

**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** : 28 June 2021

**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](http://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: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. 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). N.B. All applications received after the closing date and time will NOT be entertained. Applicants are advised to apply as early as possible to avoid disappointments.

**MANAGEMENT ECHELON**

**POST 21/123** : **DIRECTOR: SECONDARY & TERTIARY HOSPITAL SERVICES REF NO: MPDOH/JUNE/21/01**

**SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).

**CENTRE** : Provincial Office, Mbombela (Nelspruit)

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. Registration with a statutory council. At least five (5) years relevant experience at middle / senior managerial level. A Master's Degree in Public Health and a post-graduate 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 secondary & tertiary services, 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, interpersonal 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. Valid driver's license.

**DUTIES** : Develop policies and guidelines for secondary and tertiary hospitals care. Develop and monitor the implementation of clinical norms for tertiary and secondary hospitals. Facilitating the recruitment of specialists. Plan, Monitor and evaluate the performance of secondary and tertiary hospitals. Facilitate the planning for the expansion of Regional and Tertiary services. Manage clinical governance activities.

**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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).

**POST 21/124** : **DIRECTOR: CLINICAL SUPPORT PROGRAMMES REF NO: MPDOH/JUNE/21/02**

**SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. At least five (5) years relevant experience at middle / senior managerial level. Registration with a statutory council. A Master's Degree in Public Health and a post-graduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery within the 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. Valid driver's license.

**DUTIES** : Develop policies and guidelines for clinical support programmes. Facilitate the utilisation of blood, laboratory and other ancillary products and services. Develop, support and coordinate E-Health services. Coordinate the delivery of Laundry services. Manage the development and implementation of policy regarding Imaging services.

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**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 21/125** : **DIRECTOR: LEGAL SERVICES REF NO: MPDOH/JUNE/21/03**  
(Re-advertisement)

**SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An LLB or 3-year legal qualification (NQF level 7) as recognized by SAQA. At least five (5) years' experience in middle / senior managerial level as well as project management experience. LL.M and / or Admission as an Attorney / Advocate will be an added advantage. Computer literacy and a driver's license are essential. Valid driver's license.

**DUTIES** : Develop a litigation database and management. Develop a litigation management framework. Provide advice in respect of litigation. Ensure uniformity in the management and administration of contracts. Develop contract management policies and processes. Draft and review contracts. Advise on implications of contractual obligations. Provide sound legal advice/opinion to the Head of Department as well as the MEC. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand case law relevant to the legal matter at hand and be able to guide the Departmental management on the development of motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / results. Development of mechanism to assist the Department to mitigate litigations and develop strategies to minimize risk, and ensure process to follow to reconcile a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Manage and lead Team by monitoring the implementation of the Sub-Units' Operational Plans Performance management. Meeting and Communicating the Delivery tracking, contingency planning and status reporting. Manage staff development. Manage the monitoring of attendance, staff conduct and discipline. Manage Service Level

- Agreements. Management of litigation by and against the Department. Coordinate and administer litigation cases.
- 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).
- POST 21/126** : **DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/JUNE/21/04**  
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (All-inclusive remuneration package).  
: Provincial Office, Mbombela (Nelspruit)  
: An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. Registration with a recognized Health Professional Council. At least five (5) years' relevant experience in middle / senior managerial level services preferably in health related field. An Honors or Master's degree will be an added advantage. Valid driver's license. Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.
- DUTIES** : Support districts in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.
- 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).
- POST 21/127** : **DIRECTOR: MENTAL HEALTH REF NO: MPDOH/JUNE/21/05**  
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (All-inclusive remuneration package).  
: Provincial Office, Mbombela (Nelspruit)  
: An undergraduate qualification (NQF Level 7) as recognized by SAQA, preferably in Health Sciences. Registration with a recognized Health Professional Council (2021). At least five (5) years' experience in middle / senior managerial level in Mental Health Care Programme Management. A Master's in Public Health

qualification would be an added advantage. Valid driver's license. A working knowledge of and experience within the focus areas of Mental Health care and substance abuse as well as its support systems. The ability to respond promptly and appropriately. Good leadership qualities, with a clear demonstration of management research, monitoring and evaluation. Good leadership qualities, with a clear demonstration of management abilities. The ability to coordinate multi-disciplinary and sectoral activities. Good communication skills. Computer literacy. Strategic capability and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Service delivery innovation. Problem-solving and analysis skills. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

