

**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 : 25 November 2022

NOTE : 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 only. 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. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. 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.

MANAGEMENT ECHELON

POST 43/225 : **DIRECTOR: INSTITUTIONAL PERFORMANCE MANAGEMENT REF NO: MPDOH/NOV/22/37**
(Replacement)

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

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Must have knowledge of government prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in

government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : To manage the implementation of monitoring and evaluation systems for performance management including the management of routine health information. Implementation and maintenance of an integrated monitoring and evaluation system. Co-ordinate routine Health Information Management Systems.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 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 43/226 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: MPDOH/NOV/22/38**
(Replacement)

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

DUTIES : To manage and maintain sound management accounting services. Manage and facilitate budgeting processes. Manage and render revenue and bookkeeping services. Manage and render expenditure monitoring and reporting processes. Manage cost centre implementation and maintenance.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 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 43/227 : **DIRECTOR: SPECIAL PROJECTS REF NO: MPDOH/NOV/22/39**
(Replacement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Must have knowledge of government

prescripts, policies, practices, and government programmes; programme and project management methodology and experience in coordinating government programmes and / or strategic projects. Ability to work in cross / functional projects / teams, excellent co-ordination and project management skills, good understanding of government initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially MS Excel and MS Projects) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under pressure and stressful situations. Ability to maintain high levels of confidentiality.

DUTIES : To facilitate and coordinate the implementation of special projects and flagship programmes. Design and facilitate the implementation of special projects in support of departmental operations. Develop and manage project and financial plans for identified projects. Facilitate the planning and implementation of donor funded projects. Monitor and report on the implementation of identified projects. Promote communication and stakeholder participation. Ensure compliance with the DORA with regard to conditional grants.

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

POST 43/228 : **DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/NOV/22/40**
(Replacement)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all-inclusive remuneration package)
: Ehlanzeni District Office, Mbombela (Nelspruit)
: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Accounting or Financial Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal 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. Verbal and written communication skills. A valid driver's licence.

DUTIES : To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 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 43/229 : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/NO/22/41**
(Replacement)

SALARY : R882 042 per annum, (all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Embhuleni Hospital (Gert Sibande 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 licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), 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 innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 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 43/230</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): PRIMARY HEALTH CARE REF NO: MPDOH/NOV/22/42</u> (Replacement)
<u>SALARY</u>	:	R856 272–R963 723 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Mkhondo, Pixley Ka Seme Msukaligwa Cluster Sub-Districts (Gert Sibande District)

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2022) plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of Primary Health Care, Knowledge of support services with relevant to people management, Facility management and supervision, Good Communication skills, Strong Leadership managerial, organisational strategic, operational and contingency planning skills, independent decision making, problem- solving skills and interpersonal skills. Computer literacy (MS Word, Excell and Power point), Valid drivers licence.
<u>DUTIES</u>	:	Efficient and effective strategic leadership of the sub-districts Primary Health Care Services, management of personnel administration, support and supervise the Assistant Manager PHC and Operational Managers, human resource management and training, disciplinary procedures, labour relations. Manage sub-district budget, support in the maintenance of Ideal Clinic and OHSC Accreditation for PHC facilities.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 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 43/231</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: MPDOH/NOV/22/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package) Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Health related field / or Management Science with at least 3 - 5 years' relevant experience in post qualification experience in a healthcare service of which three (3) years must be at supervisory level (ASD) in district health Services delivery planning and monitoring. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's licence
<u>DUTIES</u>	:	Facilitate strategic and other planning workshops within the district to ensure consultation, buy in and the determination of the priorities, monitor and evaluate the performance of institutions to comply with public health service delivery planning imperatives and develop innovative solutions to overcome the identified barriers, support all district programs and service delivery activities.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 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 43/232</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: MPDOH/NOV/22/44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package) Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Health related field with at least 3 - 5 years' relevant experience in post qualification experience in a healthcare service of which three (3) years must be at supervisory level (ASD) in Quality Assurance settings. A postgraduate qualification in quality management or Health Systems improvement will be an added advantage. Experience within the Public Health Care System, Client orientation and Customer focus. Experience of change management and service delivery

innovation. Project management and report writing skills combined with good analytical and planning skills. People management and communication skills. Leadership skills. Practical knowledge and understanding of the Promulgated Norms and Standards for health establishments as well as Ideal Facility Realization Framework. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. Ability to work independently. Prepared to work under pressure. Valid driver's licence.

DUTIES

: Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health establishments. Provide technical support and advice to management and staff on clinical quality issues and quality improvement planning. Support health establishments to become ideal. Provide technical support to Health Establishments in the management of Complaint, Compliments and Suggestions as well as Patient Safety Incidents. Develop monitoring systems and coordinate processes for licensing of private health establishments in the province.

ENQUIRIES

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

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