

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity 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 : 09 July 2021. Applicants are advised to apply as early as possible to avoid disappointments.

NOTE : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and should be accompanied by recently certified copies of qualifications (preferably not older than 6 months), ID/passport and curriculum vitae. Please quote the Correct references when applying and where possible the station/Centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Recommended candidates for MMS posts will need to undergo a Competency Assessment. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 21 dated 11 June 2021, The Duties have been amended as follows (1) Director: Supply Chain Management (Provincial Office, Mbombela) with Ref No: MPDoH/June/21/08; Manage the Supply Chain Management (demand, procurement, stores, contracts, and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource A relevant The closing date has been extended to 09 July 2021.

OTHER POSTS

POST 23/131 : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITALS) (PN-A8) REF NO: MPDOH/JUNE/21/30**
(Replacement)

SALARY : R843 618 – R949 482 per annum (Depending of years of experience in terms of OSD).
CENTRE : Shongwe Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least four (4) years of the period referred to above must be appropriate / recognizable experience in management level. Diploma in PHC / Diploma in Community Health would be an added advantage. Applications in possession of foreign qualification must attach evaluation certificate from SAQA to their application. Must be computer literate and able to work with MS Office packages including email. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Good verbal and written communication skills,

mentorship and supervisory skills. Computer literacy, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial Management. Valid driver's licence.

DUTIES : Provide leadership and strategic direction in the Nursing component, strategic leadership, delegate, supervise & co-ordinate the provision of effective and efficient patient care through adequate nursing care. To execute duties and functions with proficiency in support of aims and strategic objectives of the institution and of the Department of Health. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Represent nursing component in the senior management team. Demonstrate CHC commitments to quality nursing care. To ensure compliance with the national core standards/ ideal hospital / clinic. Advocate an ensure promotion of nursing ethos and professionalism. Manage and ensure the promotion of nursing ethos and professionalism. Manage and ensure efficient utilization of allocated human resources, financial and non-financial resources. Deal with disciplinary and grievances matters. Ensure provision of effective and efficient infection control; services in the institution and affiliate primary, health care services, monitoring evaluation of the patients care delivery in the institution. Initiate and participate in health promotion to ensure to ensure consistent communication of relevant, accurate & comprehensive information on health care. Development / establishment and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-personal, inter-sectoral & multi-disciplinary teamwork). Formulation and implementation of nursing guidelines, practices, standard and procedures. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/132 **MEDICAL OFFICER GRADE 1-3: HIV GRANT REF NO: MPDOH/JUNE/21/31 (3 POSTS)**

SALARY : R821 205 – R1 089 693 per annum (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital

REQUIREMENTS : MBCHB degree with a recognized University. Experience in HIV management and PMTCT or postgraduate qualifications in HIV management will be an added advantage. Current registration with 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 hour duties. Provide operational leadership in your unit.

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APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/133 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND PUBLICATIONS REF NO: MPDOH/JUNE/21/32**

SALARY : R733 257 per.annum. (All-inclusive remuneration package).

CENTRE : Provincial Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Communication or Public Management as recognized by SAQA with at least 3 to 5 years' experience in an

Internal Communication and Publications of which three (3) years must be at supervisory level (ASD) in administration management. Knowledge government procurement systems, of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, and PPPFA. Skills and Competencies: Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Ability to work under pressure. Valid drivers licence.

DUTIES : Develop and implement Internal Communication and publications strategies. Manage the corporate image of the Department by amongst others, providing technical advice regarding production of publications and promotional materials. Liaise with suppliers regarding production of publications and promotional materials. Manage internal Communication activities. Manage the compilation and production of the Departmental newsletter. Manage the maintenance of the Departmental intranet and website. Manage staff within the directorate.

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APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/134 : **ASSISTANT MANAGER NURSING (PN-B4) REF NO: MPDOH/JUNE/21/33**

SALARY : R614 991 per annum. (Depending of years of experience in terms of OSD).
CENTRE : Ermelo Hospital, Gert Sibande

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 Qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2021). A minimum of 10 years appropriate / recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Good leadership qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Nursing administration and computer literacy. Valid driver's licence.

DUTIES : Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. 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 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. NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POS 23/135 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5) INFECTION PREVENTION AND CONTROL REF NO: MPDOH/JUNE/21/34**

SALARY : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).
CENTRE : Witbank Hospital (Nkangala District)

- REQUIREMENTS** : National Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021) and trained as an Infection Control Nurse. A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organise, presentation skills, conflict management skills, people management.
- DUTIES** : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/136** : **OPERATIONAL MANAGER: SURGICAL (PN-A5) (REF NO: MPDOH/JUNE/21/35)**
(Replacement)
- SALARY** : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).
CENTRE : Shongwe Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate / recognisable 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 / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Supervise and ensure the provision of an effective and effective patient care through adequate nursing care. Co-ordinate and monitor the implementation of Nursing care plan and evaluation thereof. Provide the relevant health information to the health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain work relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation guidelines, practices standard and procedures. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/137** : **OPERATIONAL MANAGER: MEDICAL (PN-A5) REF NO: MPDOH/JUNE/21/36)**
(Replacement)
- SALARY** : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).

