

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF EDUCATION**

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:*

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. JS Ndala, Director: HR Provisioning
- CLOSING DATE** : 26 May 2022
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, copies of all qualifications and RSA ID-document, as well as valid driver's license where required. Please note that a passport or driver's license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

**MANAGEMENT ECHELON**

- POST 16/155** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: T2/061**
- SALARY** : R1 544 415 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 - 10 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Condition:

Appointment will be subject to competency assessment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**DUTIES**

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

**ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

**POST 16/156**

: **DEPUTY DIRECTOR-GENERAL REF NO: CFO T2/062**

**SALARY**

: R1 544 415 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS**

: Head Office, Mbombela  
 : An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 - 10 years experience at a middle/senior managerial level. Registration as CA (SA) would be an added advantage. Valid driver's license. Knowledge, skills, training and competencies required: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices), which will encompass the transition to the accrual basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Sound knowledge of the Public Service Act and – Regulations, the Employment of Educators Act and other HR-related policy frameworks and practices. Sound knowledge of the strategic planning processes. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Advanced planning, organising and project management skills. Excellent verbal communication- and report writing skills. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for

appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**DUTIES**

: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilised effectively and economically to realize the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance principles. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of Supply Chain Management Systems consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statement and liaise with the Auditor General in this regard. Oversee the rendering of diverse HR Management-, labour relations and HR development services within the Department.

**ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

**POST 16/157**

: **CHIEF DIRECTOR: DISTRICT CO-ORDINATION AND MANAGEMENT REF NO: T2/063**

**SALARY**

: R1 269 951 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS**

: Head Office, Mbombela  
 : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge and extensive proven experience in high level planning and management as well as a thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive and credible knowledge in the Education procedures and practices. Competencies: Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ideal candidate will be a strategic thinker who has the ability to lead and deliver excellent results

within a complex and diverse environment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**DUTIES** : Monitor the support rendered by districts in: Providing an enabling environment for education institutions within a district area to do their work in line with education law and policy. Assisting principals and educators to improve the quality of teaching and learning in their institutions. Serving as an information node for education institutions and facilitating ICT connectivity in all institutions within the district. Providing an enabling environment for the professional development of educators and administrative staff members. Promoting system accountability by: Holding districts to account for the performance of the education institutions in the district area. Accounting to the provincial education department for the performance of education institutions in the districts Accounting to the provincial education department in terms of the performance agreements that stipulate the roles, functions and responsibilities of district directors in line with relevant policies. Monitoring the extent to which districts promote public information sharing by: Informing and consulting with the public in an open and transparent manner. Upholding Batho Pele principles in all dealings with the public. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

**ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5111

**POST 16/158** : **CHIEF DIRECTOR: GENERAL EDUCATION AND TRAINING & EDUCATION SUPPORT REF NO: T2/064**

**SALARY** : R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Head Office, Mbombela  
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general education and training, ECD and ABET, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Valid Code 08 Drivers License. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully

completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**DUTIES**

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training, including ECD and ABET. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

**ENQUIRIES**

: Ms LH Moyane Tel No: (013) 766 5111

**POST 16/159**

: **DIRECTOR: CURRICULUM ENRICHMENT REF NO: T2/065**

**SALARY**

: R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE**

: Head Office, Mbombela

**REQUIREMENTS**

: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of education policies and legislation, in particular the policy frameworks governing curriculum enrichment, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of curriculum enrichment. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant

technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**DUTIES**

: Promote the development and implementation of policy, programmes and systems regarding all aspects of nutrition programmes, HIV/Aids Education, sports, music and cultural programmes and printed media and school libraries. Manage the co-ordination and implementation of nutrition programmes, and assess the impact thereof. Manage, co-ordinate and evaluate the development and implementation of HIV/Aids Education, and develop and maintain a strategic collaboration between Health, Education, Social Services and Agriculture. Manage, co-ordinate and evaluate the development and implementation of sports, music and cultural programmes. Co-ordinate, manage and monitor the development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries. Analyse and identify professional, educational and resource needs (physical, financial and human). Monitor and ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

**ENQUIRIES**

: Mr J Mkhwanazi Tel No: (013) 766 0992

**POST 16/160**

: **DIRECTOR: HR BENEFITS AND EMPLOYEE WELLNESS REF NO: T2/066**

**SALARY**

: R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.

