, accredited with SANC in terms of Government Notice R212, a Diploma in Midwifery and Neonatal Nursing.

**DUTIES**
- Provide comprehensive specialised health care services in Maternity and Neonatal wards. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Provision of support to nursing services. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care in a speciality area. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

**ENQUIRIES**
- Mr. I Zitha Tel No: 013 755 5100

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

**FOR ATTENTION**
- Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST 04/273**
- PROFESSIONAL NURSE (PNB-1) THEATRE REF NO: MPDOH/JAN/20/35 (X2 POSTS)

**SALARY**
- R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

**CENTRE**
- Bethal Hospital (Gert Sibande District)

**REQUIREMENTS**
- Basic qualification accredited with the SANC in terms of Government Notice 425. (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 duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing and Diploma in Child Nursing Science.

**DUTIES**
- Provide comprehensive health care services in Theatre. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

**ENQUIRIES**
- Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS**
- The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

**FOR ATTENTION**
- Mr. M A Dhladhla

**POST 04/274**
- OPERATIONAL MANAGER: (PNB3) – THEATRE REF NO: MPDOH/JAN/20/36

**SALARY**
- R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]

**CENTRE**
- Carolina Hospital (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 specialty. 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 license.

**DUTIES**
- 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.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION : Mr. M A Dhladhla
POST 04/275 : PROFESSIONAL NURSE (PNB-1) CASUALTY REF NO: MPDOH/JAN/20/37

SALARY : R383 226 – R444 276 per annum [OSD requirements depending on qualifications and experience]
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425, (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 duration of at least 1 year, accredited with SANC in terms of Government Notice R212 in Trauma and Emergency Nursing.

DUTIES : Provide comprehensive health care services in Casualty ward. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stakeholders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).
FOR ATTENTION : Mr. M A Dhladhla
POST 04/276 : ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE) REF NO: MPDOH/JAN/20/38

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

DUTIES : Prepare list of invoices (Accruals) not paid while service has been rendered by the end of each quarter. Reconcile accruals and Commitment to avoid duplications. Liaise/Engage with Department of Public Works, Roads and Transport for listing completeness. Review all payments made after year and if service is rendered before year end ensure invoices are included in accrual list. Commitments: Trace all projects appointment letters. Determine retention for each project in progress. Perform cost accumulation for each project in progress for both the contractor and consultant. Compile a file of appointment letters for all the projects. Update the commitment schedule as we receive new appointment letters. Report capital commitments on quarterly basis to the AFS. Perform monthly reconciliation of cost accumulation per project. Lease commitment: Prepare register of lease
commitment running and calculate lease commitment to be disclosed on quarterly basis. Prepare a file of all running lease commitment. Identify all expired lease and remove from lease register/schedule. Retention: Identify retention deducted from each payment certificate and update on the WIP schedule for disclosure note. Prepare a file of retention deducted per project. Record retention amount to the disclosure note of the AFS. Working in progress: Compile list of WIP projects in the current financial year. Formulate the cost accumulation for both the contractor and consultants. Prepare file of each working in progress project. Report working in progress to the note of the AFS on quarterly basis. Transfer WIP to the completed once project is finalized. Immovable Tangible Assets: Prepare list of completed assets in the current year. Compile a list of all completed assets to be surrendered to the DPWRT together with supporting documents. Prepare a file of all completed assets. Prepare a register of all completed assets. Reconcile with the DPWRT on all completed assets. Compile a list of non-cash additions/donations supported by signed Section 42 certificate. Payment analysis: Prepare payment analysis and reconcile from date received to the payment date. Provide reasons for each outstanding invoice not paid. Reconcile with DPWRT on continuously basis regarding payments. Prepare schedule of payments on weekly basis. Provide information regarding budget and expenditure incurred to date at project level. Prepare and capture journals Preparation of financial statements (interim and annual): Immovable assets.