**DUTIES** : Manage the development and implementation of policy frameworks for mental health hospital, forensic and review board, child, adolescent, family and mental health promotion, community and substance abuse services. Support districts to provide stewardship in the implementation of mental health and substance policies and legislations, strengthening district and community mental health services. Liaise and maintain healthy relations with stakeholders working in collaboration with mental health and substance abuse services. Experience should include conducting forensic/mental health evaluations, providing care, treatment and rehabilitation of State Patients and mentally ill prisoners, criminal capacity assessments of children in terms of Mental Health Act No 17 of 2002, Criminal Procedure Act as amended and the Child Justice Act. Experience of Health systems management. Provide equitable access to appropriate mental health care services. Manage and co-ordinate implementation of mental health care packages. Strengthen mental health care integration. Prepare reports on mental health care and substance abuse services. Conduct research and use the results to monitor and manage trends in mental health and substance abuse. Knowledge of Clinical Mental Health/Psychiatry, project, financial management, research and intersectoral collaboration. Good communication (written and verbal), problem solving, planning, organising, computer (Microsoft office package) and human resource management skills. Ability to work independently and in a team. A valid driver's license.

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**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 21/128** : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: MPDOH/JUNE/21/06**  
(Re-advertisement)

**SALARY CENTRE** : R1 057 326 per annum, (All-inclusive remuneration package).  
: Provincial Office, Mbombela (Nelspruit)

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's license. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS: Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as

well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spread sheet and word processing packages. Conversant with all prescripts regarding financial administration.

**DUTIES** : Ensure the development of accounting practices that will promote effective and efficient capturing of revenue, expenditure, assets and liabilities movements/ accountability (REAL). Ensure expenditure is only incurred in accordance with the purpose approved in a vote. Ensure payments to suppliers are made within thirty days of receiving an invoice or claim unless otherwise specified in a contract. Ensure that creditors are reconciled on a monthly basis and timeous clearance of suspense accounts and audit findings. Render effective departmental system control on BAS. Ensure effective management of salaries and rebates. Conduct a monthly analysis of the expenditure patterns of the various programmes and make recommendations where necessary. Ensure that responsibilities and objectives as reflected on BAS are aligned to LOGIS. Ensure integrity of financial information and alignment to financial systems. Develop and implement financial and associated governmental norms and standards to enhance performance oriented finance results and accountability in the department.

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**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 21/129** : **DIRECTOR: STRATEGIC PLANNING AND POLICY REF NO: MPDOH/JUNE/21/07**

**SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum, (All-inclusive remuneration package).  
: Provincial Office, Mbombela (Nelspruit)

: An undergraduate qualification (NQF Level 7) in Public Administration/Management or Monitoring and Evaluation qualification as recognized by SAQA. A post-graduate degree will be an added advantage. At least five (05) years relevant experience at middle / senior managerial level. Valid driver's license. Sound knowledge, skills and extensive experience in the strategic planning and policy field. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

**DUTIES** : The successful incumbent will be responsible to coordinate, monitor and report on Departmental Programmes and Strategic Projects. Coordinate Programme and Strategic project priorities and resources and conduct regular audits of programme and project performance and ensure completeness of programme and project information. Prepare and update programme and project plans and status reports. This entails providing support through coordinating Departmental Programmes and Strategic Projects and monitoring the implementation of the programmes and projects. Produce quality programmes, strategic project performance reports, developing, & strengthening of partnerships at provincial and district levels. Facilitate and coordinate the development of the Strategic Plan, Annual Performance Plan (APP) and Operational Plan. Ensure the alignment of all departmental plans with the Strategic Plan and APP. Coordinate policy development of the department and ensure alignment with national and provincial

- health priorities. Support the development of the District Health Plans in line with the Integrated Development Plans of municipalities. Facilitate and coordinate input for the Social Cluster Plan of Action (POA). Ensure that Strategic Health Programme plans are aligned with National and Provincial mandates.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza Tel No: (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).
- POST 21/130** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JUNE/21/08**  
(Re-advertisement)
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance/Supply Chain Management. At least five (5) years relevant experience at middle / senior managerial level. Valid driver's license. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.
- DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets 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 and security. 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 all assets, including 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 and performance management of the supply chain management directorate.
- 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).
- POST 21/131** : **DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/JUNE/21/09**  
(Re-Advertisement)
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package).  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management. A post-graduate qualification in a Management field will be an added advantage. At least

