

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Recruitment
- CLOSING DATE** : 22 December 2022
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

MANAGEMENT ECHELON

- POST 46/525** : **CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO: T6/180**
This is a re-advertisement of Ref No: T3/078 previously advertised on the PSVC 28 dated 29 July 2022. Interested applicants should re-apply.
- SALARY** : R1 308 051 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an

individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Develop and manage strategies, policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Provide strategic leadership and guidance.

**ENQUIRIES
NOTE**

: Ms LH Moyane Tel No: (013) 766 5520
: Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/526

: **HEAD: OFFICE OF THE HOD REF NO: T6/171**
This is a re-advertisement of Ref No. T2/068 previously advertised on the PSVC 16 dated 06 May 2022. Interested applicants should re-apply.

SALARY

: R1 105 383 per annum (Level 13), (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Experience in networking with key stakeholders in the public and private sectors. Knowledge of executive office management priorities. Knowledge of legislation as well as labour implications with regard to various acts and the PFMA. Excellent leadership-, interpersonal-, motivational-, analytical-, financial management and good written and verbal communications skills; speech- and report writing skills; executive office management skills; comprehensive knowledge of the public service and education sector related legislation and the legal implications thereof; ability to plan, manage and delegate as well as monitor public administrative functions; innovative, analytical and creative thinking. Proficiency and computer skills in the Microsoft Office applications. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES : Manage the flow of documents and correspondences. Provide a secretarial role at Executive Management meetings. Coordinate and consolidate all relevant documentation for the HOD including strategic plans, budgets and reports. Coordinate the HOD and DDG's one-on-one meetings on a regular basis to keep the HOD informed of developments in the Department. Organise and determine the most effective methods and standards of documents that will enhance the quality of the office. Compile and distribute confidential documents i.e. cabinet memoranda and general correspondence to relevant stakeholders. Liaise with programme managers on compilation/submission of documents in the Department. Record, track and provide reports on Executive decisions taken. Render executive administration support services to the HOD. Facilitate and monitor the implementation of executive decisions. Develop strategic and operational plans for the office of the HOD. Manage relations with external stakeholders as well as coordinate special projects. Act as a principal contact and provide support to the office of the HOD and MEC. Prepare for multilateral meetings. Undertake research and compile reports for the HOD. Coordinate the submissions and response to Executive Council and legislature. Collate strategic and operational plans and performance reports. Assist with strategic and business planning processes for the Branch. Coordinate communication with all stakeholders and customers. Render secretariat support services. Assume the responsibility for the overall management of the private and administrative secretariat and personal support services to the HOD. Provide leadership in the management of the HOD's strategic diary. Manage the diary, meetings and programmes efficiently. Ensure that there are document management systems in place. Manage the flow of correspondence and ensure timeous processing thereof. Liaison with protocol, security and other support services. Liaise with MEC and Departments regarding programmes and meetings. Schedule and organise meetings of the senior management team and provide support. Liaise with other branches in the Department and ensure that all statutory reports are prepared and submitted. Draft correspondence and take minutes of meetings. Collate strategic and operational plans and performance reports.

ENQUIRIES : Ms LH Moyane Tel No: (013) 766 5111
NOTE : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 46/527 : **PRINCIPAL: MST ACADEMY REF NO: T6/172**
This is a re-advertisement of Ref No. T2/069 previously advertised on the PSVC 16 dated 06 May 2022. Interested applicants should re-apply.

SALARY : R1 105 383 per.annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

CENTRE : Head Office, Mbombela
REQUIREMENTS : The Principal is the Chief Executive of the MST Academy and is responsible for its strategic, academic and administrative management. The successful candidate must have appropriate academic qualifications i.e. at least an appropriate recognised Bachelor of Science degree (Mathematics, Physics/Chemistry or Tecnology), supported by 5 years experience of and insight into the main responsibilities of the post, which should include teaching experience in the subject area. The main qualities expected of the Principal are capacity in terms of strategic and academic leadership, as well as appropriate management skills. The candidate will be required to have a sound understanding of Mathematics-, Science- and Technology education in the General and Further Education and Training phases, the national and provincial imperatives related thereto as well as the applicable legislation frameworks and processes which govern and regulate the provision of education. Practical business management and administrative experience in public and / or private sector, and/or the development of education programmes will be an added advantage. An appropriate recognised post

graduate qualification in Mathematics, Physics or Chemistry will serve as an added advantage. Valid driver's license. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES : Advance the delivery of quality Mathematics-, Science- and Technology education in the schools linked to the MST Academy. Facilitate and direct research on teacher development programmes and strategies required for quality education in mathematics, science and technology. Render communication and marketing services. Render and manage administrative and related support services. Ensure the establishment of a coordinated system for the MST Academy, and facilitate the delivery of programmes relevant to the needs of the Province. Oversee the performance and achievement of the MST Academy and facilitate the creation of a conducive educational environment for productive learning and teaching and service delivery. Actively engage in policy development matters to ensure that the MST Academy achieve its core objectives. Promote the continuous development of self-managing educational institutions and educators. Account to the Head of Department for all policy and financial mandates of the MST Academy. Co-ordinate, evaluate and monitor that the allocation and utilisation of resources in the Academy is cost effective and benefits institutions equitably.