**CENTRE  
REQUIREMENTS**

: Head Office, Mbombela  
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Proven outstanding managerial and service delivery competency. Sound knowledge of the relevant frameworks pertaining to human resource management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to HR Benefits administration, HR Performance management and Employee Health and Wellness. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency

- assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- DUTIES** : Manage and give strategic direction to the HR Benefits, -Performance and Employee Health and Wellness Unit. Manage the benefits of human resources and promote sound HR performance management practices. Manage the development, co-ordination, monitoring of Projects and policies as well as administration processes related to HR Remuneration and –benefits, including all HR career matters, housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Provide employees with comprehensive assistance, care and support programmes in the workplace. Manage the development, co-ordination and administration of HR performance assessment. Manage the provision of care and support to employees infected with and affected by HIV/AIDS as well as the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
- ENQUIRIES** : Mr JM Tshoba Tel No: (013) 766 5297
- POST 16/161** : **DIRECTOR: TEACHER DEVELOPMENT AND GOVERNANCE REF NO: T2/067**
- SALARY** : R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive experience in the development of teaching-, education governance- and education management capacity. Competencies: In depth knowledge and understanding of the provisions of the National Policy Framework for Teacher Education and Development. Sound knowledge and insight into education management, project management and HR development strategies. Ability to provide sound advice on all Teacher Development and Governance issues to line managers. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Strong networking skills. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. Good computer user skills. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- DUTIES** : Manage and ensure the development of teachers, education governance and education management. Ensure the support of educators in presenting

learning systems, including research and analysis of teacher development needs (induction and INSET), analysis of existing programmes and qualifications for teachers as well as the district Development Plans, supporting the implementation of learning programmes, learning systems and learning support materials, evaluation of policies and strategies set for flexible teaching systems and managing the co-ordination of the teacher development aspects of the IQMS. Manage the development of education governance capacity, including the provincial governance capacity development programme, learner affairs development programmes and policies for school safety. Manage the development of education management capacity and the implementation of a provincial education programme to ensure quality leadership in education. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

- ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992
- POST 16/162** : **HEAD: OFFICE OF THE HOD REF NO: T2/068**
- SALARY** : R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- DUTIES** : Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive



decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

- ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5111
- POST 16/163** : **PRINCIPAL: MST ACADEMY (DIRECTOR LEVEL) REF NO: T2/069**
- SALARY** : R1 073 187 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
- CENTRE** : MST Academy, Emalahleni
- REQUIREMENTS** : The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Master of Science degree (Mathematics, Physics/Chemistry or Tecnology), supported by 5 years experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised PhD in Mathematics, Physics or Chemistry will serve as recommendation. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za). The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- DUTIES** : Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render

communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably.

**ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992

**OTHER POSTS**

**POST 16/164** : **CHIEF ARCHITECT GRADE A: PROJECTS IMPLEMENTATION REF NO: T2/072**

**SALARY** : R912 048 per annum  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : Bachelor of Architecture. Registration with the SACAP as a Professional Architect. Six years' relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Drivers license.

**DUTIES** : Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

**ENQUIRIES** : Ms N Maribe Tel No: (013) 766 5274

**POST 16/165** : **SOCIAL WORK MANAGER GR 1: ECD CENTRES REF NO: T2/077**

**SALARY** : R806 811 per annum  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : A recognized Bachelors Degree in social work. Ten years appropriate experience in social work after registration as Social Worker as well as at least 6 years experience in the education sector. A B Degree in school subjects. Registration with the South African Council for Social Service Professions. Planning, human resource, strategic management, organizing skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literacy. A valid driver's license.