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|--|---|---|
|  |   | five (5) years' experience at a middle / senior managerial level. Valid driver's license. Knowledge of Human Resource Management concepts, principles, policies and procedures. Human Resource provisioning.  |
| <b><u>DUTIES</u></b>                     | : | Develop and facilitate the implementation of human resource management and administration policies. An overall management of Human Capital. Manage employee life cycle management: that includes management of recruitment and selection, compensation and conditions of service of employees. Manage human resource personnel records. Management of leave matters. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic objectives. 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 line managers on Human Resource Management practices and policy matters.  |
| <b><u>ENQUIRIES</u></b>                  | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b>               | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |
| <b><u>POST 21/132</u></b>                | : | <b><u>DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/JUNE/21/10</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 057 326 per annum, (All-inclusive remuneration package).<br>Nkangala District Office, Emalahleni   |
|  | : | An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's license. 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 license. |
| <b><u>DUTIES</u></b>                     | : | 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.   |
| <b><u>ENQUIRIES</u></b>                  | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b>               | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |
| <b><u>POST 21/133</u></b>                | : | <b><u>CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JUNE/21/11 (X2 POSTS)</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 057 326 per annum, (All-inclusive remuneration package).<br>Mapulaneng & Themba Hospitals (Ehlanzeni District)   |
|  | : | An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. At last five (5) years' experience in middle / senior managerial level in the health sector. Valid driver's license. Experience as a health service manager or significant experience in management in a health service environment. 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 effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient 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, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts. Ensure that goods and services are procured in a cost effective and timely manner. Ensure sound contract management for all contracted services.

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**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

#### **OTHER POSTS**

**POST 21/134** : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDOH/JUNE/21/12 (X2 POSTS)**

**SALARY CENTRE** : R1 173 900 per annum, (Depending of years of experience in terms of OSD).  
: Standerton Hospital (Gert Sibande District)  
: Mmametlhake Hospital (Nkangala District)

**REQUIREMENTS** : MBChB degree that allows registration with the HPCSA as a Medical Practitioner (2021). At least ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Valid driver's license. A valid work permit will be required from non-South Africans. Computer literacy in Microsoft Package (Word, Excel and Power Point). Knowledge in Administration, Finance and Supply Chain



Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

**DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred Hospital. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day-to-day running of the department. Assist the EXCO in the discharge of any responsibilities, which have been delegated. Participate in the management of activities of Standerton Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

**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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).

**POST 21/135** : **CLINICAL MANAGER (MEDICAL/CEO): GRADE 1 REF NO: MPDOH/JULY/21/13 (X2 POSTS)**

**SALARY CENTRE** : R1 173 900 per annum, (Depending of years of experience in terms of OSD).  
: Matibidi Hospital (Ehlanzeni District)  
: H.A. Grove Hospital (Nkangala District)

**REQUIREMENTS** : MBChB degree that allows registration with the HPCSA as a Medical Practitioner (2021). At least ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Valid driver's license. A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and

supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. NB: Any previous experience must be covered by the attachment of certified certificate of services. {The manager to be appointed will be working as a Chief Executive Officer as well as a Clinical Manager of the facility}.

- 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).
- POST 21/136** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JUNE/21/14 (X2 POSTS)**
- SALARY** : R869 007 per annum, (All-inclusive remuneration package).
- CENTRE** : Carolina Hospital (Gert Sibande District) & Sabie Hospital (Ehlanzeni)
- REQUIREMENTS** : An undergraduate qualification at NQF level 7 in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience as a health service manager or significant experience in management in a health service environment. Valid driver's license. 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 effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient 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, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).

**POST 21/137**

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUN/21/17**

**SALARY**

: R869 007 per annum, (All-inclusive remuneration package).

**CENTRE**

: Themba Hospital, KaBokweni (Ehlanzeni District)

**REQUIREMENTS**

: An undergraduate qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD) in administration management. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and

dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental 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 the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
- 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).
- POST 21/138** : **PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/JULY/21/15 (X2 POSTS)**
- SALARY CENTRE** : R821 205 per annum, (Depending of years of experience in terms of OSD).  
: KwaMhlanga Hospital (Nkangala District)  
: Piet Retief Hospital (Gert Sibande District)
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with SAPC. Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's license.
- DUTIES** : Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Program. Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of

Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.

**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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 21/139** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JULY/21/16**

**SALARY** : R821 205 per annum, (Depending of years of experience in terms of OSD).  
**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)  
**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2021). 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 clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. 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. Assess and monitor patients. Ensure provision of comprehensive care.

**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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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 21/140** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JUNE/21/18**  
 (Re-advertisement)

**SALARY** : R733 257 per annum, (All-inclusive remuneration package)  
**CENTRE** : Gert Sibande District Office, Ermelo  
**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Finance with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in financial / accounting management. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's license. Analytical skills.

