

**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** : 18 February 2022

**NOTE** : 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 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. 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) Those who have previously applied for the re-advertised posts may re-apply.

**OTHER POSTS**

**POST 04/237**

**MANAGER: MENTAL HEALTH AND SUBSTANCE REF NO: MPDOH/FEB/22/01**  
(Replacement)

**SALARY** : R963 723 per annum, (Depending of years of experience in terms (OSD))

**CENTRE** : Provincial Office, Mbombela

**REQUIREMENTS** : Senior Certificate / Grade 12 plus an undergraduate qualification (NQF7) as recognized by SAQA in Health Sciences or Social Sciences that allows registration with relevant statutory body. A post graduate qualification in Mental Health Discipline and Management will be an added advantage. At least 5 years' experience in the coordination of mental health services of which 3 years must be at supervisory level. Advance Knowledge of the Mental Health Care Act and other relevant Public Administration Policies. Extensive knowledge and understanding of the PFMA. Knowledge and experience in policy development, strategic planning, financial management, contract and project management, program development, monitoring and evaluation. The individual must be able to work under pressure. A valid driver's license required. Competencies: Understanding mental health related policies. Strategic leadership qualities. Ability to work under pressure. Good verbal and written communication and people skills.

**DUTIES** : To develop policies relevant to the Mental Health Programme. Provide strategic leadership in all the components of mental health. Develop a strategy that will ensure the Successful implementation of the Mental Health Care Act. Manage the Service Level Agreements in Mental Health. Develop a provincial plan for the establishment of community based mental health services. Develop a provincial strategy that will address substance abuse prevention, treatment and rehabilitation. Monitor and evaluate policy implementation and report accordingly.

**ENQUIRIES** : 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: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 04/238</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/FEB/22/02</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R833 523 – R897 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	MBCbB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<b><u>ENQUIRIES</u></b>	:	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: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 04/239</u></b>	:	<b><u>DENTIST GRADE 1 REF NO: MPDOH/FEB/22/03</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R809 067– R897 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Grootvlei Clinic (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be

required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES**

: Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

**ENQUIRIES**

: 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: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS**

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

**POST 04/240**

: **ASSISTANT MANAGER NURSING (PN-B4): EMERGENCY & TRAUMA / OPERATING THEATRE REF NO: MPDOH/FEB/22/04**  
(Re-Advertisement)

**SALARY**

: R624 216-R702 549 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS**

: Tintswalo Hospital (Ehlanzeni District)  
: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice R425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse and midwife plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Emergency & Trauma / Operating Theatre Nursing Science. Minimum of ten (10) years' appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the one year post basic qualification in Emergency & Trauma / Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate recognizable experience at a management level. Proof of current registration with SANC (2022). Diploma / Degree in Nursing Management. Computer Literacy. Knowledge, skills and competencies required: Knowledge of nursing care processes and procedures nursing statutes and other relevant legal framework such as Nursing Act, Occupational health and safety Act Patients' rights charter, Batho Pele principles ,Disciplinary procedure, leadership organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework, interpersonal skills including negotiating conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and process pertaining to the relevant resources under management. Insight into the procedure and policies pertaining to nursing care. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES**

: Provide effective management and professional leadership in the specialized units. Effective management utilization and supervision of all resources Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Display a concern to patients promoting advocating and

		facilitating proper treatment and care ensuring that the units adheres to principles of Batho Pele principles. Execute disciplinary code and grievance procedures NB Any previous experience must be covered by the attachment of certified certificates of services by ensuring that scientific principles and process pertaining to the relevant resources.
<b><u>ENQUIRIES</u></b>	:	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: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 04/241</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/FEB/22/05</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R388 974– R450 939 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Matikwana Hospital (Ehlanzeni District). Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in Operating Theatre Nursing Science). Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	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: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 04/242</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MPDOH/FEB/22/06</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus service benefits)
<b><u>CENTRE REQUIREMENT</u></b>	:	Provincial Office, Mbombela Senior Certificate / Grade 12 plus Diploma / Degree in Auditing / Internal Auditing and Accounting as recognized by SAQA. At least 3 to 5 years' experience of which three (3) years should be of supervisory level in Internal Auditing of which at least one should be as a team leader or potential to lead a team; Studying towards a relevant professional qualification; Candidates must be able to audit business

research risk assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will be required to complete a security clearance; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus and Research skills.

**DUTIES** : Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan; Conduct a full internal audit engagement; Develop the engagement work program; Develop findings and recommendations for the enhancement of controls/processes; Compile and review audit report for each engagement; Monitor progress on the implementation of agreed upon action plans; Review performance and provide coaching and guidance to staff; Allocate duties and perform quality control on the work delivered by subordinates; Coach, Lead, train and develop new team members and monitor progress on audit projects.

