

**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 : 05 August 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. 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. Applicants are advised to apply as early as possible to avoid disappointments.

ERRATUM: Kindly note that the post was advertised Public Service Vacancy Circular 24 dated 08 July 2022, the post of Director: Assets Management (Nkangala District Office, Emalahleni) with Ref No: MPDoH/June/22/35 has been withdrawn.

MANAGEMENT ECHELON

POST 27/238 : **CHIEF DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/JULY/22/02**
(Re-Advertisement)

SALARY : R1 269 951 per annum, (all-inclusive remuneration package)

CENTRE : Provincial Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2021). At least five (5) years' relevant experience in senior managerial level services preferably in health related field. An Honors or Master's degree will be an added advantage. Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga

Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Driver's license. Skills: Verbal and written communication skills. Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

DUTIES : Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the districts. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Co-ordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organization's (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the Chief Directorate, internally in the department and externally with all stakeholders.

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 27/239 : **DIRECTOR: RESEARCH & EPIDEMIOLOGY REF NO: MPDOH/JULY/22/03**

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

CENTRE : Provincial Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. Postgraduate Degree / Master's Degree in Epidemiology or Health Statistics will be an added advantage. Valid driver's license. Knowledge, skills, and competencies: Good communication, interpersonal and management skills. Knowledge and understanding of financial management. Ability to work extended hours and under pressure. Valid driver's license.

DUTIES : Manage, co-ordinate and conduct Epidemiological Surveillance and Research. Co-ordinate the approval of all health research activities. Co-ordinate the activities of the Health Research Ethics Committee. Facilitate the dissemination of relevant research information. Co-ordinate the activities of the vital project in collaboration with the National Department of Health. Conduct annual, provincial HIV and Syphilis Prevalence Surveys. Provide disease surveillance support during outbreaks. Develop, implement and monitor the diseases surveillance systems. Co-ordinate the publication of relevant research results. y i and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

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 27/240 : **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: MPDOH/JULY/22/04**

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). At least five (5) years relevant experience at middle / senior managerial level. Public Sector Management and/or related Management experience in the Project management of infrastructure programme for the Health sector. [6 – 8 years) 5 Years' middle management experience. 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 27/241** : **DIRECTOR: HOSPITAL SERVICES REF NO: MPDOH/JULY/22/05**
(Re-Advertisement)
- SALARY** : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Nkangala District Office, Emalaheni
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Health Sciences. At least five (5) years' experience at a middle / senior managerial level in the public health service. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. Valid driver's licence. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver's licence. Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.
- DUTIES** : Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.
- 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.

OTHER POSTS

- POST 27/242** : **SENIOR MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/JULY/22/01**
- SALARY** : R1 342 236 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in BSc. Pharm / B. Pharm as recognised by SAQA. At least five (5) years relevant experience in middle / senior managerial level services. Valid Driver's License. Good communication skills (written and verbal), interpersonal and computer literacy ((MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and good pharmacy practices guidelines. Sound knowledge of the Pharmacy Act and the related Substance Act.
- DUTIES** : Development of strategic and operational plan of Pharmaceutical Services. Provide expert advice on selection and procurement of pharmaceuticals, medical and surgical supplies. Compile monthly, quarterly and annual reports of Pharmaceutical Services. Management of the pharmaceutical budget and monitor expenditure. Overall responsibility and accountability for medicine supply management processes. Manage warehousing of all pharmaceuticals. Manage the development and review of pharmaceutical policies. Manage Essential Medicine List Programme. Render technical and pharmaceutical support to all health programmes. Provide expert advice and training to other health care. Ensure the implementation of the down referral system. Implement the essential drug programme. Supervise pharmaceutical care to hospital patients by implementing monitoring of work procedures, policies and guidelines. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceutical within the pharmaceutical depot and the hospitals. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals, Assist with the training, education and development of Pharmacy staff. Promoting of public health. General control and assessment of pharmacy staff. Recruitment and retention of pharmacy personnel. Assist in the implementation of

Provincial Comprehensive HIV/AIDS care and treatment plan (ARV's). Ensure proper selection and procurement of drugs and surgical items in the depot. Ensure national use of drugs. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Supervision of pharmaceutical services staff.

