

**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** : 22 October 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](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. Applicants are advised to apply as early as possible to avoid disappointments.
- ERRATUM:** Kindly note that the post were advertised in Public Service Vacancy Circular 33 dated 17 September 2021, the post of Senior State Accountant: Revenue (Mapulaneng Hospital, Ehlanzeni District) with Ref. No: MPDoH/SEP/21/25, the Salary is R316 791 per.annum and the closing date is extended to 15 October 2021.

**OTHER POSTS**

- POST 35/141** : **DIRECTOR: PRIMARY HEALTH CARE REF NO: PDOH/OCT/21/02**  
(Replacement)
- SALARY** : R1 057 326 per.annum. (All-inclusive remuneration package).
- CENTRE** : Gert Sibande District Office, Ermelo
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2021). 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. 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. Driver's license. 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 the district 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 the 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 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

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

**POST 35/142** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/OCT/21/03**  
(Replacement)

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum. (All-inclusive remuneration package).  
: Provincial Office, Mbombela  
: 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). Extensive knowledge of PERSAL and at least must have three PERSAL courses. Knowledge and understanding of the Public Sector Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills.

**DUTIES** : Manage payment of salaries on the payroll system. Manage salaries on PERSAL. Manage payroll services. Manage income tax reconciliation. Manage PESRAL / BAS interface. Manage compensation of employees. The successful candidate will: manage payroll/salaries related procedures in the Department. Manage debt collection process, evaluate organisational needs, develop long-term institutional goals, and establish budgets and direct resources to ensure budget guidelines are met. Ensure that all outstanding inter-departmental salary receivables are followed up and cleared and reconciled. Clear PERSAL exceptions. Prepare and submit monthly and bi-annual tax reconciliation. Supervision of payroll reports. Respond to audit finding. Develop and implement financial management policies. Manage deductions and claims process. Manage service termination procedures.

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

**POST 35/143** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/OCT/21/04 (6 POSTS)**  
(Replacements)

**SALARY** : R562 800 – R633 432 per annum (Depending of years of experience in terms of OSD).

- CENTRE** : Ehlanzeni District (3): Louieville Clinic (Low's Creek), Middelplaas Clinic and Cottondale Clinic, Nkangala District (3): Pankop Clinic, Tweefontein "C" Clinic and Weltevrede Clinic.
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. 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. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : 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.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 35/144** : **OPERATIONAL MANAGER NURSING (PN-B3): NEPHROLOGY REF NO: MPDOH/OCT/21/05**
- SALARY** : R562 800 – R633 432 per annum (Depending of years of experience in terms of (OSD).
- CENTRE** : Witbank Hospital, Nkangala District.
- 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). Minimum of nine (9) years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse. At least five (5) 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Nephrology Nursing Science. Current registration with the SANC. A Diploma / Degree in Nursing Management will be an added advantage. Leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Inherent requirement of the job: Willingness to perform after-hour and weekend duties. Ability to work under pressure.

- DUTIES** : Supervise and ensure the provision of effective and holistic specialized nursing care within the Nephrology Unit. Coordinate and ensure implementation of Norms and Standards in the unit and in the whole institution for better quality patient care. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the Unit. Manage and Monitor proper utilization of human, financial and physical resources. Manage staff performance, training and skills development. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 35/145** : **OPERATIONAL MANAGER NURSING (PN-B3): SURGICAL REF NO: MPDOH/OCT/21/06**  
(Replacement)
- SALARY** : R562 800 – R633 432 per.annum (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Matikwana Hospital, Ehlanzeni District.  
Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021). A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. 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. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Supervise and ensure the provision of an effective and effective patient care through adequate nursing care. Co-ordinate and monitor the implementation of Nursing care plan and evaluation thereof. Provide the relevant health information to the health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain work relationship with nursing and other stakeholders. Participate in the analysis, formulation and implementation guidelines, practices standard and procedures. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Manage staff performance, training and skills development. Collect provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 35/146** : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/OCT/21/07**  
(Replacement)

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

**CENTRE** : H.A Grove Hospital, Nkangala 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

**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.

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

**POST 35/147** : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/21/08**  
(Replacement)

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

**CENTRE** : Gert Sibande District Office, Ermelo.

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Finance with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Financial Management / Accounting Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer/Authority and practice notes. 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 licence. Analytical skills. A valid driver's licence.

**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.

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

**POST 35/148** : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/21/09**  
(Replacement)

**SALARY** : R376 596 per.annum. (plus service benefits)  
**CENTRE** : KwaMhlanga Hospital, Nkangala District.  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Finance with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Financial Management / Accounting Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Good understanding of BAS, LOGIS and / or PERSAL financial systems. A valid driver's licence.