**DUTIES** : Integration of child care and support programmes with education stimulation programmes for children between ages zero to four years. Development of a full integrated programme for implementation from January to December of each year. Training of programme managers at head office and districts on the understanding and implementation of the integrated programme. Manage the training of classroom practitioners on the integrated programme. Manage Care, Support and Curriculum implementation in all centers with the zero to four years old children. Submission of quarterly reports on programme implementation and all other reports as will be required from time to time. Doing proper and thorough budgeting for the programme as well as manage and report on allocated budget.

**ENQUIRIES** : Mr J Mkhwanazi Tel No: (013) 766 0992

<b><u>POST 16/166</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT &amp; CO-ORDINATION SERVICES: ADMINISTRATIVE SUPPORT, MEC'S OFFICE REF NO: T2/070</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 or 4 year B-degree or equivalent qualification. Three (3) to five (5) years middle management experience. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio (education and related). Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa as well as general functioning of the public service. Advanced computer literacy. Advanced communication skills at all levels (verbal / written). A valid driver's license. Proven management competencies. Knowledge of Public service Regulatory Framework. Project Management. Communication- (verbal and written), negotiation-, report writing and presentation skills. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>DUTIES</u></b>	:	Manage the administrative and coordination activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Mr DA Mnisi Tel No: (013) 766 5555
<b><u>POST 16/167</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: T2/073</u></b>
<b><u>SALARY</u></b>	:	R728 829 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

- DUTIES** : Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research
- ENQUIRIES** : Ms N Maribe Tel No: (013) 766 5274
- POST 16/168** : **DRIVER / MESSENGER: ADMINISTRATIVE SERVICES, MEC'S OFFICE REF NO: T2/074**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Head Office, Mbombela  
: Grade 10/12 certificate. Valid code 08 driver's license. Competencies: Extensive appropriate experience and proven ability as a driver/messenger. Good interpersonal and communication skills, also in English. Capacity to work long and irregular hours. Valid driver's license.
- DUTIES** : The successful candidate will serve as the courier of documentation and other items between the office of the MEC and other offices/institutions. Assist the office with duplication- and office support services. Assist in rendering general logistical services to the Office of the MEC and to keep a good image of the Office of the MEC at all times. Be available to assist the Head of the office, provide over-arching support in the functioning of the office of the MEC.
- ENQUIRIES** : Mr DA Mnisi Tel No: (013) 766 5555
- POST 16/169** : **REGISTRY CLERK: ADMINISTRATIVE SERVICES, MEC'S OFFICE REF NO: T2/075**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Head Office, Mbombela  
: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.
- DUTIES** : Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.
- ENQUIRIES** : Mr DA Mnisi Tel No: (013) 766 5555
- POST 16/170** : **FOOD SERVICES AID: ADMINISTRATIVE SERVICES, MEC'S OFFICE REF NO: T2/076**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum  
: Head Office, Mbombela  
: No formal qualification is required for this position, but appropriate work experience and/or knowledge in regard of the core duties may serve as a recommendation. Literacy may be an advantage. Competencies: Basic knowledge of food preparation, the serving of food and the functionality, capabilities and limitations of relevant cleaning equipment, materials, methods and application. Ability to utilize a limited range of basic cleaning equipment, methods and materials to keep specific work areas clean and tidy. The ability, health and energy to perform strenuous tasks that require hard physical labour. Routine problem solving skills. Routine planning and organising skills. Good initiative. Adaptability to working conditions. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills. Sound interpersonal relations.
- DUTIES** : Peel vegetables. Assist with the preparation of food and beverages. Lay and clear tables. Serve food and beverages. Render dish washing duties. Clean kitchen and dining room surfaces, furniture and appliances as well as hostel facilities as required.
- ENQUIRIES** : Mr DA Mnisi Tel No: (013) 766 5555

## 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** : 20 May 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. 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