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 27/243 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JULY/22/11**
(Re-Advertisement)

SALARY : R882 042 per annum, (all-inclusive remuneration package)
CENTRE : Themba Hospital, KaBokweni (Ehlanzeni District)
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. 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. 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 district / 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 : 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 27/244** : **DEPUTY MANAGER NURSING (PN-A8) REF NO: MPDOH/JULY/22/41**
(Re-Advertisement)
- SALARY** : R856 272 - R963 723 per annum, (Depending of years of experience in terms of OSD)
CENTRE : KwaMhlanga Hospital (Nkangala District)
REQUIREMENTS : 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 Resource and Financial Management. Valid driver's licence. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : 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.
- 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 27/245** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JULY/22/08 (X2 POSTS)**
(Replacements)
- SALARY** : R833 523 - R897 939 per annum, (Depending of years of experience in terms of OSD)
CENTRE : Impungwe Hospital (Nkangala District)
Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors

(undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

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

POST 27/246 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JULY/22/09**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
: (Nkangala District Office, Emalahleni)
: An undergraduate qualification (NQF Level 7) in Finance with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in financial / accounting management. Full knowledge of management and performance on the transversal system used in Government. Excellent in computer 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 license. Analytical skills.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff and undertake human resource and other related administrative functions and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

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 27/247 : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/JULY/22/10**
(Re-Advertisement)

SALARY CENTRE : R744 255 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management, Public Administration and Management with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Extensive knowledge of PERSAL and at least must have four PERSAL courses. Knowledge and understanding of the Public Sector Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills.
<u>DUTIES</u>	:	Manage payment of salaries on the payroll system. Manage salaries on PERSAL. Manage payroll services. Manage income tax reconciliation. Manage PESRAL / BAS interface. Manage compensation of employees. The successful candidate will: manage payroll/salaries related procedures in the Department. Manage debt collection process, evaluate organisational needs, develop long-term institutional goals, and establish budgets and direct resources to ensure budget guidelines are met. Ensure that all outstanding inter-departmental salary receivables are followed up and cleared and reconciled. Clear PERSAL exceptions. Prepare and submit monthly and bi-annual tax reconciliation. Supervision of payroll reports. Respond to audit finding. Develop and implement financial management policies. Manage deductions and claims process. Manage service termination procedures.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/248</u>	:	<u>ADMINISTRATIVE SUPPORT & CO-ORDINATION: OFFICE OF THE MEC REF NO: MPDOH/JULY/22/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) An undergraduate qualification (NQF Level 7) in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Knowledge of Human Resources, Administrative support services, sound financial management and supervision. Valid driver's licence. Willingness to work extra hours. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA and other relevant prescripts. Good interpersonal, problem solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. 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.
<u>DUTIES</u>	:	Render support services to the MEC. Manage the provision of sound financial management and accounting services. Manage the appointments of the MEC. Manage parliamentary services. Manage support services to the MEC.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/249</u>	:	<u>DEPUTY DIRECTOR: DIP CO-ORDINATION, MONITORING & EVALUATION (HAST) REF NO: MPDOH/JULY/22/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela An undergraduate qualification (NQF Level 7) in Health, Social Science or related field as recognized by SAQA. At least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Postgraduate qualification (NQF level 8) would be an added advantage. Valid driver's license (With exception of people with disabilities).

Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills. Sound knowledge, skills and experience in Monitoring and Evaluation. Excellent verbal and written communication skills. Ability to work independently and under pressure.

DUTIES

: Contribute to strategic planning of the HAST Chief Directorate. Co-ordinate the compilation and submission of the HAST Business Plan. Conduct monitoring at health facilities and funded NGOs on monthly basis. Ensure data integrity by ensuring correctness and completeness of data. Facilitate and co-ordinate quarterly and annual strategic performance reviews at District and Provincial level. Co-ordinate the compilation and ensure the submission of performance reports in line with the APP, DORA and Operational Plans. (Compile and submit monthly, quarterly and annual reports). Co-ordination of the District Implementation Plans (DIPs). (HAST Programmes). Co-ordination and compilation of DIP quarterly reports. Conduct evaluations for HAST programmes. Support internal and external research activities. Recruit Data Capturers to support monitoring and evaluation functions at all levels of implementation and across all strategic health programmes. Conduct quarterly meetings with Data Capturers. Review data elements and indicators and target setting. (HAST Programmes). Distribute and communicate the National Indicator Data Sets (NIDS) and Provincial Indicator Data Sets (PIDS) to Programme Managers. Management of Human, Financial and Physical resources.

