

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

CLOSING DATE : 08 July 2022

NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Note: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR 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. 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 Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS 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)

ERRATUM: Kindly note that the post advertised in Public Service Vacancy Circular 18 of 22 dated 20 May 2022, the post of an Assistant Director: Corporate Services (Replacements) (3 Posts), Bethal Hospital, Standerton Hospital (Gert Sibande District) and Mmametlhake Hospital (Nkangala District) with Ref. No.: MPDoH/May/22/09 has been re-advertised on 24 June 2022.

OTHER POSTS

POST 23/432 : **MEDICAL SPECIALIST GRADE 1: FAMILY PHYSICIAN REF NO: MPDOH/JUNE/22/20**
(Replacement)

SALARY : R1 122 630 - R1 191 510 per.annum (Depending of years of experience in terms of OSD).

CENTRE : Barberton Hospital (Ehlanzeni District).

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Family Physician (2022). At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative

- and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
- DUTIES** : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/433** : **OPERATIONAL MANAGER (PN-B3): CASUALTY REF NO: MPDOH/JUNE/22/21**
(Replacement)
- SALARY** : R571 242 - R662 223 per.annum (Depending of years of experience in terms of OSD).
- CENTRE** : Ermelo Hospital (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) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Casualty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in Labour ward after obtaining the one (1) year post basic Casualty. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Casualty. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the

unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. **NB:** Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No:(013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 23/434 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUNE/22/22 (3 POSTS)**
(Re-Advertisements)

SALARY CENTRE : R477 090 per.annum. (Level 10) plus service benefits.
Bethal Hospital, Standerton Hospital (Gert Sibande District) and Mmamethlake Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8). Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/435** : **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: MPDOH/JUNE/22/23**
(Replacement)
- SALARY** : R473 112-R525 087 p.a (Depending of years of experience in terms of OSD).
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Current valid registration with the HPCSA (2022). A minimum of three (3) years' experience in the field of Medical Orthotist and Prosthetist after registration with Health Professional Council of South Africa (HPCSA) as independent practice (where applicable). A valid driver's licence is an inherent requirement. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.
- DUTIES** : The efficient and effective delivery of clinical and related administrative MOP services. Conduct Multi-Disciplinary – and Outreach clinics (PHC). Report on service delivery. Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Assists in promoting continuous development and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital. **NB**: Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 23/436** : **SENIOR STATE ACCOUNTANT REF. NO: MPDOH/JUNE/22/24**
(Replacement)
- SALARY** : R321 543 per.annum. (plus service benefits)
CENTRE : Barberton Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Finance / Logistics / Procurement / Supply Chain / Accounting / Financial Management plus three (3) years relevant experience. Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance processes, medium term expenditure framework, budgeting, accounting practices. Knowledge of Transversal systems BAS, LOGIS, PEIS, and PERSAL. Knowledge of Revenue/Debt and basic bookkeeping functions. Computer literacy (Microsoft Excel, Word). Communications skills in both verbal and written language.
- DUTIES** : Financial Accounting \ Supply Chain \ internal control systems of the institutions to ensure compliance, credibility thereof. Ensure the utilisation of the Departmental compliance assessment tools. Evaluate all Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Revenue/Debt systems and procedures in the facility. Fleet management and procedures followed in the facility. Assets management in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Execute MTEF, In Year Monitoring, Financial Reporting (Operational \ Demand Plan costed) and

		Financial Planning in collaboration of Cost Centre Management. Management of employees in Financial Structure reporting to the post, complying to all prescripts in this regard. Monitor Compensation of Employees cost and salary transactions by working closely with Human resource Management. Report any discrepancies found and assist to implement corrective measures.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/437</u>	:	<u>HEALTH PROMOTER REF. NO: MPDOH/JUNE/22/25</u> (Replacement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per.annum. (plus service benefits) Belfast Mobile Clinic (Nkangala District) An appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three years appropriate experience in the field of health promotion. Valid driver's licence. Good verbal presentation and communication skills.
<u>DUTIES</u>	:	Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No:(013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 23/438</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF. NO: MPDOH/JUNE/22/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per.annum. (plus service benefits) Provincial Office, Mbombela Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Public Administration / Management / Logistics Management / Procurement Management / Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Knowledge of the Central Supplier Database. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate procurement services (demand and acquisition). Co-ordinate the sourcing and purchasing of goods and services. Control and regularly update the supplier's database. Implement of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Supervise and control the work of subordinate (including training) in the procurement section. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of

requisitions, authorization of procurement advice and guidance to all clients. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Coordinate all open orders. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Knowledge of Departmental policies, prescripts and practices. Receive and verify goods from suppliers. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 23/439 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING AND MIDWIFERY REF. NO: MPDOH/JUNE/22/27 (2 POSTS)**
(Replacements)

SALARY : R260 760 – R302 292 per.annum (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Evander Hospital and Paulina Morapeli CHC (Gert Sibande District)
: Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with SANC as Professional Nurse. A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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