

**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 : 22 July 2022

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. N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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) N.B. The requirements and duties are already appearing on website: www.mpuhealth.gov.za

MANAGEMENT ECHELON

POST 25/238 : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: MPDOH/JUNE/22/28**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)

CENTRE : Provincial Office, Nelspruit

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Built Environment as recognised by SAQA. Registered as a Professional Senior Architectural Technologist with SACAP (Desirable) (2022). Public Sector Management and / or related management experience in the design and delivery of infrastructure programmes for the Health Sector (6 – 8 years). At least five (5) years relevant experience in middle / senior managerial level services. Ability to communicate with other stakeholders. Valid Drivers' Licence. Computer literate. Relevant Experience:

Public Sector Management and / or related Management experience in the design and delivery of infrastructure programmes for the Health sector. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003.

DUTIES

: Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Infrastructure planning framework, prioritization model(s), Business Cases and Project Briefs. Manage the development of project lists aligned to the Health Services Transformation Plan. Manage the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for Health infrastructure planning. Manage spatial analysis and modelling to support the infrastructure-planning framework. Manage the validation of land suitability and where Public Works does not fulfil its obligations as Custodian; also manage the validation of the availability and ownership of land. Finalize the infrastructure-planning framework and make recommendations for approval. Finalize the User Asset Management Plan and make final recommendations for approval. Manage the finalization of the Project list and project budgets. Manage the design and implementation of unique project numbers system. Manage the finalization of Project Briefs and make final recommendations for approval. Monitoring and Evaluation. Implement strategic alignment of infrastructure projects and related technical support services. Align infrastructure inputs and reports. Establish norms and benchmarks for evaluation of infrastructure and related technical support programme and projects. Implement programme and project measurement and evaluation. Prepare monitoring reports (performance and financial reports). Complete Post Project and Post Occupancy Evaluations [POE]. Budget Management. Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act. Manage participation in construction procurement committees of built environment professionals when required. Strategic Management. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Mentor personnel in the Directorate to improve their understanding of their roles and responsibilities. Map the processes in the Directorate and issue standard operating procedures to the personnel in the Directorate. Manage research findings to improve the physical infrastructure planning function of the Directorate. People Management. Undertake planning for future human resources needs. Maintain

discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / (013) 766 3087 / 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

POST 25/239 : **DIRECTOR: ENGINEERING & TECHNICAL SERVICES REF NO: MPDOH/JUNE/22/29**

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Nelspruit
: An undergraduate qualification (NQF Level 7) in Built Environment as recognised by SAQA. Registered as a professional engineer with ECSA (2022). (Desirable). At least five (5) years relevant experience in middle / senior managerial level services. Ability to communicate with other stakeholders. Valid Drivers' Licence.

DUTIES : Manage maintenance of Health Facilities through provincial, district and facility maintenance hubs. Manage professional engineering services provided to all Health Facilities. Manage maintenance of laundry plant and equipment. Coordinate management of waste. Manage compliance to OHS in terms of building and equipment. Effective management of waste. People and financial management. Strategic Management.

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

POST 25/240 : **DIRECTOR: LEGAL SERVICES REF NO: MPDOH/JUNE/22/30**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF level 7) as recognized by SAQA. At least five (5) years' experience in middle / senior managerial level as well as project management experience. LL.M and / or Admission as an Attorney / Advocate will be an added advantage. Computer literacy and a driver's license are essential. Valid driver's license.

DUTIES : Develop a litigation database and management. Develop a litigation management framework. Provide advice in respect of litigation. Ensure uniformity in the management and administration of contracts. Develop contract management policies and processes. Draft and review contracts. Advise on implications of contractual obligations. Provide sound legal advice/opinion to the Head of Department as well as the MEC. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand case law relevant to the legal matter at hand and be able to guide the Departmental management on the development of motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / results. Development of mechanism to assist the Department to mitigate litigations and develop strategies to minimized risk, and ensure process to follow to reconcile a dispute by advising on the content of the dispute or the outcome of its resolution,

suggesting terms of a settlement and advice on a likely settlement. Manage and lead Team by monitoring the implementation of the Sub-Units' Operational Plans Performance management. Meeting and Communicating the Delivery tracking, contingency planning and status reporting. Manage staff development. Manage the monitoring of attendance, staff conduct and discipline. Manage Service Level Agreements. Management of litigation by and against the Department. Coordinate and administer litigation cases.

