

**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** : 03 February 2023 N.B. Applicants are advised to apply as early as possible to avoid disappointments.
- 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. 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](http://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 post of Medical Specialist Grade 3: Cataract (Tonga Hospital, Ehlanzeni District) with Ref No: MPDOH/Nov/22/45 has been withdrawn.

**OTHER POSTS**

- POST 02/270** : **MEDICAL SPECIALIST GRADE 1-3: INTERNAL MEDICINE REF NO: MPDOH/JAN/23/01**  
(Replacement)
- SALARY** : R1 156 308 - R1 918 284 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Witbank Hospital (Nkangala District)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 1:** None after registration with the HPCSA as Medical Specialist in a Normal Speciality. **Grade 2:** A minimum of five (5) years appropriate experience as Medical Specialist after registration

		with the HPCSA as Medical Specialist in normal Speciality. <b>Grade 3:</b> A minimum of ten (10) years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal Speciality (2023). Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Ability to manage, solve problems, initiate quality improvement programmers, strong clinical Governance experience, training of junior medical doctors, managing outreach programme ,conducting regular morbidity and mortality meetings. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/271</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-3: FORENSIC PATHOLOGY SERVICES REF NO: MPDOH/JAN/23/02</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R1 156 308 - R1 918 284 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Gert Sibande District (FPS)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Specialist. <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in a Normal Speciality. <b>Grade 2:</b> A minimum of five (5) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in normal Speciality. <b>Grade 3:</b> A minimum of ten (10) years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal Speciality (2023). Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Ability to manage, solve problems, initiate quality improvement programmers, strong clinical Governance experience, training of junior medical doctors, managing outreach programme ,conducting regular morbidity and mortality meetings. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all

categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

**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](http://www.mpuhealth.gov.za)

**POST 02/272** : **MEDICAL OFFICER GRADE 3: OPHTHALMOLOGY REF NO: MPDOH/JAN/23/03**  
(Replacement)

**SALARY** : R1 139 217 - R1 424 286 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Tonga Hospital (Ehlanzeni District)

**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Ophthalmology and Cataract Surgeon will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**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](http://www.mpuhealth.gov.za)

**POST 02/273** : **MEDICAL OFFICER GRADE 1-3: ENT AND OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/JAN/23/04 (X2 POSTS)**  
(Replacements)

**SALARY** : R858 528 - R1 424 286 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Witbank Hospital (Nkangala District)

**REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). Valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

**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](http://www.mpuhealth.gov.za)

**POST 02/274** : **PHARMACIST GRADE 1 REF NO: MPDOH/JAN/23/05 (X2 POSTS)**  
(Replacements)

**SALARY** : R724 887 – R769 368 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Bethal Hospital (Gert Sibande District)  
KwaMhlanga Hospital (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Conversant with current Pharmaceutical and related legislation. Core competencies recommended. Commitment to quality development of self and

		others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<b><u>DUTIES</u></b>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni (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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/275</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/23/06</u></b>
<b><u>SALARY</u></b>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Sibange Clinic (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Clinical Nursing Science, Health Assessment and Treatment. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/276</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/23/07 (X3 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Moloto CHC, Marapyane CHC (Nkangala District)

<b><u>REQUIREMENTS</u></b>	: Mayflower CHC (Gert Sibande District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic as Clinical Nursing Science, Health Assessment and Treatment qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Clinical Nursing Science, Health Assessment and Treatment. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<b><u>DUTIES</u></b>	: Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<b><u>ENQUIRIES</u></b>	: 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.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/277</u></b>	: <b><u>OPERATIONAL MANAGER (PN-B3): MATERNITY REF NO: MPDOH/JAN/23/08</u></b> (Replacement)
<b><u>SALARY</u></b>	: R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	: Matikwana Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Advanced Midwifery Nursing Science qualification. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Labour Ward Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- 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](http://www.mpuhealth.gov.za)
- POST 02/278** : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO: MPDOH/JAN/23/09**  
(Replacement)
- SALARY** : R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Shongwe Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Science qualification. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Operating Theatre Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and

		control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: www.mpuhealth.gov.za
<b><u>POST 02/279</u></b>	:	<b><u>LECTURER GRADE 2 (PN-D2): WITBANK HOSPITAL SUB-CAMPUS REF NO: MPDOH/JAN/23/10</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R492 756 – R642 942 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Mpumalanga College of Nursing, Kabokweni
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. Grade 2: A minimum of fourteen (14) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of period referred to above must be appropriate / recognisable experience in Nursing Education after obtaining the one (1) year post-basic qualification in Education. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: www.mpuhealth.gov.za
<b><u>POST 02/280</u></b>	:	<b><u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JAN/23/11 (X2 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R491 403 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Matikwana Hospital (Ehlanzeni District) Carolina Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8). Knowledge of Human Resources and Administrative



support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
- 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](http://www.mpuhealth.gov.za)
- POST 02/281** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/JAN/23/12**  
(Replacement)
- SALARY** : R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Dr J S Moroka Sub-District (Nkangala District)
- REQUIREMENTS** : 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 (2023). 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.

