

**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 : 16 August 2021 at 00h00 (Midnight)

NOTE : 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 applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. 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 posts of Pharmacy Supervisor Grade 1 (KwaMhlanga Hospital: Nkangala District) with Ref. No.: MPDoH/July/21/15 and that of Circular 23 dated 25 June 2021 Assistant Manager Nursing (PN-B4) (Ermelo Hospital: Gert Sibande) has been withdrawn.

OTHER POSTS

POST 26/362 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/JULY/21/01**

SALARY : R897 936 – R1 042 095 per annum (Depending of years of experience in terms of OSD).

CENTRE : KwaMhlanga Hospital; Nkangala District

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2021). A minimum of seven (7) 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 licence.

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. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/363** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: MPDOH/JULY/21/02**
- SALARY** : R869 007 per annum, (All-inclusive remuneration package)
- CENTRE** : Provincial Office; Mbombela.
- REQUIREMENTS** : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Accounting / Finance / Commerce with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Good management, interpersonal, leadership and communication skills. Know of Internal Control Systems and Internal Auditors. CIA/CA (SA), designation or pursuing designation will be an added advantage. In depth knowledge of International Standards for the Professionals Practice of Internal Audit. Internal Audit Approaches and Public Practice Service Regulatory Framework, including Public Finance Management Act and the Treasury Regulations. Knowledge and skills in the application of Audit Management Software / package (electronic working papers) will be an added advantage. Essential skills will include: Financial management, Change management, Knowledge management, People management, Service delivery innovations, Client orientation and customer focus and Problem solving and analysis
- DUTIES** : Development and implementation of internal audit plans. Reviewing audit working papers. Managing audit assignment and staff. Reporting audit engagement to management. Ensure that all audit are carried out in accordance with standards set by the Institute of Internal Auditors. Liaison with external Auditors and provide advisory services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/364** : **ASSISTANT MANAGER NURSING (PN-B4): TB MANAGEMENT REF NO: MPDOH/JULY/21/03 (X3 POSTS)**
- SALARY** : R614 991 – R692 166 per annum (Depending of years of experience in terms of OSD).
- CENTRE** : Ehlanzeni District Office, Mbombela; Nkangala District Office, Emalahleni and Gert Sibande District Office, Ermelo.
- 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 Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (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. Proven 3 years' experience in TB and DR-TB Programme management will be an added advantage. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Professional competence and knowledge of the TB data collecting tools, EDRWeb and Tier.Net (TB module in Tier). Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Valid driver's Licence and willingness to travel and work overtime, when required.

<u>DUTIES</u>	:	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in the District. Provide leadership in the implementation of the National Strategy to find the missing TB patients throughout the district. Collaborate with Sub districts teams in planning TB and DR-TB activities, provide technical support, monitoring as well as report analysis and provide feedback. Coordinate, monitor and evaluate Laboratory, Pharmaceutical and other service providers in TB and DR-TB management. Plan, coordinate and support DS-TB, DR-TB, TB/HIV capacity building, TB Infection Prevention and Control and Quality improvement activities. Monitoring and evaluation of programme performance indicators through data management and oversight of the electronic reporting systems i.e. TB module in Tier.net, the Electronic DR-TB Register (EDR web) and DHIS.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/365</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/JULY/21/04</u>
<u>SALARY</u>	:	R614 991 – R692 166 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, Emalahleni
	:	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 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. Experience of working in MCWYH Primary Health Care or Hospital setting. To have knowledge of Health issues including Acts and Policies. Knowledge of Government Policies and Legislations. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding MCWYH related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision making skills. Report writing skills. Computer literacy. Valid Driver's Licence.
<u>DUITES</u>	:	Coordinate MCWYH programme in the District and liaise with Province Sub-Directorate, Sub Districts and other sectors on issues related to MCWYH. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 .

POST 26/366 : **ASSISTANT MANAGER NURSING (PN-B4): COMMUNICABLE DISEASE CONTROL (CDC) REF NO: MPDOH/JULY/21/05**

SALARY : R614 991 – R692 166 per annum (Depending of years of experience in terms of OSD).

