

**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** : 17 September 2021 at 00h00 (Midnight)
- 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. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 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. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

- POST 31/209** : **CLINICAL MANAGER (MEDICAL) GRADE 1 (REPLACEMENTS) REF NO: MPDOH/SEP/21/01 (X3 POSTS)**
- SALARY** : R1 173 900 – R1 283 601 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Embhuleni Hospital
Impungwe Hospital
Mmamethlake Hospital
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. 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 to hospital. 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 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. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/210** : **MEDICAL OFFICER GRADE 3 REF NO: MPDOH/SEP/21/02 (X6 POSTS)**
(Replacements)
- SALARY** : R1 089 693 – R1 362 366 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Amajuba Memorial Hospital
Bethal Hospital
Ermelo Hospital
Mapulaneng Hospital
Piet Retief Hospital (X2 Posts)
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). Post-graduate medical qualification will be an added advantage. 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. 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 and cope with high workload. Computer literacy. Valid driver's licence.
- DUTIES** : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Provide guidance, training, evaluation and mentorship of junior medical staff. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Provision of quality patient care for all patients. Examine, investigate, diagnose, and treat patients and provide sound medical records at all times. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Manage transfer /referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Provision of after hour services to care for emergency cases in a form of commuted overtime. Supervision and training of Clinical Associates and Community Services doctors. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning. Ensure that medical staff also comply with PMDS and are evaluated. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/211** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/SEP/21/04**
(Replacement)
- SALARY** : R897 936 – R1 042 095 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Themba Hospital, Ehlanzeni District
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 / 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 31/212** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/SEP/21/03 (X11 POSTS)**
(Replacements)
- SALARY** : R821 205 – R884 670 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Rob Ferreira Hospital
Tonga Hospital
Amajuba Memorial Hospital
Barberton Hospital
Bethal Hospital
Ermelo Hospital
KwaMhlanga Hospital
Witbank Hospital
Bernice Samuel Hospital
Mapulaneng Hospital
Matikwana Hospital
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (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. 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 and cope with high workload. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Provision of quality patient care for all patients. Examine, investigate, diagnose, and treat patients and provide sound medical records at all times. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide medical services at the department appointed to. Provide guidance, training, evaluation and mentorship Interns and Community Services Medical Practitioners. Participate in community health programmes. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines. Maintain accurate and appropriate patient records in treatment plans. Perform operating theatre work on an elective and emergency basis e.g. Caesarean section, minor surgical procedures etc. <u>NB</u> : 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 / 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 31/213</u>	:	<u>OPERATIONAL MANAGER: MATERNITY (PN-B3) REF NO: MPDOH/SEP/21/05 (X2 POSTS)</u> (Replacement)
<u>SALARY</u>	:	R562 205 – R633 432 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Mmamethlake Hospital, Nkangala District and Matibidi Hospital, Ehlanzeni District.
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registrations with the SANC as a professional Nurse (2021). Registration with the SANC as Professional Nurse and proof of current registration. Minimum of nine (9) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least five (5) years of period referred to above must be appropriate / recognizable experience in the Specialty (maternity) after obtaining the 1-year post-basic qualification in specialty. Computer Literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. <u>NB</u> : 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 / 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 31/214** : **ASSISTANT DIRECTOR: LABORATORY, BLOOD, TISSUE AND ORGAN DONOR GRADE 1 REF NO: MPDOH/SEP/21/06**
(Re-Advertisement)
- SALARY** : R517 326 – R574 158 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Nkangala District Office, Emalahleni
: Senior Certificate / Grade 12 plus Diploma / Degree or diploma in Medical Technology in the category Clinical Pathology. Experienced Medical Technologist currently registered with the HPCSA with 5 – 7 years post registration experience. Knowledge of the Health Care Act, PFMA and its regulations, PPPFA, Public service Act and LRA. Good interpersonal skills and report writing skills. Skills in facilitation and project/ programme management. A valid driver's licence.
- DUTIES** : Provide necessary support to the District leadership in formulating appropriate local district policies and guidelines regarding economical, effective and efficient utilization of both laboratory and Blood transfusion services. Liaise with key partners in establishing guidelines for quality institutional services. Establish reporting systems. Keep records and ensure standard adherence as part of SLA management. Ensure the appropriate utilization of the Laboratory and blood products by developing and implementing a continuous learning programme at all levels of care. Advise the District hospitals on any Clinical Pathology related matters. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/215** : **OPERATIONAL MANAGER: NURSING MDR-TB GATE CLINIC (GENERAL UNIT) GRADE 1 (PN-A5) REF NO: MPDOH/SEP/21/07**
(Replacements)
- SALARY** : R444 276 – R500 031 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Witbank TB Specialised Hospital
: 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. Must have sound knowledge of TB and HIV/Aids. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Computer literacy will be an added advantage. Valid driver's licence. Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Promote quality of nursing care as directed by the scope of practice and Standards. Management of out-patients, i.e. monitoring and evaluation of patients on monthly basis, referrals from other facilities, reviews and statistics. Bookings and ensuring that patients are initiated on treatment on time. Liaise with catchment areas to and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients' Rights Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Implement all prescripts and policies. Ordering of medical class II, stationery, cleaning material and all instruments. Ability to direct a multidisciplinary team so as to ensure good nursing care. Control of budget and all other resources. Participate in quality improvement plans in the hospital. Ensure discipline of staff and resolve grievances as they arise. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/216** : **OPERATIONAL MANAGER: NURSING MDR-TB (GENERAL UNIT) GRADE 1 (PN-A5) REF NO: MPDOH/SEP/21/08**
(Replacements)
- SALARY** : R444 276 – R500 031 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Witbank TB Specialised Hospital
Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2021). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. Must have sound knowledge of TB and HIV/Aids. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Computer literacy will be an added advantage. Valid driver's licence. Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Promote quality of nursing care as directed by the scope of practice and standards. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients Right Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Implement all prescripts and policies, ordering of medical class II, stationery, cleaning material and all instruments, ability to direct a multidisciplinary team so as to ensure good nursing care Control of budget and all other resources. Participate in quality improvement plans in the hospital. Ensure discipline of staff and resolve grievances as they arise. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/217** : **STATION MANAGER GRADE 3 – 6: EMERGENCY MEDICAL SERVICES REF NO: MPDOH/SEP/21/09 (X2 POSTS)**
(Replacements)
- SALARY** : R318 042 – R505 113 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Nkangala EMS Communication Centre and EMS Themba Station
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.