<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/282</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): WELLNESS CLINIC REF NO: MPDOH/JAN/23/13</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Barberton Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in terms of Government Notice 125, (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as General Nursing and Midwifery that allows registration with the SANC in General Nursing (2023). Minimum of seven (7) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Must have sound knowledge of TB and HIV/AIDS and be NIMART trained. Diploma / Degree in Nursing Administration and Management will be an added advantage. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Knowledge / skills: Ability to work under pressure, manage own time, function as an effective leader of the Nursing team. Implement and manage. Willingness to work shifts and standby in accordance with the requirements of the unit and Nursing service report writing. Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other multidisciplinary team including the writing of a report when required. Good Human Relations displaying concern for patients, promoting and advocating proper treatment and care including willingness, awareness to respond to patient's needs, requirements and expectations. Demonstrate Ability to provide support and guidance within the unit.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/283</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/JAN/23/14</u></b>
<b><u>SALARY</u></b>	:	R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Steve Tshwete Sub-District (Nkangala District)

<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/284</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/JAN/23/15 (X2 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS:</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS:</u></b>	:	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 (2023), a post-basic Advance Midwifery qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 speciality in Advance Midwifery 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Midwifery and Neonatal 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, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies

within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

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

**POST 02/285** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): OCCUPATIONAL HEALTH REF NO: MPDOH/JAN/23/16**  
(Replacement)

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Dr J S Moroka Sub-district (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023), a post-basic Occupational Health qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Occupational Health Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Occupational Health 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, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

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

**POST 02/286** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/JAN/23/17 (X3 POSTS)**  
(Replacements)

**SALARY** : R400 644 – R464 466 per annum (Depending of years of experience in terms of OSD).

**CENTRE** : Lefiso CHC, Phake Clinic and Lefisoane CHC (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic Clinical Nursing Science, Health Assessment and Treatment qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Clinical Nursing Science, Health Assessment and Treatment. 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.

<b><u>DUTIES</u></b>	: Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Occupation Health 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, labour 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.
<b><u>ENQUIRIES</u></b>	: 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.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/287</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDICS REF NO: MPDOH/JAN/23/22</u></b> (Replacement)
<b><u>SALARY</u></b>	: R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	: Witbank Hospital (Nkangala District) : Senior Certificate / Grade 12 or equivalent qualification 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 (2023), a post-basic Surgery/ Orthopaedics qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Orthopaedics Science or Surgical Nursing. 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.
<b><u>DUTIES</u></b>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Orthopaedics 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, labour 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.
<b><u>ENQUIRIES</u></b>	: 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.
<b><u>APPLICATIONS</u></b>	: Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

<b><u>POST 02/288</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA AND EMERGENCY CARE REF NO: MPDOH/JAN/23/23</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witbank Hospital (Nkangala District) Senior Certificate / Grade 12 or equivalent qualification 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 (2023), 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 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.
<b><u>DUTIES</u></b>	:	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, labour 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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/289</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CASUALTY REF NO: MPDOH/JAN/23/24</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ermelo Hospital (Gert Sibande District) Senior Certificate / Grade 12 or equivalent qualification 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 (2023), a post-basic Trauma and Emergency Nursing Science 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Casualty 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, labour

and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 02/290** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/JAN/23/25**  
(Replacement)

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification 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 (2023), a post-basic Operating Theatre Science qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 02/291** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): NEPHROLOGY REF NO: MPDOH/JAN/23/26**  
(Replacement)

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification 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 (2023), a post-basic Nephrology qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Nephrology 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Nephrology 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, labour 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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/292</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/JAN/23/18</u></b> (Replacement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) 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.
<b><u>DUTIES</u></b>	:	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 head office to comply with the norms and standards for healthcare establishments as well as adhering to the ideal head office modernization and realization framework. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, waste management, infection prevention and control, accommodation, quality assurance, 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** : 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](http://www.mpuhealth.gov.za)

