

**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 : 03 December 2021 at 00H00 (Midnight)

NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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 license (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. 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 post were advertised in Public Service Vacancy Circular 39 dated 05 November 2021, the posts of Operational Manager (PN-B3); Paediatric (Replacement) (Rob Ferreira Hospital and Piet Retief Hospital) with Ref No: MPDoH/NOV/21/06 (X2 Posts), the Requirements: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Paediatric Nursing Science qualification. Proof of current registration with SANC (2021/2022) and the closing date extended to 03 December 2021, Artisan Production A–B: Brick Layer (Mapulaneng Hospital) with Ref No: MPDoH/NOV/21/18 and Artisan Production A–B: Carpenter (Mapulaneng Hospital) with Ref No: MPDoH/NOV/21/19, the Centre is (Tintswalo Hospital) and the closing date is extended to 03 December 2021.

MANAGEMENT ECHELON

POST 41/159 : **CHIEF DIRECTOR: PRIMARY HEALTH CARE (REPLACEMENT) REF NO: MPDOH/NOV/21/20**

SALARY : R1 251 183 per annum, (all-inclusive remuneration package)

CENTRE : Provincial Office, Mbombela

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 Facility 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. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Driver's license. Skills: Verbal and written communication 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** : Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the districts. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Co-ordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organization's (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 Chief 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.

OTHER POSTS

- POST 41/160** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/21/21** (Re-Advertisement), those who have previously applied for the re-advertised posts may re-apply.

- SALARY** : R744 253 per annum, (all-inclusive remuneration package)
- CENTRE** : Provincial Office, Mbombela
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus an undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. At least 3 – 5 years' experience post qualification experience in a healthcare service of which three (3) years' experience in Quality Assurance settings, must be at supervisory / management (ASD). A postgraduate qualification in Quality Management or Health Systems improvement will be an added advantage. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Practical knowledge and understanding of the Promulgated Norms and Standards for health establishments as well as Ideal Facility Realization Framework. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's license.

- DUTIES** : Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health establishments. Provide technical support and advice to management and staff on clinical quality issues and quality improvement planning. Support health establishments to become ideal. Provide technical

support to Health Establishments in the management of Complaint, Compliments and Suggestions as well as Patient Safety Incidents. Develop monitoring systems and coordinate processes for licensing of private health establishments in the province.

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

POST 41/161 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): CDC REF NO: MPDOH/NOV/21/22**

SALARY : R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Dr JS Moroka Sub-District

REQUIREMENTS : Senior Certificate / Grade 12 Certificate 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 seven (7) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Public Health will be an added advantage. Experience in Communicable Disease Control set up will be an added advantage. Proof of current registration with South African Nursing Council (SANC). Valid driver's license. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of Nursing Legislations and related legal and ethical Nursing practices and this impacts on service delivery. Demonstrate a basic understanding of HR and Financial policies and practices. Skills: Good interpersonal skill; planning and organizational skills. Good communication and presentation skills. Problem solving and analytical skills. Basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure and awkward hours.

DUTIES : Coordinate the implementation of the Communicable Disease Control (CDC) activities in Dr JS Moroka Sub-District. Plan and co-ordinate the implementation of CDC and Expanded Programme of Immunization (EPI) services. Management and response to outbreaks. Responsible for implementation of Communicable Diseases strategies / interventions. Management and utilization of resources. Maintain effective collaboration with internal and external stakeholders. NB: Any previous experience must be covered by the attachment of certificate of services.

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

POST 41/162 : **STATE ACCOUNTANT: BUDGETING REF NO: MPDOH/NOV/21/23**

SALARY : R261 372 per annum, (plus service benefits)

CENTRE : Embhuleni Hospital

REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience in finance and accounting field or Diploma / Degree in Finance / Financial / Accounting Management or related qualification. Knowledge of Basic Accounting System (BAS), Treasury Regulations, PFMA, financial policies and Government budgeting procedures. Computer Literacy: MS-Word, Excel & PowerPoint.

DUTIES : Implements budgeting and financial record keeping procedures to ensure efficient coordination of various cost centres, grant, and designated accounts, maintains accurate information regarding the financial status of the hospital, advises the immediate supervisor regarding financial decisions. Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure in terms of relevant procedures. Handle misallocations and clearing of suspense accounts,

and liaise with relevant stakeholders. Draw expenditure and detail reports, analyse reports and identify variances, maintain proper records for grant budget, handling queries regarding financial transactions in accordance of set policies and procedures. Compile monthly expenditure reports and liaise with cost centre managers, district and the relevant provincial unit on budget and expenditure management. Handle inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and compile In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

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

POST 41/163 : **CHIEF ACCOUNTING CLERK: FINANCE REF NO: MPDOH/NOV/21/24**

SALARY : R261 372 per annum, (plus service benefits)
CENTRE : Lydenburg Hospital

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years relevant experience or Diploma Degree / in Finance. Knowledge of BAS and Logis Systems will be an added advantage. Knowledge of PFMA, Treasury Regulations, Supply Chain Management and Public Service Act and Regulations. Knowledge of BAS and Logis Systems will be an added advantage. Computer Literacy. Supervisory skills. Report writing skills. Valid driver's license is inherent requirement.

DUTIES : Supervise and render administrative support to transport section. Render expenditure functions on Logis and BAS systems in finance section. Render service maintenance and repairs of government vehicles. Administer allocation, issuing and returns of government vehicles. Submission of monthly reports. Supervise sub-ordinates.

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