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 27/250

: **ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/JULY/22/13 (X2 POSTS)**
(Replacements)

SALARY CENTRE REQUIREMENTS

: R624 216 – R702 549 per annum, (Depending of years of experience in terms of OSD)
: Steve Tshwete Sub-District and Thembisile Hani Sub-District (Nkangala 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) 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 (2022). 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 License. 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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/251</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JULY/22/14 (X3 POSTS)</u> (Replacements)
<u>SALARY CENTRE</u>	:	R571 242 – R642 933 per annum, (Depending of years of experience in terms of OSD) Kamhlushwa Clinic (Ehlanzeni District) Moloto CHC (Nkangala District) Driefontein CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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). Computer literacy. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/252</u>	:	<u>OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO: MPDOH/JULY/22/15</u> (Replacement)
<u>SALARY CENTRE</u>	:	R571 242 - R642 933 per annum, (Depending of years of experience in terms of OSD) Lydenburg Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing)

or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

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

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 27/253 : **ASSISTANT DIRECTOR: FINANCE (HAST) REF NO: MPDOH/JULY/22/28**

SALARY : R477 090 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Accounting / Financial / Auditing plus 3-5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8). Conditional grant experience will be an added advance. Understanding of government budgeting and planning processes, Conditional Grant Frameworks, government systems in terms of BAS, PERSAL and LOGIS Good computer literacy (MS Word, MS Excel and MS PowerPoint), communication (written and verbal) and interpersonal skills Able to work in a team, under pressure and irregular hours A valid driver's license.

DUTIES : Support the coordination of the District Health programme grant: Comprehensive HIV/AIDS component business plan development. Ensure necessary approvals are obtained. Compile the grant budget and ensure sub-programme managers submit credible inputs. Provide variance explanations on monthly In-Year-Monitoring (IYM) and ensure submission to National Department of Health. Coordinate the compilation of the quarterly reports and facilitate the approvals and submission to National Department of Health. Review expenditure report on a monthly basis to identify any misallocations or misclassifications of transactions and process the correcting journals. Ensure accuracy of monthly transfers by National Department of Health. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Manage internal and external audits. Risk Management. Liaise with National Department of Health on any

		intergovernmental relations relating to the grant. Perform any other duties assigned by the superiors. Management of staff.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/254</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-A5): WELLNESS CLINIC REF NO: MPDOH/JULY/22/16 (X2 POSTS)</u> (Replacements)
<u>SALARY CENTRE</u>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD)
	:	Middelburg Hospital (Nkangala District)
	:	Evander Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in terms of Government Notice 125, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse.. Current registration with SANC as General Nursing and Midwifery that allows registration with the SANC in General Nursing (2022). Minimum of seven (7) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Must have sound knowledge of TB and HIV/AIDS and be NIMART trained. Diploma / Degree in Nursing Administration and Management will be an added advantage. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Knowledge / skills: Ability to work under pressure, manage own time, function as an effective leader of the Nursing team. Implement and manage. Willingness to work shifts and standby in accordance with the requirements of the unit and Nursing service report writing. Computer literacy. Valid driver's license. . <u>NB:</u> Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other multidisciplinary team including the writing of a report when required. Good Human Relations displaying concern for patients, promoting and advocating proper treatment and care including willingness, awareness to respond to patient's needs, requirements and expectations. Demonstrate Ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and Practices. Demonstrate working knowledge of Hospital Tier.net system. Demonstrate understanding of HAST program, Mentorship, Pharmacovigilance and Adherence services. Demonstrate Basic Computer Literacy as a support tool to enhance services delivery. Ability to plan and organize own work, time and that support personnel to ensure proper nursing care in the unit. Develop and implement quality assurance programs, policies and operational plans for the unit. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution. Exercise control over discipline, grievances and all labour relations issues. Establish and maintain a constructive working relationship with nursing and other stake holders. Provide nursing care that leads to improve service delivery by upholding Batho Pele Principles. Manage efficient and effective use in Human and material resources.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/255</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-A5): SURGICAL REF NO: MPDOH/JULY/22/17</u> (Replacement)
<u>SALARY CENTRE</u>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD)
	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in terms of Government Notice 125, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate/ recognizable

experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Must have sound knowledge of Surgical and Orthopaedic wards. Proof of current registration with SANC (2022). Diploma / Degree in Nursing Administration and Management will be an added advantage. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Knowledge / skills: Ability to work under pressure, manage own time, function as an effective leader of the Nursing team. Implement and manage. Willingness to work shifts and standby in accordance with the requirements of the unit and Nursing service report writing. Computer literacy. **NB:** Any previous experience must be covered by the attachment of certificate of services.