**DUTIES** : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters.

Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

**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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).

**POST 21/141** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JUNE/21/19**

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (All-inclusive remuneration package)  
: Ermelo Hospital (Gert Sibande District)  
: An undergraduate qualification (NQF Level 7) in Finance with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in financial / accounting management. Full knowledge of management and performance on the transversal system used in Government. Excellent in computer skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's license. Analytical skills.

**DUTIES** : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff and undertake human resource and other related administrative functions and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

**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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (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](http://www.mpuhealth.gov.za).

**POST 21/142** : **DEPUTY DIRECTOR: CLINICAL FORENSIC MEDICINES REF NO: MPDOH/JUNE/21/20**

**SALARY CENTRE** : R733 257 per annum, (All-inclusive remuneration package)  
: Provincial Office, Mbombela

|                                   |   |  |
|-----------------------------------|---|--|
| <b><u>REQUIREMENTS</u></b>        | : | An undergraduate qualification (NQF Level 7). Diploma in Clinical Forensic Services with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) as a Forensic Nurse registered with SANC. A post-graduate qualification as a Forensic trained professional and an understanding of Public Service environment will be an advantage. Valid driver's license. 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). Specialize in fields such as trauma and sex-related crimes. Computer literacy, report writing skills. Possession of a valid driver's license. Ability to work under pressure.   |
| <b><u>DUTIES</u></b>              | : | Develop and coordinate policy and guidelines for Clinical Forensic Medicine Services. To coordinate and manage key stakeholders both Provincial and National level. Monitor and evaluate programme performance. Render support to the Senior Manager on Clinical Forensic Medicine Services. Manage all victims of gender based violence. Manage medical records, testify in court and provide comfort to crime victims.   |
| <b><u>ENQUIRIES</u></b>           | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.  |
| <b><u>APPLICATIONS</u></b>        | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .   |
| <b><u>POST 21/143</u></b>         | : | <b><u>CLINICAL PSYCHOLOGIST GRADE 1 – 3: FORENSIC MENTAL HEALTH SERVICES REF NO: MPDOH/JUNE/21/21</u></b><br>(Nine (9) Months Contract)  |
| <b><u>SALARY</u></b>              | : | Grade 1: R713 361 – R784 278 per annum<br>Grade 2: R832 398 – R923 847 per annum<br>Grade 3: R966 039 – R1 137 936 per annum<br>(Depending of years of experience in terms of OSD).  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Tintswalo Hospital<br>Appropriate qualification as a Psychologist, registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Proof of working experience endorsed by Human Resource Department or relevant Employer. Competencies, Knowledge / Skills / Experience required: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. |
| <b><u>DUTIES</u></b>              | : | Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities. NB: Any previous experience must be covered by the attachment of certified certificate of services.   |
| <b><u>ENQUIRIES</u></b>           | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.  |
| <b><u>APPLICATIONS</u></b>        | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .   |
| <b><u>POST 21/144</u></b>         | : | <b><u>ASSISTANT MANAGER NURSING (PN-B4): (PHC SUPERVISOR) REF NO: MPDOH/JUNE/21/22 (X11 POSTS)</u></b>   |
| <b><u>SALARY</u></b>              | : | R614 991 per annum (OSD)   |
| <b><u>CENTRE</u></b>              | : | Sub-District Nkomazi, Sub-district Mbombela  |

|                            |   |   |
|----------------------------|---|---|
|                            |   | Sub-District Mbombela North<br>Sub-district Mbombela South<br>Sub-district Thaba Chweu<br>Sub-district Steve Tshwete<br>Sub-district Thembisile Hani<br>Sub-district Dr JS Moroka (X2 Posts)<br>Sub-district Emalahleni (X2 Posts)  |
| <b><u>REQUIREMENTS</u></b> | : | Basic R425 Qualification i.e. (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) in 2021 as a Professional Nurse. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. 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. A valid Driver's License.   |
| <b><u>DUTIES</u></b>       | : | 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. |
| <b><u>ENQUIRIES</u></b>    | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b> | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |
| <b><u>POST 21/145</u></b>  | : | <b><u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/JUNE/21/23</u></b>   |
| <b><u>SALARY</u></b>       | : | R614 991 per annum (OSD)  |
| <b><u>CENTRE</u></b>       | : | Sub-district Mkhondo (Gert Sibande District)  |
| <b><u>REQUIREMENTS</u></b> | : | Basic R425 Qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) in 2021 as a Professional Nurse. 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. Valid driver's license, nursing administration and computer literacy.   |