**POST 16/171** : **HEAD CLINICAL UNIT: FORENSIC PATHOLOGY SERVICES (REPLACEMENT) REF NO: MPDOH/APR/22/36**

**SALARY** : Grade 1: R1 754 739 - R1 862 412 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Themba Hospital: Forensic Health Services

**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Specialist Forensic Pathologist. Current registration with the Health Profession Council of South Africa as a Medical Specialist in Forensic Pathology Services (2022). A minimum of five (5) years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Forensic Pathology Services of which 03 years must be in an academic setting. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration of the ability to work as part of a multidisciplinary team. Must be prepared to travel extensively around the province. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Provide a high-quality medico- legal services. Maintain satisfactory pathological, professional and ethical standard related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters pertaining to the unit and department. Provide supervisory role to the Specialists in Gert Sibande, Ehlanzeni and Nkangala Districts. Conduct, assist and stimulate research. Facilitate the establishment of a Registrar programme linked to the Universities to address the shortage of Forensic Pathology Medical Officers. Administration- planning and execution of operational and strategic plans for the unit and monitoring the performance of staff in the unit. Ensure that there are protocols for the management of post-mortem examinations and that there is compliance to the protocols and guidelines. Serve as a consultant to other Medical Officers and provide technical support to the provincial office. Liaise with relevant stakeholders for

		medico-legal opinions. Develop measures to ensure quality assurance. Work as part of a multi-disciplinary team when deemed necessary.
<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 16/172</u></b>	:	<b><u>MANAGER NURSING (PN-A9): DISTRICT HEALTH DEVELOPMENT AND SUPPORT (REPLACEMENT) REF NO: MPDOH/APR/22/37</u></b>
<b><u>SALARY</u></b>	:	R963 723 - R1 084 695 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela
	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC 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 (2022). A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least five (5) years of the period referred to above must be appropriate / recognizable experience in management level IN Public Health Services. Competencies that are needed are, knowledge of the District Health System, District Health Planning, and District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills needed are among others, the following: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy, and Presentation Skills, ability to work under pressure and must also have a valid Driver's Licence. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	Provide Support on District Health System. Provide support in development of policies related to District Health Services. Provide support to all projects supporting PHC. Provide support in district health development and district health planning. Provide support in district development and in monitoring the implementation of the District Health Systems policy in all health districts. Provide support in the establishment of sub districts and promotion of community participation by coordinating optimal functioning of clinic committees and district hospital boards. Provide support and guidance in consolidation of reports on performance of the programme.
<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 16/173</u></b>	:	<b><u>DEPUTY MANAGER NURSING (PN-A8) (REPLACEMENT) REF NO: MPDOH/APR/22/38</u></b>
<b><u>SALARY</u></b>	:	R856 272 - R963 723 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaMhlanga Hospital (Nkangala District)
	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC 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 (2022). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management level. Must be computer literate and able to work with MS Office packages including email. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Good verbal and written communication skills, mentorship and supervisory skills. Computer literacy, DHIS and TIER.NET. Knowledge and understanding of Human

<b><u>DUTIES</u></b>	:	Resource and Financial Management. Valid driver's licence. NB: Any previous experience must be covered by the attachment of certificate of services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial 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: www.mpuhealth.gov.za.
<b><u>POST 16/174</u></b>	:	<b><u>QUANTITY SURVEYOR GRADE A, B AND C (PRODUCTION) REF NO: MPDOH/MAY/22/39 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R628 014 - R676 539 per annum Grade B: R718 062 - R766 278 per annum Grade C: R809 634 - R953 715 per annum (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Three (3) years' post qualification Quantity Surveyor experience required. Valid drivers' licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Infrastructure Delivery Management System. Infrastructure Reporting Model. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, plans and functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System.[IDMS]. Development, interpretation and customization of quantity surveying planning and cost norms and standards. Developing plan and cost norms and standards issued in terms of the Provincial Health Facilities Guidelines. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms and standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex, Minor capital and Scheduled maintenance projects. Develop commissioning plans from a quantity surveying perspective. Undertake extensive analysis undertaken to inform strategies related to the quantity surveyor services to directly support and realise the Health goals of the Department. Contribute to Project Briefing documents, costing models and operational narratives. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective. Develop cash flow projections. Develop costing models. Customize life cycle costing. Provide inputs to operational narratives from a quality surveyor perspective. Preparation of quantity surveyor inputs to the preparation of the User Management Plan, the final project lists, the budgets and Infrastructure