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

POST 25/241 : **DIRECTOR: ACCOUNTING SERVICES REF NO: MPDOH/JUNE/22/31**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS: Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spread sheet and word processing packages. Conversant with all prescripts regarding financial administration.

DUTIES : Ensure the development of accounting practices that will promote effective and efficient capturing of revenue, expenditure, assets and liabilities movements/accountability (REAL). Ensure expenditure is only incurred in accordance with the purpose approved in a vote. Ensure payments to suppliers are made within thirty days of receiving an invoice or claim unless otherwise specified in a contract. Ensure that creditors are reconciled on a monthly basis and timeous clearance of suspense accounts and audit findings. Render effective departmental system control on BAS. Ensure effective management of salaries and rebates. Conduct a monthly analysis of the expenditure patterns of the various programmes and make recommendations where necessary. Ensure that responsibilities and objectives as reflected on BAS are aligned to LOGIS. Ensure integrity of financial information and alignment to financial systems. Develop and implement financial and associated governmental norms and standards to enhance performance oriented finance results and accountability in the department.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / (013) 766 3087 / 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

POST 25/242 : **DIRECTOR: MATERNAL/ CHILD/ WOMEN/ YOUTH HEALTH (MCWYH) REF NO: MPDOH/JUNE/22/32**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Health Sciences / Public Health / Social Sciences as recognized by SAQA. At least five (5) years relevant experience in middle / senior managerial level services. Be registered with Health Profession's bodies (2022). Broad knowledge of relevant legislation and policies pertaining to maternal and child health care. Knowledge of relevant Public Service Regulatory Frameworks, such as PFMA, PSR and Acts. Competencies: Policy development and implementation skills, Planning and organising skills, Coordination skills. Communication (written and verbal) and liaison skills, negotiation skills, Presentation skills, Analytical and problem-solving skills, Strategic capacity and leadership skills, monitoring and evaluation skills, Contract and project management skills, Financial management skills. Computer literacy Research and facilitation skills. Possess a valid driver` license. Attributes: The ability to work under pressure and cope with high workload. Ability to work in a team and independently. Systematic, Accurate, and Compliant, Confidence, Trustworthiness, Integrity, Patience, Diplomacy, Assertiveness, Ability to be creative and innovative.

DUTIES : Develop policies, executable plans and strategic guidelines for Maternal and Child Health Directorate. Provide implementation support and capacity building programme. Manage and Monitor the functioning of the Directorate in line with MDG 4, 5 and partly 6 with focus on decreasing maternal and child morbidity and mortality; Conduct research to inform policy review and programme design processes.

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

POST 25/243 : **DIRECTOR: STRATEGIC PLANNING AND POLICY REF NO: MPDOH/JUNE/22/33**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Public Administration / Management or Monitoring and Evaluation qualification as recognized by SAQA. A post-graduate degree will be an added advantage. At least five (05) years relevant experience at middle / senior managerial level. Valid driver's license. Sound knowledge, skills and extensive experience in the strategic planning and policy field. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : The successful incumbent will be responsible to coordinate, monitor and report on Departmental Programmes and Strategic Projects. Coordinate Programme and

Strategic project priorities and resources and conduct regular audits of programme and project performance and ensure completeness of programme and project information. Prepare and update programme and project plans and status reports. This entails providing support through coordinating Departmental Programmes and Strategic Projects and monitoring the implementation of the programmes and projects. Produce quality programmes, strategic project performance reports, developing, & strengthening of partnerships at provincial and district levels. Facilitate and coordinate the development of the Strategic Plan, Annual Performance Plan (APP) and Operational Plan. Ensure the alignment of all departmental plans with the Strategic Plan and APP. Coordinate policy development of the department and ensure alignment with national and provincial health priorities. Support the development of the District Health Plans in line with the Integrated Development Plans of municipalities. Facilitate and coordinate input for the Social Cluster Plan of Action (POA). Ensure that Strategic Health Programme plans are aligned with National and Provincial mandates.