**POST 02/293** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: MPDOH/JAN/23/19 (X3 POSTS) VERTICAL PROGRAM POSTS**

**SALARY CENTRE** : R393 711 per annum, (plus service benefits)  
: Ehlanzeni District Office: Mbombela  
: Nkangala District Office: Emalahleni  
: Gert Sibande District Office: Ermelo

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus undergraduate (NQF 7) in Social Work / Science / Psychology or equivalent qualification with 3–5 years' relevant experience in Employee Health and Wellness Environment of which three (3) years' experience must be at supervisory / managerial (level 8). Registration with the South African Council of Social Service Professions (SACSSP) as Social Worker. Knowledge and understanding of Employee Health and Wellness strategic frame for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Public Service Act, Public Service Regulations, DPSA EHW Strategic Framework, DPSA HIV/AIDS, TB and STI Policy and Framework, DPSA Health and Productivity Policy, DPSA SHERQ Policy, DPSA Wellness Management Policy and Organizing and project planning. Must have people management skills, must have ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV/AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, report writing, program design and implementation skills, good presentation skills, assessment /diagnostic skills, problem solving, project management, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to 132 of the Public Service EHW Strategic Framework.

**DUTIES** : Coordinate the Employee Health and Wellness Programme in line with the overall strategy of the institution. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or life management service or lifestyle development interventions e.g. health screenings, Stress Management Workshops, Relationships Management Workshops or training, financial management and debt control. Oversee the functioning of the sports and other physical and recreational activities. Oversee the functioning of bereavement. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme. Conduct staff satisfaction survey, analyse, evaluate data and communicate information, statistics and results. NB. Successful candidate will be placed at a District Level however reporting to the Provincial Manager based on shared services and administrative processes.

**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](http://www.mpuhealth.gov.za)

**POST 02/294** : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/JAN/23/20**  
(Replacement)

**SALARY** : R393 711 per annum, (plus service benefits)  
**CENTRE** : Middelburg Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

**DUTIES** : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

**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](http://www.mpuhealth.gov.za)

**POST 02/295** : **ASSISTANT DIRECTOR: HRM REF NO: MPDOH/JAN/23/21**  
(Replacement)

**SALARY** : R393 711 per annum, (plus service benefits)  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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.

- DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel 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. Provide support to Corporate Managers / Chief Executive Officers and the District Manager.
- 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](http://www.mpuhealth.gov.za)
- POST 02/296** : **MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: MPDOH/JAN/23/27**  
(Replacement)
- SALARY** : R332 427 - R378 318 per annum, (Depending of years of experience in terms of OSD)
- CENTRE** : Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Appropriate qualification with Degree/Diploma in Medical Orthotic and Prosthetics that allows for the required registration with Health Professions Council of South Africa as a Medical Orthotist and Prosthetist. A valid Driver's license, sound knowledge of relevant acts, policies and procedures, Computer literacy.
- DUTIES** : Design, measure, manufacture, fit, repair, adjust and align all orthotic and prosthetic devices. Consult with practitioners and members of multidisciplinary team on correct appliance for each patient. Plan and conduct multidisciplinary consultation and outreach clinics in Bushbuckridge. Deliver efficient and effective Clinical and MOP related administrative services, including record keeping, supervision and training of students and assistants. Promote continuous development and training, perform duties as delegated by the supervisor from time to time with normal scope. Assist in implementing guidelines, protocols and standard operating procedures.
- 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](http://www.mpuhealth.gov.za)
- POST 02/297** : **DIETICIAN GRADE 1: REF NO: MPDOH/JAN/23/28 (X2 POSTS)**  
(Replacement)
- SALARY** : R332 427 - R378 318 per annum, (Depending of years of experience in terms of OSD)
- CENTRE** : Waterval Boven Hospital (Nkangala District)  
Embhuleni Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign

		qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
<b><u>DUTIES</u></b>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/298</u></b>	:	<b><u>EMS STATION MANAGER GRADE 3: REF NO: MPDOH/JAN/23/29</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R332 496 – R376 632 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	EMS KwaMhlanga Station (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus minimum Intermediate Life Support (ILS) that allows registration with the Health Professions Council of South Africa (HPCSA) (2023). Valid Code 10 driver's Licence with Professional Driving Permit (PrDP). Must have 12 Years after registration with the HPCSA as AEA. Good communications skills both written and verbal. Supervisory experience in the EMS operations is mandatory and a Diploma in Management or above will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<b><u>DUTIES</u></b>	:	Responsible for all EMS operational and administrative activities in the station. Provide advice on procedures and policy matters to staff. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service and complaints received. Ensure that all applicable legislation, policies, Standing Operating Procedures, Norms and Standards are implemented and adhered to at all time. Ensure compliance with all policies operating in the service. Ensure effective control and be accountable over resources in the station. Be accountable and have an inventory of all resources at the station. Assist Senior EMS Management in the implementation and maintenance of good corporate governance. Maintain, monitor and review continuous quality improvement for the station and the entire service in accordance with the policy on quality improvement for EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Respond to major incidents and co-ordinate such incidents within the operational area. Conduct periodic and adhoc inspections of crews in operational locations. Respond to calls and major incidents. Undertake any other duties and or responsibilities as assigned by senior management.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/299</u></b>	:	<b><u>INFORMATION OFFICER REF NO: MPDOH/JAN/23/30</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R331 188 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Standerton Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management

		of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: www.mpuhealth.gov.za
<b><u>POST 02/300</u></b>	:	<b><u>INFORMATION OFFICER REF NO: MPDOH/JAN/23/31</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R331 188 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Witbank TB Specialized Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: www.mpuhealth.gov.za
<b><u>POST 02/301</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER REF NO: MPDOH/JAN/23/32</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R331 188 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Themba Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Diploma In Public Management or Human Resource Management plus three (3) - six (6) years relevant experience in Human Resource Unit with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment or Diploma / Degree in Human Resource Management / Public Administration / Management with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three (3) PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. 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.

- DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. 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. Provide support to Corporate Manager / Chief Executive Officer.
- 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](http://www.mpuhealth.gov.za)
- POST 02/302** : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: MPDOH/JAN/23/33**  
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum, (plus service benefits)  
: Provincial Office, Mbombela  
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Human Resource Development or Degree / Diploma in Human Resource Development / Public Administration / Public Management. A minimum of (3) PERSAL courses is a requirement. 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.
- DUTIES** : 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, secretarial functions for interviews, absorptions, probationary periods, etc). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel 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. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. 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. Provide support to the Assistant Directors.

- 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](http://www.mpuhealth.gov.za)
- POST 02/303** : **PERSONNEL PRACTITIONER: HRD REF NO: MPDOH/JAN/23/34**  
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus service benefits)  
: Tonga Hospital (Ehlanzeni District)  
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Human Resource Development or Degree / Diploma in Human Resource Development / Public Administration / Public Management. Knowledge of PERSAL System will be an added advantage. Plus the following keys: Knowledge of Government policies and all skills development related legislation. Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Act and understanding of Learnership. Computer literacy, MS Excel, MS Project and Power Point. Skills: Presentation and report writing, Organizational and Administration, Numeracy, interpersonal and communication, Communication: verbal and written, creativity and innovative. Valid driver's licence.
- DUTIES** : Presentation of the orientation and induction program. Compile of relevant documentation pertaining to learnership program, Update learner database. Learnership Administration. Monitoring and evaluation of programmes, attend to all HRD administrative duties. Monitoring ABET Programme. Administer part time and full time bursary programmes. Manage and monitor the implementation of EPMDS for all in the hospital, clinics and proper maintenance of EPMDS records. Coordinate and monitor the implementation of human resource strategies and projects in the hospital internship, bursaries, and workplace integrated learning, learnership. Develop and maintain database for grade progression. Develop and maintain database for HRD training program. Compile in-service training plan for the entire hospital, clinics and monitor the implementation. Coordinate and facilitate training e.g. induction and training, and update records for all training. Compiling of monthly, quarterly and annually reports.
- 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](http://www.mpuhealth.gov.za)
- POST 02/304** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/JAN/23/35**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus service benefits)  
: Ermelo Hospital (Gert Sibande District)  
: Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL and at list must have three PERSAL courses minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the

clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

**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](http://www.mpuhealth.gov.za).

**POST 02/305** : **STATE ACCOUNTANT: PAYMENTS REF NO: MPDOH/JAN/23/36**  
(Replacement)

**SALARY** : R269 214 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Degree/ Diploma in Finance / Accounting / Financial Management. Knowledge and experience expenditure management, focus in the following areas: Logis, Preferential Procurement Policy Framework,(PFMA) Public Finance Management Act, Treasury regulations and general knowledge of Basic Accounting System(BAS), Computer literacy, sound interpersonal and communication skills (written and verbal), Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.