CENTRE : Nkangala District Office, Emalahleni
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 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 of working in Communicable Disease Control / Infection Prevention Control in Primary Health Care or Hospital setting. To have knowledge of Health issues including Acts and Policies. Knowledge of Government Policies and Legislations. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Communicable Disease Control and Infection Prevention Control related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision making skills. Report writing skills. Computer literacy. Valid driver's licence.

DUITES : Coordinate Communicable Disease Control / Infection Prevention Control programme in the District and liaise with Province Sub-Directorate, Sub Districts and other sectors on issues related to CDC and Infection control. Develop strategic plans, policies and protocols on implementation of the programmes. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the CDC and Infection control services in the District. Support the implementation of norms and standard for CDC and Infection Control programme. Management and utilization of resources. Monitor and evaluate the impact of the programme. Compile reports. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/367 : **ASSISTANT MANAGER NURSING (PN-A7) REF NO: MPDOH/JULY/21/06**

SALARY : R562 800 – R652 437 per annum (Depending of years of experience in terms of OSD).

CENTRE : Ermelo Hospital, Gert Sibande District
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 eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy will be an added advantage.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing

guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/368 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDOH/JULY/21/07**

SALARY R517 326 – R574 158 per annum (Depending of years of experience in terms of OSD).

CENTRE Nkangala District Office, Emalahleni

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (2021). A minimum of three (3) appropriate experience in the relevant profession after registration with the (HPCSA) as independent practice of which five (5) years must be appropriate experience in supervisory / management level. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Environmental Health Services related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid driver's licence.

DUTIES : Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to the sub-districts and municipalities on existing and newly promulgated legislation and norms and standards. Ensure the implementation of Chapter 3 of the National Environmental Management Act, 1988 (Act 108 of 1998), Assist in the development and compilation of Environmental Management Plan for the National Department of Health and ensure annual compliance reporting in compliance to NEMA 1998. Facilitate the implementation of health impact assessment of the development in South Africa. Ensure the integration of health impact assessment within environmental impact assessment processes in the country. Coordinate and support the implementation of water quality monitoring and sanitation programmes by the sub-districts and municipalities. Capacitate Environmental Health Practitioners in the sub-districts and municipalities on norms and standards for health water quality monitoring for protection of public health. Coordinate the implementation of hygiene promotion programmes in the country towards the implementation of sustainable development goals. Build capacity of community health workers, health promoters and environmental health workers on hygiene behavior change promotion. Execute any related activities as directed by the immediate supervisory level. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/369 : **ASSISTANT DIRECTOR: RADIOGRAPHY GRADE 1 REF NO: MPDOH/JULY/21/08**

SALARY : R517 326 – R574 158 per annum (Depending of years of experience in terms of OSD).

CENTRE : Ermelo Hospital, Gert Sibande District
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate three year National Diploma / Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). A minimum of three (3) years' experience as a Diagnostic radiographer, of which five (5) years must be appropriate experience in supervisory / management level. A postgraduate qualification in management will be an added advantage. Knowledge, Skills Training and Competencies Required: Knowledge of Public Service Legislations, PFMA, Radiation safety regulations, National Core Standards and quality assurance program. Sound knowledge of Imaging Equipment, PACS, HIS and RIS, and Radiography procedures and protocols within the Radiology department. Experience in a complete digital radiology environment. Knowledge and experience of Supply Chain Management processes, Financial Management and Human Resource Management. Good verbal and written communication skills. Good report writing and presentation skills. Good Interpersonal and leadership skills. Must possess good problem solving and decision-making skills.

DUTIES : Manage Radiology services and allocated resources within the hospital. Ensure that 24-hour Radiology services are rendered. Develop and monitor implementation of relevant policies, Standard Operating Procedures and guidelines. Implement and monitor Quality Assurance Program and ensure that Radiation Control Requirements are adhered to. Ensure that the Radiology services comply with all Radiation Control prescripts. Ensure prescribed X-ray equipment maintenance is carried out. Supervise staff and manage staff performance. Assist with the training and development program for Radiographers by implementing appropriate training and development programs for Radiography, and facilitating in-service training for Radiology staff. Ensure that all administrative functions required in the Radiology department are performed to the required standard. Ensure timeous submissions of monthly reports and statistics to the relevant stakeholders. Conduct and attend relevant meetings and training. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/370 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/JULY/21/09 (X3 POSTS)**

SALARY : R444 276 – R579 696 per annum (Depending of years of experience in terms of OSD).