ENQUIRIES: Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)
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: Mr. Goodness Vilakazi

POST 04/277: ASSISTANT DIRECTOR: WAREHOUSE LOGISTIC REF NO: MPDOH/JAN/20/39
(Re-Advertisement)

SALARY: R376 596 per annum (Level 09) plus benefits
CENTRE: Provincial Office, Nelspruit
REQUIREMENTS: Diploma / Degree in Logistic Services or equivalent qualifications with 3 years' supervisory experience in Warehouse or Logistical Services. A good understanding of the relevant business processes and warehouse principles and processes. Excellent administrative skills Computer literacy including SAP and MS Office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

DUTIES: Establish and implement efficient controls in logistics management. Prepare and present reports related to warehouse management activities. Be responsible for overall effective management of the store, including managing a team of personnel and their performances. Ensure compliance with relevant legal and statutory requirements e.g. health and safety. Ensure weekly/monthly/annual stock count and other reporting requirement. Maintain financial records in compliance with policies and procedures. Ensure compliance with SCM policies and implement the standard operating procedures. Respond to audit queries. Oversee training, development and application of performance management within area of responsibility.

ENQUIRIES: Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)
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: Mr. Goodness Vilakazi

POST 04/278: LEGAL ADMINISTRATION OFFICER - MR5 (LEGAL SERVICES) REF NO: MPDOH/JAN/20/41

SALARY: R373 389 – R502 893 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Provincial Office, Nelspruit


DUTIES: Draft, amend or edit legislation and subordinate legislation that are administered by the Department. Draft legal documents such as tender documents, contracts, international agreements, directives, delegations, assignments, and cabinet memoranda. Provide legal advice or opinions to the Department and Regional Offices on all legal related matters. Provide training or make presentation on the Acts administered by the Department. Give legal opinions in complex legal matters. Assist in the application and interpretation of labour law, and appear at the CCMA on behalf of the Department. Debt recovery and settlements with persons who have entered into legal relationships with the Department. Liaise with other institutions or Government Departments regarding legal matters.

ENQUIRIES: Ms. Dolly Khoza Tel No: (013 766 3087) or Mr. Michael Mlangeni Tel No: (013 766 3753)

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: Mr. Goodness Vilakazi

POST 04/279: ENVIRONMENTAL HEALTH PRACTITIONER GRADE: 1 REF NO: MPDOH/JAN/20/42 (X3 POSTS)

SALARY: R320 081 per annum

REQUIREMENTS: Diploma / Degree in Environmental Health / Public Health or relevant Qualification. Current registration with Health Professions Council of South Africa as an Independent Environmental Health Practitioner. Good knowledge of Malaria Elimination strategies. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid code 10 (C1) drivers’ license. Experience in malaria control will be an added advantage.

DUTIES: Plan and manage the implementation of Indoor Residual Spraying activities. Conduct malaria surveillance activities within malaria communities. Manage and monitor Human Resources activities within the malaria sector. Conduct training of malaria spray teams. Conduct Health Education and training within the sector’s localities and facilities. Implement relevant strategies for malaria case investigations, foci investigation and clearing by implementing, vector surveillance, epidemiology surveys, breeding site identification and management. Monitor and manage malaria data within scope of duties and assist with data quality checks.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100

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

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST 04/280: SENIOR STATE ACCOUNTANT REF NO: MPDOH/JAN/20/43

SALARY: R316 791 per annum. (Level 08) (Plus benefits)

CENTRE: Salary Administration – Provincial Office, Nelspruit

REQUIREMENTS: Diploma / Degree in Finance. Related qualification with a minimum experience of three (3) years’ in Finance. Thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, planning and organizing skills. Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury
Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid driver’s license.

**DUTIES**
- Administration of Salaries.
- Reconciliation of Tax.
- Clearing of Suspense Accounts.
- Clearing of PERSAL Exceptions on BAS.
- Authorizing of BAS transactions.
- Dealing with salary related enquiries.
- Supervising and managing of subordinates.

**ENQUIRIES**
Ms. Dolly Khoza Tel No: (013 766 3087) or Mr. Michael Mlangeni Tel No: (013 766 3753)

**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**
Mr. Goodness Vilakazi

**POST 04/281**
STATE ACCOUNTANT REF NO: MPDOH/JAN/20/44

**SALARY**
R257 508 per annum (Level 07) plus benefits

**CENTRE**
Lydenburg Hospital

**REQUIREMENTS**
Diploma / Degree in Finance or Grade 12 with 3 years of experience in Finance. Thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, planning and organizing skills. Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid driver’s license.