**DUTIES** : Supervise and control the work of sub-ordinate in the expenditure management unit. Authorize payment on Bas and Logis system. Understanding of all aspects of supply chain management processes. Ensuring compliance with departmental and treasury regulations. Enforce internal control measures. Manage all open orders report (Accruals) and reconciliation of accounts. Ensure compliance on Subsistence and Travel claims. Deal with Human resources matters such as leave and perform development systems of quarterly evaluation reports. Attend and respond to audit queries. Provide administrative support to institutions.

**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](http://www.mpuhealth.gov.za)

**POST 02/306** : **CONDOM LOGISTIC OFFICER REF NO: MPDOH/JAN/23/37**  
(Replacement)

**SALARY** : R269 214 per annum, (plus service benefits)  
**CENTRE** : Thaba Chweu Sub-district (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus six (06) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management plus three (03) years relevant experience. Knowledge in Government Financial Accounting. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.

**DUTIES** : Co-ordinate condom distribution in the district. Ensure availability and accessibility of condoms in primary and secondary sites. Monitor proper



		storage and quality of condoms. Develop strategies to market and increase condom usage. Prepare and consolidate reports of condom distribution in the district. Ordering of condoms, maintenance and supply primary distribution sites. Writing of monthly, quarterly and annual reports. Ensure establishment and maintenance of primary and secondary sites.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/307</u></b>	:	<b><u>PERSONNEL PRACTITIONER: HRM REF NO: MPDOH/JAN/23/38</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R269 214 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Matikwana Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Human Resource Development or Degree / Diploma in Human Resource Development / Public Administration / Public Management. A minimum of (3) PERSAL courses is a requirement. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/308</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JAN/23/39 (X5 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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](http://www.mpuhealth.gov.za).
- POST 02/309** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH REF NO: MPDOH/JAN/23/40 (X13 POSTS)**
- SALARY** : R268 584–R311 361 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Bushbuckridge Sub-district (X1 Post)  
Thaba Chew Sub-district (X1 Post)  
Nkomazi Sub-district (X3 Posts)  
Mbombela Sub-district (X2 Posts)  
(Ehlanzeni District), Albert Luthuli Sub-district (X1 Post)  
Dipaliseng Sub-district (X1 Post)  
Govan Mbeki Sub-district (X1 Post)  
Msukaligwa Sub-district (X1 Post)  
(Gert Sibande District), Emakhazeni Sub-district (X1 Post)  
Steve Tshwete Sub-district (Nkangala District) (X1 Post)
- 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. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the School health Services and other prescripts.
- DUTIES** : Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parents meetings to raise awareness about Health Promotion in Schools.
- 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](http://www.mpuhealth.gov.za)

<b><u>POST 02/310</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH REF NO: MPDOH/JAN/23/41</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Siyabuswa CHC (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	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. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the School health Services and other prescripts.
<b><u>DUTIES</u></b>	:	Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parents meetings to raise awareness about Health Promotion in Schools.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/311</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JAN/23/42 (X3 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R217 854 – R245 409 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Waterval CHC (X1 Post) Middelburg Hospital (Nkangala District) (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<b><u>DUTIES</u></b>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

<b><u>POST 02/312</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A REF NO: MPDOH/JAN/23/43 (X2 POSTS)</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R199 317 – R221 214 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Tintswalo Hospital (Ehlanzeni District) Middelburg Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Mechanical/Electrical/Electromechanical. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
<b><u>DUTIES</u></b>	:	Ensuring of proper maintenance of equipment. Day to day provision of maintenance services. Monitoring and inspection of equipment. Conduct preventive maintenance schedule. Handling spare parts inventory and ordering. Keep proper history documentation for machineries break down, repairs and preventive action. Repair any machine /equipment deficiencies.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 02/313</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/JAN/23/44 (X8 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R176 865 - R231 231 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	EMS Lydenburg Station, EMS Matibidi Station and EMS Themba Station (Ehlanzeni District) EMS Carolina Station, EMS Embalenhle Station and EMS Bethal Station (Gert Sibande District) EMS Siyabuswa Station and EMS Witbank Station (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (2023). Current registration with the HPCSA (deposit slip will not be accepted). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<b><u>DUTIES</u></b>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station.

Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

**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](http://www.mpuhealth.gov.za).