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

POST 25/244 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/JUNE/22/34**
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA, in Finance / Supply Chain / Logistic Management. At least five (5) years relevant experience at middle / senior managerial level. Valid driver's license. Knowledge of procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

DUTIES : Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / (013) 766 3087 / 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
- POST 25/245** : **DIRECTOR: ASSETS MANAGEMENT REF NO: MPDOH/JUNE/22/35**
- SALARY** : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An under-graduate qualification (NQF Level 7) in Finance / Assets / Logistic Management as recognised by SAQA. At least five (5) years' experience at a middle / senior managerial level. Extensive knowledge and experience in Asset Management. In-depth knowledge of Financial, SCM and Asset Management procedures and prescripts. Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM Practice Notes. LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background Good interpersonal and communication skills as well as advanced computer skills Ability to manage staff and draft relevant policies and/or reports as required. Ability to work well under pressure and work independently as well as the willingness to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. A valid driver's licence.
- DUTIES** : Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit and departmental policies and procedures. Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget [in consultation with Public Works where applicable]. Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop and maintain the lease register. Develop asset needs assessment, acquisition management, operational and disposal plans as well as execute and monitor the implementation thereof. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Develop, implement and manage mechanisms to safeguard assets. Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve unclear items. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost and recommendations on the most appropriate asset solution. Report on asset management information as required to internal and external stakeholders. Manage valuations for immovable assets and update the asset register. Establish and execute a performance measurement system to evaluate the effective utilization of assets. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / (013) 766 3087 / 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
- POST 25/246** : **DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION REF NO: MPDOH/JUNE/22/36**
(Re-Advertisement)
- SALARY** : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management / Public Administration / Public Management. A post-

graduate qualification in a Management field will be an added advantage. At least five (5) years' experience at a middle / senior managerial level. Valid driver's license. Knowledge of Human Resource Management concepts, principles, policies and procedures. Human Resource provisioning.

DUTIES : Develop and facilitate the implementation of human resource management and administration policies. An overall management of Human Capital. Manage employee life cycle management: that includes management of recruitment and selection, compensation and conditions of service of employees. Manage human resource personnel records. Management of leave matters. Manage and support line managers with the implementation of PILIR. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate's strategic objectives. Develop the Directorate's Operational Plan in support of the Department's Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. Manage financial and other resources allocated to the Directorate. Advise and assist line managers on Human Resource Management practices and policy matters.

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

POST 25/247 : **DIRECTOR: FORENSIC AND SPECIALIZED SERVICES REF NO: MPDOH/JUNE/22/37**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Public Administration / Public Management as recognized by SAQA. A post-graduate degree will be an added advantage. At least five (05) years relevant experience at middle / senior managerial level. Valid driver's license. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : The successful incumbent will be responsible to coordinate, monitor and report on Departmental Programmes and Strategic Projects. Manage provision of forensic pathology services. Manage the Provision of clinical forensic medicine. Manage the Provision medico legal services. Manage the Provision of health care in specialised hospitals.

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

OTHER POST

- POST 25/248** : **DEPUTY DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: MPDOH/JUNE/22/38**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Public Administration / Public Management as recognized by SAQA. At least 3 – 5 years relevant experience at Executive Office of which three (3) years' experience must be at supervisory / managerial level (ASD). Sound understanding of, and ability to grasp the Public Services policies and regulations including the Public Service Act, PFMA, Treasury Regulations and administrative related policies and initiatives. Knowledge of executive office management policies will be an added advantage. The following serve as recommendations: Excellent leadership, interpersonal and motivational skills. Good written and verbal communication skills. Comprehensive knowledge of the Public Service and related legislation and the legal and labour implication. Proven ability to plan, managed and delegate as well as monitor public administrative functions. Applied strategic thinking, especially in terms of conflict management. Creative assertiveness. Basic budgeting skills. Computer literacy. A valid driver's license.
- DUTIES** : The successful candidate will be responsible to: - Assist in managing and coordinating the administrative functions in the Office of the HOD. Co-ordinate meetings with stakeholders / institutions. Accompany the HOD to meetings, visits, and other engagements as and when required and ensure adequate research / fact finding and briefing to facilitate meetings of the HOD's obligations. Promote sound financial management within the areas of responsibility in as budgeting and expenditure for the Office of the HOD is concerned. Develop, manage, and maintain efficient linkages between the office of the HOD and all internal and external departmental stakeholders. Design, develop and maintain an orderly and efficient system of reception, administration, office information correspondence relating to the Office of the HOD, to relevant components for attention, and make follow-ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Supervise other staff below him/her. Execute Human Resource Performance Management.
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