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APPLICATIONS : Departmental online application system: www.mpuhealth.gov.za

POST 31/218 : **SENIOR STATE ACCOUNTANT REF NO: MPDOH/SEP/21/10**

SALARY : R316 791 per annum, (plus service benefits)
CENTRE : Mapulaneng Hospital; Bushbuckridge
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Finance plus three (3) years relevant experience. Knowledge in financial transversal systems (LOGIS& BAS). Understanding of financial management as implemented in Government and within the context of infrastructure / construction finance and spending. Knowledge: PFMA/Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions / Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. A valid driver's licence.

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/219 : **INTERNAL AUDITOR: FORENSIC INVESTIGATION REF NO: MPDOH/SEP/21/11 (X2 POSTS)**

SALARY : R257 508 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Diploma / Degree in Auditing / Cost and Management Accounting / Finance. Trainee Auditor or Internship Auditor experience will be an added advantage. Valid Driver's Licence. Knowledge and skills in the application of forensic investigation will be an added advantage. Computer Literacy and good Communication skills (written and verbal)

- DUTIES** : Execution of audit engagements, conduct investigations, gather audit evidence to support audit findings, report audit findings to the supervisor, assist in verification of Remuneration Work Outside Public Service (RWOPS) application, assist in ethics and risk management functions.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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 31/220** : **CHIEF REGISTRY CLERK GRADE 1 REF NO: MPDOH/SEP/21/12**
(Replacement)
- SALARY** : R257 508 per annum, (plus service benefits)
- CENTRE** : Provincial Office, Mbombela
- REQUIREMENTS** : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience or Diploma / Degree in Public Administration / Management. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge in working and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision-making, supervision and control. Computer literacy.
- DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise human resources / staff.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / 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