

**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** : 28 October 2022
- NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Note: Applications should be submitted on Form Z.83 obtainable from any Public Service Department 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)
- ERRATUM:** Kindly note that the posts was posted in Public Service Vacancy Circular 35 dated 16 September 2022, the post of Personnel Practitioner: Human Resource Practices and Administration (Provincial Office, Mbombela) with Ref No: MPDoH/Oct/22/16, the requirements: Senior Certificate / Grade 12 plus three (3) years' experience in Human Resource Management or Diploma / Degree in Human Resource Management / Public Administration / Public Management or equivalent qualification. Skills and competencies: Sound knowledge of relevant Legislative framework pertaining to Human Resource Management and Development. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits Administration, Performance Management, Human Resource Development and Skills Development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations, and Treasury Regulations. Computer literacy. Ability to work independently and under pressure. Computer literacy particularly MS,

Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Logical and innovative thinking abilities and leadership skills, its closing date has been extended to 28 October 2022.

MANAGEMENT ECHELON

POST 39/256 : **CHIEF FINANCIAL OFFICER: DDG REF NO: MPDOH/OCT/22/20**
(Re advertisement)

SALARY : R1 544 415 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Postgraduate qualification (NQF Level 8) as recognized by SAQA in Finance, Financial Accounting / Management. SMS Pre-entry certificate is a requirement. A postgraduate qualification, Chartered Accountant (South Africa) qualification coupled with extensive Public Sector Financial Management experience will serve as an added advantage. Eight (8) years' experience as Senior Management in an accounting environment. Expertise knowledge of the Basic Accounting Systems, PERSAL, Medium Term Expenditure Framework and Budget process, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes. Extensive experience in the application of Strategic management, Business planning and design, Performance measurement, Financial accounting (including principles of GRAP/MCS), Management accounting, Cost Accounting, Internal control, Internal and external audit, Information systems and Supply Chain Management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license.

DUTIES : Supporting the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Manage the financial, supply chain management and Information Technology functions of the Department. Specific focus areas will include the following: Establishing sound financial management in the Department. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies to ensure effective and efficient management of resources. Ensuring an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective. Ensuring the effective, efficient, economical and transparent use of the resources of the Department. Taking effective and appropriate steps to collect all money due to the Department, prevent unauthorized, irregular and fruitless and wasteful expenditure. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. Settling all contractual obligations and paying all money owing, including intergovernmental claims, within the prescribed or agreed period. Ensuring compliance by the Department to the provisions of the PFMA. Ensuring that expenditure of the Department is in accordance with the budget vote and the main divisions within the vote. Ensuring that full and proper records of the financial affairs of the Department are kept (including preparation of financial statements for each financial year). Preparing management accounting reports for the preparation of periodic non-financial performance reports, e.g. financial reports, quarterly reports etc. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advising the Accounting Officer pertaining to matters that have strategic and financial implications Coordinating Medium Term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE) liaising with the relevant role-players in the financial environment

regarding transversal financial matters. Oversee the information technology function of the department and to ensure the establishment of sound information management systems. Align the department's information management system and information technology (enabler) strategy with the strategic direction, management plans and the business processes of the Department.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / (013) 766 3087 / Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

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

OTHER POSTS

POST 39/257 : **PRINCIPAL OF NURSING COLLEGE (PN-D6) REF NO: MPDOH/OCT/22/21**
(Re Advertisement)

SALARY : R1 245 495 per annum, (Depending of years of experience in terms of OSD).
CENTRE : Mpumalanga College of Nursing; Kabokweni
REQUIREMENTS : A Basic qualification in nursing registered with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Management / Administration, both qualifications registered with the SANC. A SAQA recognized NQF level 9 (Master's Degree in Nursing) tertiary qualification. A PhD degree will serve as a recommendation. A minimum of 13 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC. At least 9 years of the period referred above must be appropriate/recognizable experience in Nursing Education after obtaining post-basic qualification in Nursing Education. At least 5 years of the period referred to above must be appropriate/recognizable managerial experience at a Nursing College or higher nursing education institution. A valid South African driver's license. Computer certificate / literacy. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES : To monitor the implementation of a range of Nursing Education and training programmes (undergraduate and post graduate). Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Specific focus areas will include the following: Analyse monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meetings. Supervise and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the norms and standards regulations applicable to different categories of health establishments in terms of leadership and governance. Monitor full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and relevant stakeholders. Formulate and manage the

component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of 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 39/258 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO.: MPDOH/OCT/22/**
(Replacement)

SALARY : R382 245 per annum, (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Public Administration / Management or equivalent qualification with 3–5 years' relevant experience in Auxiliary Services / Hospital Environment of which three (3) years' experience must be at supervisory / managerial (Level 8). Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant 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. Computer literacy. Ability to work independently and under pressure. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Logical and innovative thinking abilities and leadership skills.

DUTIES : Manage support services departments within the institution i.e. (cleaning services, hygiene, pest control, waste management, food services linen and laundry services; accommodation including office space requirements; Porter services; Switchboard Services, Telecommunication services, etc. Monitor compliance to food services management and mortuary services. 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, 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. Fulfil 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.