CENTRE : Lekwa Sub-District; Mkhondo Sub-District and Dr JS Moroka Sub-District.
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) 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. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.

- DUTIES** : Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/371** : **STATION MANAGER GRADE 3 – 6: EMERGENCY MEDICAL SERVICES REF NO: MPDOH/JULY/21/10 (X3 POSTS)**
- SALARY** : R318 042 – R505 113 per annum (Depending of years of experience in terms of OSD).
- CENTRE** : EMS Bethal Station; Gert Sibande District, EMS Mayflower Station; Gert Sibande District and EMS Mmamethlake Station, Nkangala District.
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus minimum Intermediate Life Support (ILS) that allows registration with the Health Professions Council of South Africa (HPCSA) (2021). Valid Code 10 driver's Licence with Professional Driving Permit (PrDP). Must have three (3) years' experience after registration with the HPCSA in the applicable category according to the OSD appointment's requirement. Good communications skills both written and verbal. Supervisory experience in the EMS operations is mandatory and a Diploma in Management or above will be an added advantage.
- DUTIES** : Responsible for all EMS operational and administrative activities in the station. Provide advice on procedures and policy matters to staff. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service and complaints received. Ensure that all applicable legislation, policies, Standing Operating Procedures, Norms and Standards are implemented and adhered to at all time. Ensure compliance with all policies operating in the service. Ensure effective control and be accountable over resources in the station. Be accountable and have an inventory of all resources at the station. Assist Senior EMS Management in the implementation and maintenance of good corporate governance. Maintain, monitor and review continuous quality improvement for the station and the entire service in accordance with the policy on quality improvement for EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Respond to major incidents and co-ordinate such incidents within the operational area. Conduct periodic and adhoc inspections of crews in operational locations. Respond to calls and major incidents. Undertake any other duties and or responsibilities as assigned by senior management. 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 (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766

3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/372** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/JULY/21/11 (X3 POSTS)**
- SALARY** : R316 791 per annum, (plus service benefits)
- CENTRE** : Bushbuckridge Sub-District, Ehlanzeni District; Embhuleni Hospital, Gert Sibande District and Mmamethlake Hospital, Nkangala District.
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus six (6) years appropriate experience in Human Resource Unit or Diploma / Degree in Human Resource / Administration / Management plus three (3) years' experience as Principal Personnel Officer at (Level 7). Extensive knowledge of Persal and at list must have three Persal courses. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
- DUTIES** : Be responsible for the overall of personnel administrative functions, including supervision and training of subordinates to ensure high level of service delivery to line function. Manage personnel information system and submit available information on request. Overall control of recruitment, Appointment, termination of service, resettlement, transfer, performance management, compile progress report and attend meetings. Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Corporate / HR Manager.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/373** : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION (REPLACEMENT) REF NO: MPDOH/JULY/21/12**
- SALARY** : R316 791 per annum, (plus service benefits)
- CENTRE** : Provincial Office, Mbombela
- REQUIREMENTS** : Senior Certificate / Grade 12 plus six (6) years' experience in Human Resource Unit. Diploma/Degree in Human Resource / Administration / Management plus three (3) years' experience as Principal Personnel Officer at (Level 7). Extensive knowledge of Persal and at list must have three Persal courses. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS,

		Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/374</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JULY/21/13</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum, (plus service benefits) Standerton Hospital, Gert Sibande District and Nkangala District Office, Emalahleni.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of Persal and at list must have three Persal courses including interpreting Persal reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer / HR Manager.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/375</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JULY/21/14</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum, (plus service benefits) Ehlanzeni District Office, Mbombela
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years relevant experience in Finance / Supply Chain Management or Diploma / Degree in Finance / Supply Chain Management. Knowledge and Skills: Knowledge and practical

		experience of BAS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Render Procurement and provisioning services. Render and administer logistic services. Render and administer Asset management services. Render and administer Fleet Management services. Render and coordinate infrastructural services. Adhere to relevant prescripts and Policies. Compile relevant reports.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/376</u>		<u>CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: MPDOH/JULY/21/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum, (plus service benefits) Ermelo Hospital, Gert Sibande District Office
	:	Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services at the hospital environment or Diploma / Degree Administration / Public Management. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Driver's license is essential. Motivation must be attached as proof of working experience. Good communication skills (written and verbal).
<u>DUTIES</u>	:	Implement policies and processes on office support services. Facilitate and render general office support services (cleaning, laundry, grounds, porter and security services). Ensure cleaning schedule and checklists are available and implemented. Ensure compliance to National Core Standards and ideal assessment tools. Leave and overtime management. Provide advice to floor supervisors. Ensure the availability of clean linen in coordination with all stakeholders. Manage Security Services and the Control Room. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Manage performance and development of staff. Make rounds and inspections to ensure that cleaning, security Services, ground services, porter and laundry services are performing the required duties and meeting deadlines. Ensure appropriate cleaning, security services, grounds services, porter and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen cleaning, porter, security services and laundry standards and infection control in all areas of the facility. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment of cleaning, porter, security services, grounds services and laundry unit. Take responsibility of waste management in collaboration with Infection Control Officer and the EHP.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/377</u>	:	<u>STATE ACCOUNTANT REF. NO: MPDOH/JULY/21/16 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum, (plus service benefits) Govan Mbeki Sub-District, Gert Sibande District and Bushbuckridge Sub-District, Ehlanzeni District.
	:	Senior Certificate / Grade 12 plus three (3) years relevant experience in Finance / Supply Chain Management or Diploma / Degree in Finance / Supply Chain Management. Knowledge of BAS, LOGIS and MS Office systems. Sound knowledge of relevant legislation including PFMA and Treasury

		regulations. Basic accounting and analytical skills. Decision making skills. Sound interpersonal and management skills.
<u>DUTIES</u>	:	Prepare revenue projections, revenue improvement plans together with relevant stakeholders. Management of fiscal handling of cash with relevant delegations process implemented. Management of creditors/debtors functions. Manage and authorize receipts of revenue collected. Daily reconciliation conducted for all revenue and Debt transactions. Attend to queries with internal and external stakeholders via the correct communication channels. Prevent and management of all related audit queries and implement remedial action measures. Management of face value forms. Compile relevant Debt and Revenue reports. Manage and direct the Revenue section staff. Any other delegated functions. Management and prevent all irregular, fruitless and wasteful expenditure. Manage all system related functions and reports. Ensure proper recordkeeping, registers of all office work handled. Implement strict controls on high risk patient files in the office. Ensure the proper support of Case Management. Conduct risk assessment and strategies implemented. Ensure compliance to all policies, standing operational procedures and prescripts.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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 26/378</u>	:	<u>STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/JULY/21/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum, (plus service benefits) Provincial Office, Mbombela Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL and at list must have two PERSAL courses. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207

- / Ms. Sebenzile Mthisi (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 26/379** : **ADMINISTRATIVE OFFICER: CLINICAL ENGINEERING WORKSHOP REF NO: MPDOH/JULY/21/18**
- SALARY** : R257 508 per annum, (plus service benefits)
CENTRE : Rob Ferreira Hospital CE Workshop, Ehlanzeni District.
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Administration / Public Management or equivalent. Good interpersonal and communication skills (verbal and written). Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Must have experience on government systems (BAS & LOGIS), excellent interpersonal relations, good communication skills. Valid driver's licence.
- DUTIES** : Monitor incoming and outgoing of medical equipment. Manage the stock in the Clinical Engineering (C.E) Workshop. Keep the electronic and manual filling of information for the C.E Workshop. Compile and capture requisitions for C.E Workshop. Facilitate the process of issuing purchase orders for repairs and services to medical equipment and stores related items.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Ms. Dolly Khoza (013) 766 3087 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (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.