<u>CENTRE REQUIREMENTS</u>	: Shongwe Hospital : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC and maintained registration with the Council as a Professional Nurse (2021). A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Leadership, supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Inherent requirement of the job: Willingness to perform after hour and weekend duties. Ability to work under pressure. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
<u>DUTIES</u>	: Supervise and ensure the provision of an effective and holistic specialized nursing care. Co-ordinate and ensure implementation of Norms and Standards in the unit and in the whole institution for better quality patient care. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the unit. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/138</u>	: <u>CLINICAL NURSE PRACTITIONER: (PN-B1) REF NO: MPDOH/JUNE/21/37 (16 POSTS)</u>
<u>SALARY CENTRE</u>	: R383 226 – R444 276 per annum (Depending of years of experience in terms of OSD). : Gert Sibande District: Amsterdam CHC, Driefontein CHC, Iswepe CHC, Kinross Clinic, Lebohlang CHC, Morgenzon Clinic, Mispel Clinic, Paulina Morapedi CHC (2), Sakhile Clinic, Thuthukani Clinic, Embalenhle CHC, Lillian Mambakazi Clinic Ms Msimango Clinic and Stanwest Clinic
<u>REQUIREMENTS</u>	: Senior Certificate Grade 12 plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC Clinic Treatment Health Care glossary of terms. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross-cultural awareness.
<u>DUTIES</u>	: Provision of comprehensive service according to PHC core package. Provision of holistic health care approach (preventative, promotive, curative and rehabilitative) services. Provision of administrative services. Involvement in community stakeholder meetings and various committees. Provision of staff development through EPMDS management clinical teaching; workshops and continuous evaluation of employees. Sit in different facility meetings. Responsible for screening, diagnosis treatment and care at PHC level. Initiate community projects. Ensure safe and clean environment according to IPC standards. Utilise human and other resources efficiently in a cost effective manner. Work as part of multi-disciplinary team to ensure quality nursing care and quality standards (Ideal Clinic Realization, Norms and Standards) are met. Involved in clinical audits. Ensure data management. Advocate for Nursing ethics and professionalism. Conduct health awareness and campaigns, ensure priority programmes indicators are achieved. Hours of duty: 40 hours per week, shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel

No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
Departmental Online Application System: www.mpuhealth.gov.za.

APPLICATIONS

POST 23/139

ASSISTANT DIRECTOR: RECORDS MANAGEMENT (PAIA) REF NO: MPDOH/JUNE/21/39

SALARY

R376 596 per.annum. (Level 9) (plus service benefits).

CENTRE

Provincial Office, Mbombela

REQUIREMENTS

Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification plus 3-5 years' experience of which three (3) years' experience should be of supervisory / managerial level. Knowledge: Project Management, Record Management, Analytical skills and working knowledge of PAIA. Implement proper Record Life Cycle Management in the Department. Liaise with facilities in terms of Record Management as it affects PAIA issues. Provide and Manage Medical records. Provide training to facilities in terms of proper Medical Record Management. Coordinate PAIA requests with facilities. Act as designated PAIA officer. Follow up reports with Health facilities. Perform any other duties as may be required from time to time.

DUTIES

ENQUIRIES

Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/140

ASSISTANT DIRECTOR: AUXILLARY SERVICES REF NO: MPDOH/JUNE/21/40 (2 POSTS)

SALARY

R376 596 per.annum. (Level 9) (plus service benefits).

CENTRE

Rob Ferreira Hospital, Mbombela and Themba Hospital, KaBokweni

REQUIREMENTS

Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification plus 3-5 years' experience of which three (3) years should be of supervisory experience in a hospital environment. Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant the PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures.

DUTIES

Manage support services departments within the institution i.e.(cleaning services, hygiene, pest control, waste management, gardens and grounds, food services linen and laundry services; accommodation including office space requirements; Registry services; Switchboard Services, Telecommunication services, etc). Monitor compliance to food services management and transport management. Monitor and report on proper implementation of the cleanliness of the hospital and maintaining the quality standard required by the institution. Assist the hospital to comply with the norms and standards for healthcare establishments as well as adhering to the ideal hospital modernization and realization framework. Ensure Linen and laundry services meet the needs of the hospital. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, linen, waste management, infection prevention and control, garden services, accommodation; quality assurance; food services management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support services Unit. Sound inventory management and control. Plan and implement training programmes for staff. Fulfill duties as per job description and any other duties delegated by supervisor.