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 Surgical wards. Develop/ establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- professional, inter-sector and multi-guidelines, practice, standards and procedures. Maintain professional growth ethical standards and self-developments. Deliver a supportive service to the Nursing Services and the institution by talking 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 Developments 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 procedure. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and Safety Acts and well the applicable prescripts. Implementation and management of infection prevention and control protocols. Upload the Batho Pele and Patients Right Principles.

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 27/256 : **OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): GENERAL NURSING (NIGHT SUPERVISOR) REF NO: MPDOH/JULY/22/18 (X2 POSTS)**
(Replacements)

SALARY CENTRE REQUIREMENTS : R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD)
: Middelburg Hospital and Mmamethake Hospital (Nkangala District)
: Senior certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in terms of Government Notice 125, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate/ recognizable experience in nursing after registration with SANC as a Professional Nurse with the SANC in General Nursing. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Proof of current registration with SANC (2022). Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge / skills: Ability to work under pressure, manage own time, function as an effective leader of the Nursing team. Implement and manage. Willingness to work shifts and standby in accordance with the requirements of the unit and Nursing service report writing. Computer literacy. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Promote quality of nursing care as directed by the scope of practice and standards. To supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Management activities of the institution according to the Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the developments and analysis of nursing guidelines, procedures and protocols. Manage work discipline. Supervise training and developments of staff. Display concern for patients promoting, advocating and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Control of budget and all other resources. Participate in quality improvement plans in the hospital. Manage PSI and adverse events. Ensure discipline of staff and resolve grievances as they arise.

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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/257</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): POSTNATAL REF NO: MPDOH/JULY/22/19</u> (Replacement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD) Middelburg Hospital (Nkangala District) Senior certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in terms of Government Notice 125, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge and experience in Postnatal/ Gynae ward wards. 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 Resources. 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 tea. Implement and manage. Willingness to work shifts and standby in accordance with the requirements of the unit and Nursing service report writing. Computer literacy. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	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 Postnatal wards. Develop / establish and maintain constructive working relationships with Nursing and Stakeholders (i.e. inter-professional, inter-sector and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of Nursing guidelines, practice, Standards, and Procedures. Maintain Professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by talking 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 staff as well as participating in the Managers Scheduled meetings. Exercise control of discipline, Grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and Safety Acts and well the applicable prescripts. Implementation and management of infection Prevention and Control protocols. Upload the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/258</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5) REF NO: MPDOH/JULY/22/20 (X2 POSTS)</u> (Replacements)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD) Victor Khanye Sub-District (Nkangala District) Bethal Hospital (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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, 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 skills. <u>NB</u> : Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Female ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/259</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1) PHC REF NO: MPDOH/JULY/22/21 (X2 POSTS)</u> (Replacements)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R388 974 – R450 939 per annum, (plus service benefits) Phola CHC and Botleng Ext 3 Clinic (Nkangala 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) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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. <u>NB</u> : Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. 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. Ensure adherence to Batho Pele Principles and Patient Right Charter.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

POST 27/260 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC REF NO: MPDOH/JULY/22/22**
(Replacement)

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD)
CENTRE : Barberton Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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 27/261 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): MIDWIFERY AND NEOTAL REF NO: MPDOH/JULY/22/23**
(Replacement)

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD)
CENTRE : Barberton Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Midwifery and Neonatal Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Midwifery and Neonatal Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure

proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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 27/262 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/JULY/22/24**
(Replacement)

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD)
CENTRE : Sead CHC (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. 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. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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 27/263 : **PROFESSIONAL NURSE GRADE 3 (PN-A4) REF NO: MPDOH/JULY/22/25**
(Replacement)

SALARY : R388 974 – R492 756 per annum, (Depending of years of experience in terms of OSD)
CENTRE : Matikwana Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

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.

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 27/264 : **ASSISTANT DIRECTOR: DISTRICT SECURITY MANAGEMENT REF NO: MPDOH/JULY/22/26 (X3 POSTS)**

SALARY CENTRE : R382 245 per annum, (plus service benefits)
: Ehlanzeni District Office, Mbombela, Nkangala District Office, Emalahleni and Gert Sibande District Office, Ermelo.