Programme Management Plan. Provide inputs to the annual Medium Term and Adjustment budgets to the Directorate Infrastructure Programme Delivery. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Research / literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards / councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

**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 16/175** : **ASSISTANT MANAGER NURSING (PN-B4): PHC (REPLACEMENT) REF NO: MPDOH/APR/22/40**

**SALARY** : R614 991 - R692 166 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Govan Mbeki Sub-District (Gert Sibande 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) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid Driver's Licence. NB: Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.



- 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 16/176** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENT) REF NO: MPDOH/APR/22/41**
- SALARY** : R571 242 – R662 223 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** :  
 Kempville Clinic (Gert Sibande District)  
 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 Primary Health Care. 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 Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2022). 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. NB: Any previous experience must be covered by the attachment of certificate of services.
- 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.
- 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 16/177** : **CONTROL ENGINEERING TECHNICIAN GRADE A, B AND C: MECHANICAL REF NO: MPDOH/APR/22/43**
- SALARY** :  
 Grade A: R452 895 - R517 842 per annum  
 Grade B: R774 261 - R1 108 814 per annum  
 (Depending of years of experience in terms of OSD)
- CENTRE REQUIREMENTS** :  
 Provincial Office, Mbombela  
 National Diploma in Engineering or equivalent qualification. Compulsory registration with ECSA as an Engineering Technician (Mechanical). Six (6) years post qualification Technical (Engineering) experience. Valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act

**DUTIES**

61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.

: Engineering norms and standard for lifts. Determine the engineering norms and standard for lifts required in terms of legal requirement including regulations. Provide the engineering norms and standard to the implementing Agent responsible for procurement of Service Provide. Review the engineering norms and standard for lifts based on legislative changes and /or changes in terms of the institutional environment. Update norms and standard for lifts as and when required. Assess needs of Health Facilities .Provide needs assessment for maintenance of lifts to the implementing Agent. Inspections of existing lifts undertake inspections of lifts to validate quality of Performance of Service Providers in terms of maintenance contract. Make recommendation related to non-performance in terms of maintenance contracts. Report all repairs for lifts. Keep record of condition of lifts. Monitor repairs of lifts on a monthly basis. Report non-compliance. Installation of new lifts. Investigate all new lift installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Prepare a report for all investigation. Make proposals and design work for solutions, where required. Make recommendation on effectiveness of corrective measures. Make recommendation for non-payment of Service Providers until work is completed to the required standards. Report non-compliance .Framework/Term Contracts for lifts Assess report on completion of lift inspections. Make recommendation for the work to be implemented to the Head Office .Once approval has been received from Head Office, interact with the Service. Providers on timeframes for completion of the work: Undertake regular site visits to validate progress and draft reports. Draft performance reports. Update the Project Management Information System. Utilities: Manage the design and establishment of a system to collect credible data on the use of utilities by Health Facilities. Manage the provision of training .Manage reports. Financial Management: Make inputs to budgets. Control the budget. Enforce efficiency, effectiveness and value for money in terms of spending of funds. Manage over and under expenditure without compromising patient safety and service delivery. Prepared cash flow and monthly financial progress reports. Research and Development: Continuous professional development to keep us with new technologies and procedure. Research/literature studies on technical engineering related matters. People Management: Allocate and control allocation of work .Address offices and related equipment needs. Maintain discipline. Develop and issue Standard Operating Procedures. Manage human resources. Determine human resources needs. Develop human resources. Deal with vacancies. Manage performance. Deal with health and wellbeing of personnel. Prepared Human Resource Progress Report NB: Any previous experience must be covered by the attachment of certificate of service.