ENQUIRIES

Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS

Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/141 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/JULY/20/41**

SALARY : R376 596 per.annum. (Level 9) (plus service benefits)

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Quality Management or equivalent qualification plus 3-5 years' relevant experience of which three (3) years should be of supervisory experience in a hospital environment. Track knowledge on quality improvement and understanding of Health Standard Compliance matters in health sector. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Proof of computer literacy (MS Office, Word Excel, Outlook & PowerPoint). Knowledge, skills, training and competencies required: strong interpersonal communication and presentation skills. Sound project skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public sector. High levels of accuracy. Proven 23 initiative, writing skills. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. 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 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 project advanced quality assurances in the district. Interact with the university and COHSASA role players to enhance the quality assurance planning, co-ordination implementation, monitoring and evaluation and evaluation of quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards accreditation. Co-ordinates peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and provide training and update clinic and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse event, complaints and various other related committees to improve quality. Ensure all facilities conduct patient experience of care and waiting time's surveys. Co-ordinate Batho Pele and good governance programmes. NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/142 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JUNE/21/42**

SALARY : R376 596 per.annum. (Level 9) (plus service benefits).

CENTRE : Ehlanzeni District Office

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Supply Chain Management / Accounting or equivalent qualification plus 3-5 years' relevant experience in an area of Supply Chain Management of which three (3) years should be of supervisory / managerial level. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract Management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have Experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver's license.

DUTIES : Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier 40 Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of

		the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports).
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/143</u>	:	<u>DIETICIAN GRADE 1: HIV GRANT REF NO: MPDOH/JUNE/21/43</u>
<u>SALARY</u>	:	R317 976 – R361 872 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/144</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: MPDOH/JUNE/21/45</u>
<u>SALARY</u>	:	R317 976 – R361 872 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus National Diploma / Degree/Diploma in Radiography. Registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Knowledge And Skills: Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of clinical team to communicate effectively with patients.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel

		No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/145</u>	:	<u>ADMINISTRATIVE OFFICER: MALARIA CONTROL PROGRAMME REF NO: MPDOH/JUNE/21/47</u> (2 Years 6 Months Contract)
<u>SALARY</u>	:	R257 508 per annum. (Level 7) plus benefits
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Administration or Diploma / Degree in Administration / Management. Understanding of departmental policies. Knowledge of PFMA, PPPFA, BAS, LOGIS and PERSAL. Good verbal and written communication skills. Ability to work in a team and under pressure. High level of Computer literacy. A valid driver's licence will be optional.
<u>DUTIES</u>	:	Provide administrative support within Malaria Control Programme. Write submissions and reports. Maintain Malaria Financial and administration system in MS Access and MS Excel. Handle all financial processes. Processing the procurement and payment of goods and services. Assist with travel and accommodation arrangements. Logistical arrangements for meetings and workshop. Recording minutes of meetings. Capture on LOGIS and draw reports on BAS. Assist in managing Budget inputs and expenditure. Provide support with the management of assets and Transport. Manage and provide guidance to subordinates, PERSAL related duties. Assist in the implementation of recruitment and selections processes. Provide assistance in preparing reports.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/146</u>	:	<u>PROFESIONAL NURSE (PN-A2) HIV GRANT REF NO: MPDOH/JUNE/21/38 (3 POSTS)</u>
<u>SALARY</u>	:	R256 905 – R 297 825 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate Grade 12 p Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and current registered with the SANC Professional Nurse (2021). Certificate in HIV and AIDS management and /or PMTCT will be an added advantage. Skills: Knowledge of nursing care and processes and procedures. Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross-cultural awareness.
<u>DUTIES</u>	:	Manage and provide HIV and Aids supervisory duties in line with the policy guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards in accordance to the Public Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate HIV management programme with involvement and participation of all stakeholders. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation of all HIV and AIDS related data. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 23/147</u>	:	<u>STAFF NURSE GRADE 1: HIV GRANT REF NO: MPDOH/JUNE/21/46</u>
<u>SALARY</u>	:	R171 381 – R192 879 per annum (Depending on the years of experience plus benefits)
<u>CENTRE</u>	:	Witbank Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Qualification that allows registration with the SANC as Staff Nurse. Registration with the SANC as Enrolled Nurse (2021). Good interpersonal skill. Good understanding of customer care. Communication skills. Basic knowledge of laws that govern the profession. Basic nursing skills.
<u>DUTIES</u>	:	Provide quality basic nursing care services under the supervision of a Professional Nurse. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Participate in the implementation of patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .