

**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** : 26 August 2022. NB: Applicants are advised to apply as early as possible to avoid disappointments.
- NOTE** : Applications should be submitted on Form Z.83 obtainable from any Public Service Department 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 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 30/263** : **ASSISTANT MANAGER NURSING (PN-B4): PHC (HAST) REF NO: MPDOH/AUG/22/11**
- SALARY** : R624 216 – R702 549 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Nkangala District Office, Emalahleni
- 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 'South African Nursing Council' (SANC) as a Professional Nurse (2022). A post-basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in PHC (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. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Key Competencies: Sound understanding of the district health system and health programmes integration. Possess extensive knowledge of the key issues affecting the ability of sub-districts and health facilities to effectively deliver HIV, TB and STI services. Knowledge and understanding of the Strategic Plan for HIV, TB and STIs and related HAST priorities. Sound knowledge and understanding of the district health system. Sound understanding of the Ideal Facility Model. Knowledge and understanding of the district quality assurance systems and processes. Sound understanding of the relationship and interaction between indicators and their impact on health outcomes. Excellent report writing and analysis. Sound knowledge, skills and experience in health programmes monitoring and evaluation. Sound knowledge of the implementation of an effective performance management system. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Health Act, Basic Conditions of Employment Act, Labour Relations Act. Required Skills: Presentation skills, People Management skills, Financial Management skills, Time Management, Coordination skills, Strategic planning skills and Research skills. Project management skills. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and Tier.Net is recommended.

- DUTIES** : Plan, coordinate and monitor the implementation of the integrated HAST programmes in the district. Collaborate with the multidisciplinary team in monitoring performance and progress towards the achievement of health outcomes. Participate in integrated health programme planning in the district. Develop and implement district and facility-based health programmes audit tools. Continuously review the integrated HAST programme's performance and the effectiveness of interventions and periodically report to the province. Monitor, support and periodically report on the implementation of integrated HAST programmes in the district. Monitor and support the implementation of the ART Clinical Guidelines for the management of HIV in adults, pregnancy, adolescents, children, infants and neonates. Liaise and build partnerships with stakeholders within the district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the district.
- 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 30/264** : **ASSISTANT MANAGER NURSING (PN-B4): VOLUNTARY MALE MEDICAL CIRCUMCISION (VMMC) REF NO: MPDOH/AUG/22/12**
- SALARY** : R624 216 – R702 549 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Provincial Office, Mbombela
- 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 'South African Nursing Council' (SANC) as a Professional Nurse (2022). A post-basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in PHC (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. Training programmes undertaken and completed in Public Health, Health Management/ Leadership,

Project Management, HIV Management and Health Systems and Policy will be an added advantage. Valid drivers' licence. Computer literacy. Skills requirements: Computer skills (Microsoft word, excel, PowerPoint etc.). Proficiency in English and any of the other South African official languages. Excellent verbal and written communication skills. Clinical programmes coordination skills and experience. Presentation skills, People Management skills, Financial Management skills, Time Management, Coordination skills, Strategic planning skills and Research skills. Project management skills. Ability to work independently and under pressure. Knowledge of the DHIS and Tier.Net is recommended. Key Competencies: Sound understanding of the district health system and health programmes integration. Possess extensive knowledge of the key issues affecting the ability of sub-districts and health facilities to effectively deliver HIV, TB and STI services. Knowledge and understanding of the Strategic Plan for HIV, TB and STIs and related HAST priorities. Sound knowledge and understanding of the district health system. Sound understanding of the Ideal Facility Model. Knowledge and understanding of the district quality assurance systems and processes. Sound understanding of the relationship and interaction between indicators and their impact on health outcomes. Excellent report writing and analysis. Sound knowledge, skills and experience in health programmes monitoring and evaluation. Sound knowledge of the implementation of an effective performance management system. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Health Act, Basic Conditions of Employment Act, Labour Relations Act.

- DUTIES** : Coordinate the Voluntary Medical Male Circumcision in the province. Liaise COGTA in Coordinating Ingoma joint activities. Provide technical monitoring and supervision to districts and sub-districts on VMMC. Facilitate the integration of VMMC into the men's health programme. Monitor and supervise the implementation of men's health programmes in the province. Develop, monitor and review VMMC clinical guidelines. Liaise and build partnerships with local and national stakeholders. Develop plans, strategies and models for the provision of VMMC in the province. Ensure efficient use of the resources allocated to this programme in 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 30/265** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/AUG/22/13 (X4 POSTS)**
- SALARY** : R450 939 – R507 531 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Thembisile Hani Sub-District
Dr J.S Moroka Sub-District
Emalahleni Sub-District and
Steve Tshwete Sub-District (Nkangala 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 (2022). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills And Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams. Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended.

<u>DUTIES</u>	:	Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-district.
<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 30/266</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/AUG/22/14</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Bernice Samuel Hospital (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) 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 Trauma and Emergency 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 Trauma and Emergency 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 30/267</u>	:	<u>ADMINISTRATIVE OFFICER: TB / HIV CLINICAL ADVISOR (HAST) REF NO: MPDOH/AUG/22/15</u>
<u>SALARY</u>	:	R261 372 per annum, (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela
<u>REQUIREMENTS</u>	:	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 : 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 30/268 : **ADMINISTRATIVE OFFICER: TB / HIV REPORTING & RECORDING (HAST) REF NO: MPDOH/AUG/22/16**

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 : 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 30/269 : **PROFESSIONAL NURSE GRADE 1 (PN-A2) REF NO: MPDOH/AUG/22/17 (X2 POSTS)**
(Replacements)

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

CENTRE : E Thandukukhanya Clinic and Amsterdam 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 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 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 30/270** : **PROFESSIONAL NURSE GRADE 1 WITH MIDWIFERY (PN-A2) REF NO: MPDOH/AUG/22/18**
(Replacement)
- SALARY** : R260 760–R492 756 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Piet Retief Hospital (Gert Sibande District)
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with 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.
- 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.