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree equivalent in an area of study relevant to Security Management / Law / Criminal Justice plus 3 - 5 years' relevant experience in the hospital / health environment of which three (3) years' experience must be at supervisory / managerial (Level 8) dealing with security issues. Valid PSIRA Grade A Certificate. Valid Driver's License. Computer Literacy. SAMTRAC (NOSA). Knowledge of Minimum Information Standards (MISS) and Minimum Physical Security Standards (MPSS). Completed the following course or should complete them within the first two years of appointment: SSA Security Management / Advisor and Communication security (cryptography) (COMSEC) courses.

DUTIES : Develop Security Policy and Plan. Gather information and conduct Security Threat Risk Assessment. Coordinate and ensure Institution preparedness. Prevent, manage and respond to security incidents. Secure people, core business, information and reputation. Coordinate public and government relations.

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 27/265 : **ASSISTANT DIRECTOR: HRM REF NO: MPDOH/JULY/22/27**
(Re-Advertisement)

SALARY CENTRE : R382 245 per annum, (plus service benefits)
: Gert Sibande District Office, Ermelo

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management plus 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have four PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's license.

DUTIES : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions,

termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Managers / Chief Executive Officers and the District Manager.

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 27/266 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (PAIA) REF NO: MPDOH/JULY/22/29**
(Re-Advertisement)

SALARY : R382 245 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management / Records Management plus 3-5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8). Knowledge: Project Management, Record Management, Analytical skills and working knowledge of PAIA.

DUTIES : Implement proper Record Life Cycle Management in the Department. Liaise with facilities in terms of Record Management as it affects PAIA issues. Provide and Manage Medical records. Provide training to facilities in terms of proper Medical Record Management. Coordinate PAIA requests with facilities. Act as designated PAIA officer. Follow up reports with Health facilities. Perform any other duties as may be required from time to time.

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 27/267 : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/JULY/22/30**

SALARY : R477 090 per annum, (plus service benefits)
CENTRE : Pharmaceutical Depot, Middelburg
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Accounting / Financial / Auditing plus 3-5 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 license. 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 : Monitor expenditure on ARVs and TB Medicine. Liaise with District pharmacists to monitor availability and supply of ARVs and TB Medicine in Depo and Health facilities.

Serve in the Depot Finance Committee. Contract Management. Management of pharmaceutical inventory. Daily verification and approval of invoices. Attend to audit matters. Implementation of Supply Chain Management and Financial management policies and protocols. Verification of supplier remittances for the month end submission. Bookkeeping- Preparation of journal schedules, capturing of journals and monitoring/ reconciliation of facility accounts. Reconciliation and management of telephone expenditures. Management of donations. Assist with asset and infrastructure management activities. Recording/ capturing of deviations. Compilation/ consolidation of deviation and other reports. Daily monitoring of transactions such as credit requests by facilities, stock returns to suppliers, stock adjustments, cyclic stock takes etc. Compilation of Monthly reports. Staff supervision.

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 27/268 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/JULY/22/31**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R382 245 per annum, (plus service benefits)
: Themba Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification plus 3-5 years' relevant experience of which three (3) years' relevant experience must be at supervisory / managerial (Level 8). Experience in health and hospital environment will be an added advantage. Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant the PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures.

DUTIES : Manage support services departments within the institution i.e.(cleaning services, hygiene, pest control, waste management, gardens and grounds, food services linen and laundry services; accommodation including office space requirements; Registry services; Switchboard Services, Telecommunication services, etc). Monitor compliance to food services management and transport management. Monitor and report on proper implementation of the cleanliness of the hospital and maintaining the quality standard required by the institution. Assist the hospital to comply with the norms and standards for healthcare establishments as well as adhering to the ideal hospital modernization and realization framework. Ensure Linen and laundry services meet the needs of the hospital. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, linen, waste management, infection prevention and control, garden services, accommodation; quality assurance; food services management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support services Unit. Sound inventory management and control. Plan and implement training programmes for staff. Fulfill duties as per job description and any other duties delegated by supervisor.

