

**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

23 August 2022

NOTE

: Applications should be submitted on Form Z.83 obtainable from any Public Service Department and CV only, no other certified attachments, only when they are shortlisted. 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 N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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)

OTHER POSTS**POST 29/295**

: **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/AUG/22/01**
(Re-Advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R882 042 per annum, (all-inclusive remuneration package)
: Sabie Hospital (Ehlanzeni District)
: An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery

DUTIES

innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

: To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

ENQUIRIES

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

APPLICATIONS

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

POST 29/296

: **HEAD OF DEPARTMENT (PN-D3) REF NO: MPDOH/AUG/22/02**
(Replacement)

SALARY

: R588 390 - R682 098 per annum, (Depending of years of experience in terms of OSD).

CENTRE

: Embhuleni Hospital (Gert Sibande District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC. 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 Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Proof of current registration with SANC (2022). 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. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent

written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license.

DUTIES : Manage registration, recording of learning and completion of learning program. Manage the examination processes, develop and implementation of quality assurance programs. Collaboration with other stakeholders as well as supporting the mission and vision of the college. Coordinate and manage students' selection processes. Conduct research in own field. Guide, supervise and evaluate performance of administration and academic staff working under him/her and that of students. Compile, keep records and reports of his/her span of control. Implement national, provincial and institutional policies relevant to the discipline. Promote team work amongst team members. Be willing to travel in and out of the province.

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

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

POST 29/297 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/AUG/22/03 (X2 POSTS)**
(Replacements)

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Matikwana Hospital and 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 Operating Theatre 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.

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 Operating Theatre 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 : 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 29/298</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): SURGICAL WARD REF NO: MPDOH/AUG/22/04</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Barberton Hospital (Ehlanzeni 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) 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 Orthopaedic 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.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Orthopaedic 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.
<u>ENQUIRIES</u>	:	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 29/299</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: MPDOH/AUG/22/05</u> (Replacement)
<u>SALARY</u>	:	R382 245 per annum, (plus service benefits)
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, Emalahleni 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) in Performance Management and Development. Knowledge of the Performance Management system. Extensive knowledge of PERSAL system and at least must have four PERSAL courses. Valid driver's license. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL

		reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.
<u>ENQUIRIES</u>	:	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 29/300</u>	:	<u>ARTISAN FOREMAN GRADE A – B REF NO: MPDOH/AUG/22/06</u> (Replacement)
<u>SALARY</u>	:	R369 606 - R469 014 per annum, (plus service benefits)
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate plus five (5) post qualification experience as an Artisan either in the following; carpentry/bricklaying/painting/plumbing/mechanical and electrical. Knowledge in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be computer literate. A valid driver's license.
<u>DUTIES</u>	:	Effective supervision and management of day to day activities of the workshop staff in the built environment, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, Attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement, administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.
<u>ENQUIRIES</u>	:	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 29/301</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET AND EXPENDITURE REF NO: MPDOH/AUG/22/07</u> (Replacement)
<u>SALARY</u>	:	R321 543 per annum, (plus service benefits)
<u>CENTRE</u>	:	Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Finance and Financial Transversal Systems (LOGIS & BAS) or Degree / Diploma in Finance / Logistics / Procurement / Supply Chain / Financial / Accounting Managements with three (3) years relevant experience in Finance and Financial Transversal Systems (LOGIS & BAS). Understanding financial Management as implemented in Government and within the context of infrastructure/construction finance and spending. Knowledge: PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations, Preferential Procurement Policy Framework Act of 2000, Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.
<u>DUTIES</u>	:	Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes and PWRT schedule. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Assistant Director Finance. Overall management of staff and administration for the unit. Update financial commitments in line with approved budgets and cash flow projections. Update accruals for the unit on monthly basis. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain

management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorization of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations]. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements.

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

POST 29/302 : **PROFESSIONAL NURSE GRADE 1 (PN-A3) REF NO: MPDOH/AUG/22/08**
(Replacement)

SALARY : R320 703 – R368 307 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Mmamethlake Hospital (Nkangala 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 ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

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

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

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

POST 29/303 : **PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/AUG/22/09**
(X2 POSTS)
(Replacements)

SALARY : R260 760 – R492 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Middelburg Hospital and Bernice Samuel Hospital (Nkangala 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 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function

DUTIES

independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

: 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

: 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