

**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.*

<b><u>CLOSING DATE</u></b>	:	22 April 2022
<b><u>NOTE</u></b>	:	Applications should be submitted on the <i>online application system</i> 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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 12/161</u></b>	:	<b><u>CHIEF DIRECTOR: INTEGRATED HEALTH PLANNING REF NO: MPDOH/MAR/22/29</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R1 269 951 per.annum. (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela.
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7) as recognized by SAQA in Health related field. A Master's Degree in Public Health and postgraduate Management qualification will be an added advantage. A recognized qualification in Project Management would be a strong recommendation. SMS Pre-entry certificate is a requirement. At least five (5) years' post-qualification relevant experience in management at SMS level. A valid driver's licence. Knowledge, skills and competencies: Knowledge of both national and provincial health policy and legislation. Knowledge of the PFMA, DoRA, and IDIP. Excellent analytical skills. Excellent written and verbal communication ability. Computer literacy.
<b><u>DUTIES</u></b>	:	Co-ordination and facilitation of departmental strategic and operation planning processes and the formulation and analysis of relevant policies. Manage the implementation of monitoring and evaluation systems for performance including the management of routine health information. Ensures that information systems support current and future needs of the department manage, co-ordinate and conduct epidemiology surveillance and research. Facilitate and co-ordinate the implementation of special and flagship programmes.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>NOTE</u></b>	:	Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

**POST 12/162** : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: MPDOH/MAR/22/30**

**SALARY** : R1 269 951 per.annum. (All-inclusive remuneration package).

**CENTRE** : Provincial Office, Mbombela.

**REQUIREMENT** : An under-graduate qualification (NQF Level 7) as recognized by SAQA or equivalent qualification in Finance / Asset Management. SMS Pre-entry certificate is a requirement. At least five (5) years' post-qualification relevant experience in management at SMS level. A valid driver's licence. At least five (5) years relevant experience in procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. Extensive knowledge and experience in Asset Management. In-depth knowledge of Financial, SCM and Asset Management procedures and prescripts. Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM Practice Notes. LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

**DUTIES** : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate. Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit and departmental policies and procedures. Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget [in consultation with Public Works where applicable]. Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop and maintain the lease register. Develop asset needs assessment, acquisition management, operational and disposal plans as well as execute and monitor the implementation thereof. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Develop, implement and manage mechanisms to safeguard assets. Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve unclear items. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost and recommendations on the most appropriate asset solution. Report on asset management information as required to internal and external stakeholders. Manage valuations for immovable assets and update the asset register. Establish and execute a performance measurement system to evaluate the effective utilization of assets. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Utilise LOGIS for provisioning, procurement, stock

control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.

**ENQUIRIES**

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**APPLICATIONS**

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

**NOTE**

: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.