ENQUIRIES NOTE : Mr ER Nkosi Tel No: (013) 766 0918
 : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 46/528 : **CHIEF QUANTITY SURVEYOR GRADE B: PROJECTS MAINTENANCE REF NO: T6/173**

SALARY : R939 408 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE REQUIREMENTS : Head Office, Mbombela
 : B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years' relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Drivers license.

DUTIES : Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr NF Buchner Tel No: (013) 766 0950

- POST 46/529** : **ENGINEER PRODUCTION GRADE A (CIVIL): PROJECTS MAINTENANCE REF NO: T6/174**
This is a re-advertisement of Ref No: T3/082 previously advertised on the PSVC 28 dated 29 July 2022. Interested applicants should re-apply.
- SALARY** : R750 693 per annum, (an all-inclusive remuneration package), The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].
- ENQUIRIES** : Mr NF Buchner Tel No: (013) 766 0950
- POST 46/530** : **ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: T6/175**
This is a re-advertisement of Ref No: T2/073 previously advertised on the PSVC 16 dated 06 May 2022. Interested applicants should re-apply.
- SALARY** : R750 693 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning, and problem solving skills. Valid driver's license.
- DUTIES** : Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
- ENQUIRIES** : Mr NF Buchner Tel No: (013) 766 0950
- POST 46/531** : **ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING REF NO: T6/176**
- SALARY** : R750 693 per annum, (an all-inclusive remuneration package), The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of

infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.

ENQUIRIES : Mr NF Buchner Tel No: (013) 766 0950

POST 46/532 : **SOCIAL WORK MANAGER GRADE 1: ECD CENTRES REF NO: T6/177**
This is a re-advertisement of Ref No. T2/077 previously advertised on the PSVC 16 dated 06 May 2022. Interested applicants should re-apply.

SALARY : R401 691 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : A recognized Bachelors Degree in social work. 10 years appropriate experience in social work after registration with the SA Council for social service professions as Social Worker of which at least 5 years should be in the education sector. A B Degree in school subjects. Registration with the South African Council for Social Service Professions. Planning, human resource, strategic management, organizing skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Expert knowledge, skills and understanding of ways to empower families, groups and communities to deal with poverty, inequality and other social challenges and understanding and ability to provide social services towards protecting vulnerable people. Computer literacy. A valid driver's license.

DUTIES : Integration of child care and support programmes with education stimulation programmes for children between ages zero to four years. Development of a full integrated programme for implementation from January to December of each year. Training of programme managers at head office and districts on the understanding and implementation of the integrated programme. Manage the training of classroom practitioners on the integrated programme. Manage Care, Support and Curriculum implementation in all centers with the zero to four years old children. Manage ECD systems and databases. Keep up to date with new developments in the social work and management fields. Submission of quarterly reports on programme implementation and all other reports as will be required from time to time. Doing proper and thorough budgeting for the programme as well as manage and report on allocated budget

ENQUIRIES : Mr J Mkhwanazi Tel No: (013) 766 0992

POST 46/533 : **WORKS INSPECTOR: WORKS INSPECTIONS REF NO: T6/178**

SALARY : R218 064 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

DUTIES : Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

POST 46/534 : **WORKS INSPECTOR: WORKS INSPECTIONS REF NO: T6/179**

SALARY : R218 064 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

DUTIES : Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities.

- Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
Ms JT Dlamini Tel No: (013) 766 0508
- ENQUIRIES** :
- POST 46/535** : **REGISTRY CLERK: ADMINISTRATIVE SERVICES, MEC's OFFICE REF NO: T6/081**
This is a re-advertisement of Ref No: T2/075 previously advertised on the PSVC 16 dated 06 May 2022. Interested applicants should re-apply.
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Head Office, Mbombela
: Grade 12 certificate. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to continuously execute physically strenuous work under pressure. Computer literacy will be a recommendation.
- DUTIES** : Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain filing system and registers as prescribed. Pend files for future reference. Handle outgoing mail and faxes.
- ENQUIRIES** : Mr DA Mnisi Tel No: (013) 766 5555

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** : 20 December 2022
- NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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. 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 Z83, 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 were posted in Public Service Vacancy Circular 45 dated 25 November 2022, the posts of Chief Executive Officer (**Sabie Hospital, Ehlanzeni District**) with Ref No: MPDoH/Nov/22/46, Deputy Manager Nursing (PN-A8): Primary Health Care (**Mbombela South Sub-district- Umjindi**) with Ref No: MPDoH/Nov/22/49, Professional Nurse Grade 1 (PN-B1): Operating Theatre (**Barberton Hospital , Ehlanzeni District**) with Ref No: MPDoH/Nov/22/ 64, Professional Nurse Grade 1 (PN-B1): Surgical Ward (Orthopaedic) (**Barberton Hospital , Ehlanzeni District**) with Ref No: MPDoH/Nov/22/ 65 has been withdrawn and Deputy Manager Nursing (PN-A8): Mental Health and Substance Abuse (**Provincial Office, Mbombela – Nelspruit**) with Ref No: MPDoH/Nov/22/50, the Requirements are Senior Certificate / Grade 12 plus appropriate Bachelor's Degree in Health Sciences that allows registration with health regulatory body of South Africa. A minimum of nine (9) years appropriate / recognisable experience as health professionals. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level in Mental Health Services and the post of Deputy Director: Salary Administration (Provincial Office, Mbombela – Nelspruit) with Ref No: MPDoH/Nov/22/55, the Requirements are Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Finance / Accounting / Financial / Public Administration and Public Management with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Extensive knowledge of PERSAL and at least must have three PERSAL courses. Knowledge and understanding of the Public Sector, Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills and the closing date has been extended to 20 December 2022.

OTHER POSTS

<u>POST 46/536</u>	:	<u>CHIEF DENTAL THERAPIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/DEC/22/01</u>
<u>SALARY</u>	:	R494 613 – R540 840 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dental: Therapist. A valid work permit will be required from non-South Africans. SA Qualified employee with a minimum of ten (5) years' working experience required after registration with the HPCSA as Dental Therapist (Independent Practice). Foreign Qualified employee with a Minimum of 5-years relevant experience after registration with a recognized Foreign Health Professions and / or the HPCSA as a Dental Therapist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Render clinical dental services, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PMDS.
<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. IT related queries: Help desk: Tel No: (013) 766 3018. Departmental Online Application System: www.mpuhealth.gov.za .
<u>APPLICATIONS</u>	:	
<u>POST 46/537</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): REF NO: MPDOH/DEC/22/02TB</u> (Re-Advertisement)
<u>SALARY</u>	:	R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Victor Khanye Sub-District (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (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 / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.
<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. IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 46/538</u>	:	<u>PROFESSIONAL NURSE GRADE 1 - 2 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/DEC/22/03 (X9 POSTS)</u>
<u>SALARY</u>	:	R400 644 – R606 042 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Nelspruit CHC (Ehlanzeni District) (X4 Posts) Tweefontein "G" CHC (Nkangala District) (X4 Posts) Ermelo Hospital (Gert Sibande District) (X1 Post)
<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 Advance Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC.

		Knowledge & Skills Knowledge of Public Service acts, regulations and policies, Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices, Knowledge and implementation of Batho Pele principles ,patients' rights charter and code of conduct, Leadership, supervisory and good communication skills, Team building and across cultural awareness.
<u>DUTIES</u>	:	To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies, and procedures, to participate in quality improvement programs and clinical audits. Be able to identify and manage obstetrical emergencies. Proper and effective reporting of patient's safety incidents. Impart knowledge of obstetric emergency and management e.g. ESMOE drills. Provide guidelines and leadership within the unit. Assist on quality data management of programs under mother and child.
<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. IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 46/539</u>	:	<u>PRINCIPAL PERSONNEL OFFICER (REPLACEMENT) REF NO: MPDOH/DEC/22/04</u>
<u>SALARY</u>	:	R269 214 per annum, (plus service benefits)
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of Persal and at list must have three Persal courses including interpreting Persal reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.
<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. IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 46/540</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/DEC/22/05 (X24 POSTS)</u>
<u>SALARY</u>	:	R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Nelspruit CHC (Ehlanzeni District) (X6 Posts) Ermelo Hospital (Gert Sibande District) (X6 Posts) Witbank Hospital and Tweefontein "G" CHC (Nkangala District) (X6 Posts)

- 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). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: 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. IT related queries: Help desk: Tel No: (013) 766 3018.
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