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 27/269 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/JULY/22/32**
(Replacement)

SALARY CENTRE REQUIREMENTS : R322 746 – R540 954 per annum, (Depending of years of experience in terms of OSD)
: Bernice Samuel Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** SA Qualified employees: None

after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA.. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

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 27/270 : **SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/JULY/22/33**

SALARY CENTRE REQUIREMENTS : R321 543 per annum, (plus service benefits)
: Provincial Office, Mbombela
: Senior Certificate / Grade 12 plus six (06) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management plus three (03) years relevant experience. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL and at least must have three PERSAL courses. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's license.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

- 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 27/271** : **SOCIAL WORKER GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/JULY/22/38**
(Renewable Contract)
- SALARY CENTRE REQUIREMENTS** : R261 456 – R303 093 per annum, (Depending of years of experience in terms of OSD)
: Provincial Office, Mbombela
: Senior Certificate / Grade 12 plus Degree in Social Work. Registration with the South Africa Council for Social Services Profession (SACSSP) as a social worker. Interest in the field of mental health. Knowledge of appropriate policies and legislation good communication skills, decision making skills, problem solving and basic computer literacy. Valid driver's licence. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provide social work service to mental health Care User and their families. Psychosocial assessment/screening of mental health care users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work function as member of the multi professional team. Assist with court referrals. Engage in continuous professional development and in-service training. Compile report and comprehensive record keeping.
- 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 27/272** : **LABOUR RELATIONS OFFICER REF NO: MPDOH/JULY/22/34**
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus service benefits)
: Middelburg Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus Diploma / Degree in Labour Relations / Human Resource Management / Labour Laws / Industrial Relations / Law. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
- DUTIES** : Co-ordinate matters pertaining to labour relations, policies and agreements. Administer all matters pertaining to incapacity and inefficiency (officials), as well as employee behaviour (official) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
- 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 27/273** : **ADMINISTRATIVE OFFICER: EMPLOYMENT EQUITY REF NO: MPDOH/JULY/22/35**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus service benefits)
: Provincial Office, Mbombela
: Senior Certificate / Grade 12 plus three years relevant experience in transformation issues or Diploma / Degree in Administration / Public Management. Computer Literacy. Valid driver's license. Knowledge of the Employment Equity Act. Coordinating, writing and communication skills.

- DUTIES** : Give advice on Employment Equity policies, process, procedures and related matters. Co-ordinate and facilitate Equity workshops and meeting in the Department. Render support to all institutions on matters relating to Employment Equity. Assist in the co-ordination, monitoring and evaluation on the Employment Equity (EE) Plan.
- 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 27/274** : **ADMINISTRATIVE OFFICER: HAST REF NO: MPDOH/JULY/22/36**
- SALARY** : R261 372 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience in transformation issues or Diploma / Degree in Administration / Public Management. Knowledge of Conditional grant experience will be an added advantage. Computer literacy. Valid drivers' license. Skills requirements: Good computer skills, excel, word, power-point etc. Knowledge of BAS, LOGIS systems is necessary. Proficiency in English and other languages. Good communication and writing skills, particularly in English. **Key Competencies:** Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations.
- DUTIES** : To provide administrative support to clinical mentorship programmes in HAST. Provide administration support for the HAST Chief Directorate. Ensure efficient and effective procurement processes within the Chief Directorate. Liaise with partners that support HAST Programmes. Prepare relevant submissions, minutes, and reports on regular basis.
- 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 27/275** : **STATE ACCOUNTANT (HAST PROGRAMME) REF NO: MPDOH/JULY/22/37**
- SALARY** : R261 372 per annum, (plus service benefits)
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Accounting / Financial / Auditing. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS, and BAS and be computer literate. Be able and be prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.
- DUTIES** : To supervise and monitor Expenditure on the grant. Perform payment preparation of invoices presented for payment and capturing of payments on the BAS. Assist with supply chain management. To capture/ authorize the payment and journal transactions on transversal systems, such as BAS, LOGIS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors Accounts. Assist the programme manager and sub-programme managers to unblock any procurement challenges to ensure spending efficacy. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To attend to other related duties as delegated by management.
- 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.

<u>POST 27/276</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/JULY/22/39 (X8 POSTS)</u> (Replacements)
<u>SALARY CENTRE</u>	:	R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD) Bernice Samuel Hospital Poly Clinic Civic Centre Clinic Doornkop Clinic (X2 Posts) Middelburg Hospital (Nkangala District) Evander Hospital Amsterdam CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 27/277</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH NURSE REF NO: MPDOH/JULY/22/40</u> (Replacement)
<u>SALARY CENTRE</u>	:	R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD) Steve Tshwete Sub-District (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	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.
- 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 27/278** : **REGISTRY CLERK: OFFICE OF THE MEC REF NO: MPDOH/JULY/22/07**
- SALARY** : R176 310 per annum, (plus service benefits)
- CENTRE** : Provincial Office, Mbombela (Nelspruit)
- REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification. Basic computer literacy. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles. Willing to work under pressure.
- DUTIES** : To provide registry service in the office of MEC. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal.
- 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.