**DUTIES** : The successful candidate will report to the Chief Executive Officer. Render financial management and Supply Chain Management (procurement) services of the hospital. Be responsible for the maintenance of supplier's database. Authorize purchase orders and /or procurement advice. Manage the collection, receipts, safeguarding and banking of revenue. Be responsible for asset and fleet management. Be responsible for approval and generation of payments. Be responsible for stores and inventory management. Be responsible for the approval and generation of payments. Supervise the safe keeping and filling of payments voucher. Administer salary matters. Be responsible for development and maintenance of internal control systems. Render guidance in the compilation of the institutional budget. Be responsible for monthly and quarterly financial reports. Monitor expenditure trends and guard against unauthorised, wasteful and fruitless expenditure. Provide capacity building, training and development to cost centre managers and other line managers. Monitor, control and evaluate performance of subordinates. Be responsible for the compilation of the sub directorate strategic and business plans and quarterly performance reports thereof.

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

**POST 35/149** : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 - 3 REF NO: MPDOH/OCT/21/10**  
(Replacement)

**SALARY** : R317 976 – R532 959 per.annum. (Depending of years of experience in terms of OSD).

<b><u>CENTRE</u></b>	:	Tintswalo Hospital, Ehlanzeni District.
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the HPCSA in relevant profession (where applicable). <b>Grade 1:</b> SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. <b>Grade 2:</b> SA qualified employees: a minimum of ten (10) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: a minimum of eleven (11) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. <b>Grade 3:</b> SA qualified employees: a minimum of twenty (20) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: a minimum of twenty one (21) years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA.
<b><u>DUTIES</u></b>	:	Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment. 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 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 35/150</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): THEATRE REF NO: MPDOH/OCT/21/11</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R383 226 – R444 276 per.annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Matikwana Hospital, Ehlanzeni District.
<b><u>REQUIREMENTS</u></b>	:	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 post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of four (4) appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Knowledge and understanding of Nursing legislation and related legal and ethical nursing practice accordance with the scope of practice and standards as determined by the relevant health facility. Promote quality nursing care as directed by professional scope of standards as determined by the relevant health facility. Effectively communicate with the patients, supervisors and other clinicians, including report writing when required, display concern for patient, promoting and advocating proper care. Work as part of the multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons

of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care. 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](http://www.mpuhealth.gov.za).

**POST 35/151** : **ASSISTANT DIRECTOR: HRM REF. NO: MPDOH/OCT/21/12**  
(Replacement)

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

**CENTRE** : Gert Sibande District Office, Ermelo

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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.

**DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. 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). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, 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. Provide support to Corporate Managers / Chief Executive Officers and the District Manager.

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

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

**POST 35/152** : **SENIOR STATE ACCOUNTANT REF. NO: MPDOH/OCT/21/13**  
(Replacement)

**SALARY** : R316 791 per.annum. (plus service benefits)

**CENTRE** : Middelburg Hospital, Nkangala District.



- REQUIREMENTS** : Senior Certificate/Grade 12 plus six (6) years' experience in Finance Management / Financial Planning and Budgeting with three (3) years' relevant experience must be at supervisory (Level 7) within Finance Management / Financial Planning and Budgeting. Diploma / Degree three (3) experience working in Finance Management / Financial Planning and Budgeting with three (3) years' relevant experience must be at supervisory (Level 7) within Finance Management / Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Government systems (Bas, SAP and PERSAL) and knowledge and application of Financial Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. A valid driver's licence.
- DUTIES** : Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head Office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01'S from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's is received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling Supply Budget Managers with monthly expenditure reports. Compiling and linking of in year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports in order to reconcile running costs interfaces on BAS, identify misallocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments requirements as per financial prescripts, where necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff within the Finance Management.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 35/153** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/OCT/21/14**  
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum. (plus service benefits)  
: Tintswalo Hospital, Ehlanzeni District.  
: Senior Certificate/Grade 12 or equivalent plus six (6) years relevant experience in Human Resource Unit with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment or Diploma / Degree in Human Resource Management / Public Administration / Management with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three (3) PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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.
- DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. 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). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. 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. Provide support to Corporate Manager / Chief Executive Officer.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 35/154** : **CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: MPDOH/OCT/21/15**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum. (plus service benefits)  
 : Ermelo Hospital, Gert Sibande District.  
 : Senior Certificate/Grade 12 certificate or equivalent 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. Good communication skills (written and verbal).
- DUTIES** : Implement policies and processes on office support services. Facilitate and render general office support services (Switchboard services, cleaning, laundry, grounds, and 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 Switchboard services, cleaning, security services, grounds services, porter and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen switchboard, 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 for switchboard, cleaning, porter, security services, grounds services and laundry unit. Take responsibility of waste management in collaboration with Infection Control Officer and the EHP.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 35/155** : **EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/OCT/21/16 (6 POSTS)**  
(Replacements)
- SALARY CENTRE** : R169 176 per.annum. (plus service benefits)  
: Ehlanzeni District (2): EMS Bongani Station and EMS Themba Station, Gert Sibande (3): EMS Elukwatini Station, EMS Ermelo Station and EMS Leandra Station, Nkangala District (1): EMS Delmas Station.
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Proof of current registration with the HPCSA (deposit slip will not be accepted). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
- DUTIES** : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. **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 Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).