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| <b><u>DUTIES</u></b>        | : | 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. |
| <b><u>ENQUIRIES</u></b>     | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b>  | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |
| <b><u>POST 21/146</u></b>   | : | <b><u>REGISTERED COUNCILLOR GRADE 1 REF NO: MPDOH/JUNE/21/25 (X6 POSTS)</u></b><br>(Nine (9) Months Contract)   |
| <b><u>SALARY CENTRE</u></b> | : | R579 147 per annum, (Depending of years of experience in terms of OSD).<br>Sub-district Nkomazi<br>Sub-district Bushbuckridge<br>Sub-district Emalahleni<br>Sub-district Thembisile Hani<br>Dr JS Moroka<br>Sub-district PixleyKaSeme   |
| <b><u>REQUIREMENTS</u></b>  | : | Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification, Valid Registration with Health Professional Council of South Africa as a Registered Counsellor, current registration with HPCSA (Independent practice). Knowledge: Knowledge of National Health Act, Human Resource policies, Public Finance Management Act (PFMA), HPCSA ethics and practices, Research as well as intersectoral collaboration and team work. Counselling, analytical and computer (MS Office package) skills. Ability to work under pressure, independently and in a team, presentation skills, good interpersonal skills and report writing.   |
| <b><u>DUTIES</u></b>        | : | Provide trauma counselling services. Provide mental health care psych education to the patients visiting the CHC/hospital. Screen patient and refer them where necessary, conduct training of health professionals/workers on mental health care issues, conduct outreach services on mental health issues, strengthen referral of patients with mental health disorders and manage clinical. NB: Any previous experience must be covered by the attachment of certified certificate of services.   |
| <b><u>ENQUIRIES</u></b>     | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b>  | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |
| <b><u>POST 21/147</u></b>   | : | <b><u>OPERATIONAL MANAGER (PN-B3 REF NO: MPDOH/JUNE/21/24 (X17 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R562 800 per annum (OSD)<br>Gert Sibande District (X7 Posts): Breyten Clinic, Chrissiesmeer Clinic, Derby Clinics, Iswepe CHC, Lothair CHC, MN Cindi Clinic and Vlakplaas Clinic.   |

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|                            |   | Nkangala District (X10 Posts): Hendrina Clinic, Kalkfontein Clinic, Phola Clinic, PolyClinic, Sikhululiwe Clinic, Siyathuthuka Clinic, Tweefontein "C" Clinic, Vaalbank Clinic, Vosman Clinic and Waterval Clinic.  |
| <b><u>REQUIREMENTS</u></b> | : | 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 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. |
| <b><u>DUTIES</u></b>       | : | Manage and provide PHC facility supervisory 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. NB: Any previous experience must be covered by the attachment of certified certificate of services.  |
| <b><u>ENQUIRIES</u></b>    | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b> | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |
| <b><u>POST 21/148</u></b>  | : | <b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: MPDOH/JUNE/21/26</u></b>  |
| <b><u>SALARY</u></b>       | : | R470 040 per annum (Level 10), (plus service benefits)  |
| <b><u>CENTRE</u></b>       | : | Provincial Office, Mbombela   |
| <b><u>REQUIREMENTS</u></b> | : | Appropriate Bachelor's Degree or National Diploma in Internal Auditing/ Accounting/ Risk Management. At least 3 to 5 years' experience in an audit or risk management environment and ethics management. Knowledge of the PFMA, Treasury Regulations, Risk Management Framework (COSO). Analytical thinking, interpersonal relations, project management, strategic leadership and team player, report writing, presentation, communication and computer skills. A valid driver's license.  |
| <b><u>DUTIES</u></b>       | : | Assist in implementation of the Departmental Risk Management Strategy. Co-ordinate and facilitate risk assessment workshops. Extract risk information and develop risk profiles for the Department. Monitor and evaluate the departmental performance against action plans in relation to risk management processes, strategy and charters. Assist in management of the secretariat operations and functions for the Risk Management Committee on behalf of the sub-directorate. Develop and maintain a risk database and risk register for the Department. Perform ethics management functions, facilitate RWOPS applications process, and perform ethics functions in financial disclosure.   |
| <b><u>ENQUIRIES</u></b>    | : | 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 (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.   |
| <b><u>APPLICATIONS</u></b> | : | Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .  |

**POST 21/149** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUNE/21/27**

**SALARY** : R470 040 per annum (Level 10), (plus service benefits)

**CENTRE** : Carolina hospital (Gert Sibande)

**REQUIREMENTS** : Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' experience at supervisory level. Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

**DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental 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 the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

**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 (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](http://www.mpuhealth.gov.za).