**DUTIES**
- Clearing of Suspense Accounts.
- Clearing of PERSAL Exceptions on BAS.
- Authorizing of BAS transactions.
- Dealing with salary related enquiries.
- Supervising and managing of subordinates.

**ENQUIRIES**
Mr. I Zitha Tel No: 013 755 5100

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

**FOR ATTENTION**
Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST 04/282**
STATE ACCOUNTANT (INFRASTRUCTURE) REF NO: MPDOH/JAN/20/45

**SALARY**
R257 508 per annum [Level 07] plus benefits

**CENTRE**
Provincial Office, Nelspruit

**REQUIREMENTS**

**DUTIES**
- Extract relevant infrastructure project data from BAS and other relevant systems.
- Capture payments on LOGIS.
- Check budget allocation for payments processing.
- Prepare payments reports for internal purposes and PWRT schedule.
- Overall management of staff and administration for the unit.
- Update accruals for the unit on monthly basis.
- Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors.
- Attend to payment queries.
- Assist with supply chain management.
- Prepare the issuing of Work orders or Task orders after SCM processes have been completed.
- Capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorisation of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations].
- Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies].
- Development of employees.
- Undertake human resources and other
related administrative functions. Establish and maintain effective and efficient communication arrangements.

ENQUIRIES: Ms. Dolly Khoza (Tel No: (013 766 3087) or Mr. Michael Mlangeni (Tel No: (013 766 3753)

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: Mr. Goodness Vilakazi

POST 04/283: PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JAN/20/46

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

CENTRE: Mpumalanga College Of Nursing (Ehlanzeni District)

REQUIREMENTS: Grade 12 or equivalent qualification plus minimum of at least 3 years’ relevant HR experience or Diploma / degree in Human Resource Management. Certificate in Persal Training will be an added advantage. Extensive knowledge of recruitment and selection, service conditions, PMDS and other human resource-related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of Persal. A valid driver’s license.

DUTIES: Perform HR-related duties, including capturing leave, appointments, and transfers, personnel records, termination of services and processing pension benefits. Render admin functions including the following: Condition of benefits and service benefits (leave, PILIR, long service recognition, housing, medical aid, relocations, etc). HR provisioning (recruitment and selection, verification of qualifications, secretarial functions for shortlisting and interviews, attend to HR enquiries. Ensure correct implementation of human resource management practices. Prepare monthly, quarterly and annual reports, create and update leave records).

ENQUIRIES: Ms. Dolly Khoza (Tel No: (013 766 3087) or Mr. Michael Mlangeni (Tel No: (013 766 3753)

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: Mr. Goodness Vilakazi

POST 04/284: TRANSPORT OFFICER REF NO: MPDOH/JAN/20/47

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

CENTRE: Evander Hospital (Gert Sibande District)

REQUIREMENTS: Grade 12 plus three (3) years’ experience in Government Vehicle or fleet management or Diploma / Degree or equivalent 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 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 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: Mr. C D Mnisi (Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building).

FOR ATTENTION: Mr. M A Dhladhla


SALARY: R257 508 per annum. [Level 07] plus benefits
CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: Grade 12 Certificate plus 3 years' relevant experience or Diploma / Degree in Administration. Excellent MS Office Skills and Knowledge of office administration. Good planning and organizational skills. Good verbal and written communication skills and the ability to communicate well with people at different levels and from different backgrounds. Understanding of customer care and Batho Pele Principles. Logical and innovative thinking abilities. Must be able to pay attention to details. Good telephone etiquette. Basic financial management and provisioning administration skills. High level reliability. Must have the ability to work under pressure and must be prepared to work long hours. Must be able to type at least 40 words per minute.