**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 16/178**

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REPLACEMENT) REF NO: MPDOH/APR/22/44**

**SALARY CENTRE REQUIREMENTS**

: R382 245 per annum, (plus service benefits)  
: Provincial Office, Mbombela  
: Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Logistics / Procurement / Supply Chain / Financial / Accounting Managements with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8). Experience in acquisition of goods and services, procurement of goods, logistic, fleet management, and demand and contract management. Computer literacy, presentation skills, good communication skill and excellent interpersonal relations. Experience on government systems (BAS & LOGIS) and knowledge of financial prescripts. 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** : Implementation of asset, acquisition, procurement, logistic, demand, contract and fleet management policies and procedures of the department, Oversee, coordinate and advice on the process of drafting specifications / terms of reference and special conditions of contract, compile a procurement plan. Compile monthly SCM reports. Oversee the utilization of the Central Supplier Database in the bid / quotation process. Control and oversee a compliant execution of the bid / quotation processes. Oversee management of fleet and assets. Administer demand management inventory. Oversee management of department, provincial interdepartmental and national contracts. Compile operational plan for the unit. Identify and mitigate risk within the unit providing training to officials on new developments and SCM processes and policies. Management of Human Resource in the unit including performance assessment of the officials in the unit.

**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 16/179** : **SENIOR STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (REPLACEMENT) REF NO: MPDOH/APR/22/46**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus service benefits)  
: Provincial Office, Mbombela  
: Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in SCM or Degree / Diploma in Finance / Logistics / Procurement / Supply Chain / Financial / Accounting Managements with three (3) years relevant experience in SCM. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). 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 will be an added advantage.

**DUTIES** : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. 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. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.

**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 16/180** : **ENGINEERING TECHNICIAN GRADE A, B AND C: MECHANICAL (PRODUCTION) REF NO: MPDOH/APR/22/45**

**SALARY** : Grade A: R316 536 - R337 791 per annum

		Grade B: R358 524 - R386 487 per annum Grade C: R408 075 - R480 678 per annum (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela National Diploma in Engineering or equivalent qualification. Compulsory registration with ECSA as an Engineering Technician (Mechanical). Three (3) years post qualification Technical (Engineering) experience. Valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. NB: Any previous experience must be covered by the attachment of certificate of services.
<b><u>DUTIES</u></b>	:	To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Technical Services: Assist the Engineer with technical activities. Promote safety in line with statutory and regularly requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Engineering services and management methods: Assist to manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Use of Utilities: Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Investigate cases of excessive usage. Make recommendations on interventions to address excessive usage. Effective Engineering Services for Projects and Programmes: Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Assist to provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Assist to manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Assist to continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental. Administrative Functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical engineering operational plan. Research and Development: Continuous professional development to keep up with new technologies and procedure. Research / literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters.
<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 16/181</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: MALARIA CONTROL PROGRAMME REF NO: MPDOH/APR/22/47</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum, (plus service benefits) Ehlanzeni District Office Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in human resource unit or Diploma / Degree in Human Resource / Public Administration / Management. Knowledge of the procedure of incapacity leave and ill-health retirement (PILLAR), PMDS and crafting of submission. A good Understanding and functional knowledge of the Public Service Act, Public service regulations, Basic condition of employment Act, Employment Equity Act. Ability to work in a team and under pressure, computer literacy, Good interpersonal skills, Good verbal and written communication skills. Analytical skills on problem solving and decision making skills. Willing to travel. A valid driver's licence.

- DUTIES** : Provide administrative support within Malaria Control Programme. Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, appointments and transfer). Implement condition of service and service benefits (Leave, Injury on Duty, overtime, pension and allowances). Prepare reports on human resource administration issues. Handle human resource administration enquiries. Handle pillar cases etc.). Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment, selection processes and administration system.
- 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 Mithisi 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).