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

**POST 04/243** : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1-3 REF NO: MPDOH/FEB/22/07**  
(Replacement)

**SALARY** : R322 746 – R540 954 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Nkangala District Office, Emalahleni

**REQUIREMENTS** : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** SA Qualified employees: None 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 of whom it is not required to perform Community Service, as required in SA. **Grade 2:** SA Qualified employees: Minimum of ten (10) years 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: Minimum of eleven (11) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. **Grade 3:** SA Qualified employees: Minimum of twenty (20) years 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: Minimum of twenty one (21) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analyzing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental

		health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
<b><u>ENQUIRIES</u></b>	:	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: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 04/244</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: MPDOH/FEB/22/08</u></b>
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	KwaMhlanga Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: None 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 of whom it is not required to perform Community Service, as required in SA. Grade 2: SA Qualified employees: Minimum of ten (10) years 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: Minimum of eleven (11) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Grade 3: SA Qualified employees: Minimum of twenty (20) years 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: Minimum of twenty one (21) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<b><u>ENQUIRIES</u></b>	:	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: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

**POST 04/245** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/22/09**

**SALARY** : R321 543 per annum, (plus service benefits)  
**CENTRE** : Govan Mbeki Sub-District (Gert Sibande District)  
**REQUIREMENTS:** : Senior Certificate / Grade 12 plus six (6) years relevant experience of which should be of supervisory (Level 7) or Diploma / Degree in Finance / Public Administration / Management / Logistics Management / Procurement Management / Supply Chain Management plus three (3) years relevant experience of which should be of supervisory (Level 7). Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Knowledge of the Central Supplier Database. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence is a must.

**DUTIES** : Manage procurement services (demand and acquisition). Co-ordinate the sourcing and purchasing of goods and services. Control and regularly update the supplier's database. Implement of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Supervise and control the work of sub-ordinate (including training) in the procurement section. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Management of warehouse. Compile monthly and quarterly warehouse reports. Render guidance in writing of specifications. Monitor, control and evaluate performance of subordinates. Implementation of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Liaising with National treasury on CSD verification issues. Render effective and efficient warehouse management services, inventory management and reporting. Knowledge of Departmental policies, prescripts and practices. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods from end user. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Deal with Human resources matters such as leave and perform development system.

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

**POST 04/246** : **CHIEF ACCOUNTING CLERK: REVENUE REF NO: MPDOH/FEB/22/10**  
(Replacement)

**SALARY** : R261 372 per annum, (plus service benefits)  
**CENTRE** : Ermelo Hospital (Gert Sibande District)  
**REQUIREMENTS** : Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding

of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

**DUTIES** : To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and external auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

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

**POST 04/247** : **ARTISAN (PRODUCTION) GRADE A REF NO: MPDOH/FEB/22/11**  
(Replacement)

**SALARY** : R193 512– R214 770 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : KwaMhlanga Hospital (Nkangala District)  
**REQUIREMENTS** : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate (fitter). A valid driver's licence. The candidate must be willing to work overtime and be on standby. Knowledge, skills and competencies: Technical analysis knowledge, computer aided technical application, knowledge of legal compliance. Technical report, problem solving and analysis. Decision making, planning and organizing, listening and communication skills, good interpersonal relation. Candidate must be willing to work hard and under pressure. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Execute and manage plumbing maintenance of department infrastructure. Produce objects with material and equipment according to the job specification and recognized standards. Quality assurance of production object. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job records, supervise and mentor staff.

**ENQUIRIES** : 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: Help desk: Tel No: (013) 766 3018.

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

**POST 04/248** : **ARTISAN (PRODUCTION) GRADE A: BRICKLAYER REF NO: MPDOH/FEB/22/12**  
(Re-Advertisement)

**SALARY** : R193 512– R214 770 per annum, (Depending of years of experience in terms of OSD)

**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)



- REQUIREMENTS** : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate (fitter). A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, skills and competencies: Technical analysis knowledge, computer aided technical application, knowledge of legal compliance. Technical report, problem solving and analysis. Decision making, planning and organizing, listening and communication skills, good interpersonal relation. Candidate must be willing to work hard and under pressure. NB: Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Repair cracks, screening of floors, repair / replace paving, re-plastering, finishing, repairs door and window frames. Setting out building, casting of concrete footing, bricks work in foundation & superstructure including frames, paving and plastering. Request and quantify material and perform general administration functions. Train and develop beneficiaries during their project implementation.
- ENQUIRIES** : 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: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)