

**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.

<u>CLOSING DATE</u>	:	11 March 2022
<u>NOTE</u>	:	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 licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 07/104</u>	:	<u>MEDICAL OFFICER GRADE 3 REF. NO: MPDOH/FEB/22/24</u> (Replacement)
<u>SALARY</u>	:	R1 106 037 – R1 382 802 per.annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Bernice Samuel Hospital (Nkangala District).
<u>REQUIREMENTS</u>	:	MBChB 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. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council 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.
<u>DUTIES</u>	:	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. **NB:** Any previous experience must be covered by the attachment of certificate of services.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 07/105** : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO: MPDOH/FEB/22/25**
(Replacement)
- SALARY** : R571 242 - R662 223 per.annum (Depending of years of experience in terms of OSD).
- CENTRE** : Tintswalo Hospital (Ehlanzeni District).
- 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 Operating Theatre. 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 Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and

control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **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 07/106 : **OPERATIONAL MANAGER (PN-B3): MENTAL HEALTH CARE REF. NO: MPDOH/FEB/22/26**
(Replacement)

SALARY : R571 242 - R662 223 per.annum (Depending of years of experience in terms of OSD)

CENTRE : Tintswalo Hospital (Ehlanzeni District)
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 Operating Theatre. 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 Mental Health Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Mental Health Care Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **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.

<u>POST 07/107</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH REF. NO: MPDOH/FEB/22/27</u> (Replacement)
<u>SALARY</u>	:	R450 939 – R507 531 per.annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Steve Tshwete Sub-District (Nkangala District).
<u>REQUIREMENTS</u>	:	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 (2022). Minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High level of accuracy. Proven 23 initiative, decisiveness and acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objective into practical plans. Ability to prioritize issues and other work related matters. Valid driver's licence.
<u>DUTIES</u>	:	Ensure the implementation of the Mental Health Care Act no 17 of 2002 and Mental Health policies at the sub district level. Coordinate and manage mental health and Substance programme. Monitor and Evaluate Mental Health programme in Sub-District. Conduct home visits to support families and mental health care users including forensic psychiatry. Facilitate establishment of community based mental health services. Intersectoral collaboration. Training and facilitation on mental health. Advocacy, mental health promotion and prevention of mental illness and substance abuse. Ensure community involvement and participation by forming support groups and working with stakeholders. Plan and organize own work and support personnel to ensure proper nursing care. Implementation quality assurance processes. Do awareness campaigns on mental health and Substance abuse. Assist in preparation of strategic plans and operational plans for the programme. Liaise with other departments and ability to work with NGOs. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 07/108</u>	:	<u>LECTURER GRADE 1 (PN-D1) REF. NO: MPDOH/FEB/22/28 (2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per.annum. (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District) and Embhuleni Hospital (Gert Sibande District).
<u>REQUIREMENTS</u>	:	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 plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
<u>DUTIES</u>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective

communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. 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 07/109 : **PROFESSIONAL NURSE WITH MIDWIFERY GRADE 1 REF. NO: MPDOH/FEB/22/29 (2 POSTS)**
(Replacements)

SALARY : R260 760 - R492 756 per.annum (Depending of years of experience in terms of (OSD).

CENTRE : Shongwe Hospital (Ehlanzeni District).

REQUIREMENTS : 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 and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit. 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 07/110 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF. NO: MPDOH/FEB/22/30 (3 POSTS)**
(Replacement)

SALARY : R211 509 – R238 260 per.annum (Depending of years of experience in terms of (OSD)

CENTRE : Matikwana Hospital (Ehlanzeni District), Amersfoort Clinic and Sinqobile Clinic (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations.

Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy. NB: Any previous experience must be covered by the attachment of certificate of services.

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APPLICATIONS

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