DUTIES: Provide secretarial functions to the Deputy Director General: Clinical Health Services through organizing and maintaining the dairy of the Deputy Director General: Clinical Health Services, preparing of memorandums and PowerPoint presentations. Receiving of visitors and arranging refreshments, schedule meetings, workshops and organize the logistics thereof. Provide the overall administrative support services in the Office of the Deputy Director General: Clinical Health Services. Make travel arrangements for the Deputy Director General: Clinical Health Services. Manage internal correspondences in the office of the Deputy Director General: Clinical Health Services. Develop and maintain a filling system. Proves subsistence and advance claims for the Deputy Director General: Clinical Health Services. Screen the accuracy of memorandums and submissions to the Deputy Director General: Clinical Health Services, Executive Management, Unit Manages and staff. Serve as Chief User Clerk for the Office for procurement purposes. Compile and submit payment advices for purchases or services. Maintain office expenditure records. Maintain a database of important contact numbers.

ENQUIRIES: Ms. Dolly Khoza (013 766 3087) or Mr. Michael Mlangeni (013 766 3753)

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: Mr. Goodness Vilakazi

NOTE: Short-listed candidates will be subjected to Secretarial / typing Test.

POST 04/286: PROFESSIONAL NURSE GRADE 1 (PNA 2) (REPLACEMENT) REF NO: MPDOH/JAN/20/49

SALARY: R256 905 – R297 825 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Piet Retief Hospital (Gert Sibande District)

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. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla

POST 04/287: PROFESSIONAL NURSE (PNA-2) MIDWIFERY REF NO: MPDOH/JAN/20/50

SALARY: R256 905 – R297 825 per annum [OSD requirements depending on qualifications and experience]
CENTRE: Elsie Ballot Hospital (Gert Sibande District)

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 fulfill 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. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla

POST 04/288: PROFESSIONAL NURSE GRADE 1 - PNA 2 (REPLACEMENT) REF NO: MPDOH/JAN/20/51

SALARY: R256 905 – R297 825 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Mmametlhake CHC (Nkangala District)

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 fulfill 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: Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST 04/289: PHARMACIST ASSISTANT (POST-BASIC) REF NO: MPDOH/JAN/20/52 (X3 POSTS)

SALARY: R241 839 – R256 686 per annum [OSD requirements depending on qualifications and experience]

CENTRE: Embhuleni Hospital (Gert Sibande District)

REQUIREMENTS: Current registration with the South African Pharmacy Council. Post Basic Pharmacist’ Assistant qualification. Good communication and writing skills. Good interpersonal skill. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver’s license will be a recommendation.


ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla
POST 04/290 : PHARMACIST ASSISTANT (POST-BASIC) REF NO: MPDOH/JAN/20/53 (X3 POSTS)

SALARY : R241 839 – R256 686 per annum [OSD requirements depending on qualifications and experience]

CENTRE : Witbank Tb Hospital (Nkangala District)

REQUIREMENTS : Current registration with the South African Pharmacy Council. Post Basic Pharmacist Assistant qualification. Good communication and writing skills. Good interpersonal skill. Be conversant with current pharmaceutical legislation. Be computer literate. Valid driver’s license will be a recommendation.


ENQUIRIES : Ms. S Matheba Tel No: (013 658 1070)

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 or Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 04/291 : DENTAL ASSISTANT GRADE 1 REF NO: MPDOH/JAN/20/54

SALARY : R168 429 – R192 576 per annum (salary determination depending on experience in terms of relevant OSD)

CENTRE : Matibidi Hospital (Ehlanzeni District)

REQUIREMENTS : Grade 12 certificate plus current registration with HPCSA. No experience required. Ability to work under pressure. Sound interpersonal relations appropriate verbal and written communication skills. Provide pre-operative and post-operative nursing care.

DUTIES : Clean and sterilize preoperative and post-operative instruments and equipment. Order and monitoring of class II supplies. Prepare appropriate instruments and equipment according to procedures to be performed. Assist during procedures. Daily maintenance of autoclave, washer, hand piece unit and other mechanical equipment. Offer oral health education.

ENQUIRIES : Mr. I Zitha Tel No: 013 755 5100

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

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013 7555 100)